

**REQUEST FOR QUALIFICATIONS (RFQ)
RFQ CM16-01**

**CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
PAVING AND DRAINAGE CONSTRUCTION PROJECTS**

SELECTION CM01

The City of Houston intends to enter into a contract for construction management and inspection (CM&I) services to be performed by the selected firm in accordance with the City's Construction Management and Inspection Services Contract

Neither engineer(s) nor any person acting on engineer's behalf shall attempt to influence the outcome of the selection or award by the offer, presentation, or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to pwepss@houstontx.gov. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from engineer's formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither engineer(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families, or staff through written or oral means in an attempt to persuade or influence the outcome of the award, or to obtain or deliver information intended to or which could reasonably result in an advantage to any engineer. However, nothing in this paragraph shall prevent an engineer from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and the award placed on the City Council agenda for action or to a City Council committee convened to discuss a recommendation regarding the solicitation.

To be considered for evaluation, firms shall submit a specific statement of qualifications (SOQ) in the manner described below and may not submit more than one response to this RFQ. **Any firm submitting an SOQ that does not conform to all the requirements of this RFQ will be subject to disqualification**

1. Electronic Submittal process:

- Go to COH <http://selections.publicworks.houstontx.gov/>
- Consultant must register to download Engineering or Construction Management and Inspection RFQs
- After registration an email from **PWEPSS @houstontx.gov** will be sent to the registered email address with the SOQ Submission Table
- Consultant must reply to the e-mail with the SOQ Submission Table filled-out in the body of the e-mail and the SOQ Submittal as an attachment. **NOTE: Do not send the SOQ Submission Table as an attachment**
- Upon successful transmittal of the Electronic SOQ Submittal, the consultant will receive a receipt notification.
- Submit one (1) SOQ submittal per e-mail

2. SOQ Submittal :

- One (1) SOQ Submittal including the electronic SOQ pdf and the entire submittal documents (items 1-6, below combined into one single pdf.) and according to the following instructions:
 - The PDF filename must include the RFQ number and firm name
 - The PDF Maximum size allowed is **Less than 7MB (based on the properties of the file)**
 - The PDF filename must follow the below naming convention
 - RFQ Number and Firm name identified in the subject line of the e-mail
 - “<RFQ Number>_<Firm Name>.pdf”
 - Example: “E15-01_ABC Services.pdf”

The SOQ Submittal package shall include the following:

1. A transmittal letter of interest notifying the City of Houston of the submitter’s intent to be considered for these professional services.
2. A one-page letter from each sub-consulting firm proposed in the submittal indicating that firm’s desire to be included and indicating a general statement of the scope of services that the sub-consultant will perform if the submitting firm is selected. **All firms must follow the following “Sub Consultant-Team Rule”:**
 - A. **Unlimited Rule:** Any firm providing Non-Construction Management and Inspection Services can be a submitted sub-consultant for any prime consultants submitting for each RFQ
 - B. **Rule of 10:** Any firm providing Construction Management and Inspection Services cannot be a submitted sub-consultant for more than 10 prime consultants submitting for each RFQ
 - C. **Rule of 8:** Any firm submitting as a Prime cannot be a submitted sub-consultant for more than 8 prime consultants submitting for **any each** RFQ
3. A copy of the submitting firm’s response to questionnaire pertaining to “Conflict of Interest”. Local Government Code Chapter 176 requires firms seeking to do business with the City of Houston (“City”) to file a Conflict of Interest Questionnaire with the City Secretary, only if there is a business relationship noted. The current Conflict of Interest Questionnaire is available for downloading on the website of the Texas Ethics Commission: <http://www.ethics.state.tx.us/forms/CIQ.pdf> *If nobody in the company has a business relationship with the City (as defined in Section 176.001 (1-a) in the Local Government Code), write “N/A” in Section 1 and leave the remainder of the form blank.*
4. A copy of the submitting firm’s current on-file Department of Public Works and Engineering’s *Standard Form for Engineering and Related Services* (“PWE100”). Firms are still responsible for the formal submission of updated PWE100s according to the instructions at the following location: <http://www.publicworks.houstontx.gov/notices/pwe-100.html>
5. A fully completed City of Houston Pay of Play Acknowledgement (POP-1) form, which can be found at the following location: <http://www.houstontx.gov/obo/popforms.html>. The City of Houston’s Pay or Play (POP) Program as authorized by Ordinance 2007-534 and Executive Order 1-7 will be included as part of the professional services contract.

6. The remainder of the submittal document (Qualifications) shall follow the below parameters:

A. Format of Qualifications:

- Not exceed EIGHT single-sided 8^{1/2}x11 pages
- Landscape orientation
- Font: 11pt Arial (minimum)
- Line Spacing: 1.5

B. Content of Qualifications:

- Specific construction management and inspection service capabilities of the firms for the projects;
- Areas of Specialty Experience which could be critical in managing construction projects;
- Prior experience (preferably within the last five years) in managing similar public infrastructure or CIP construction projects;
- Demonstrated ability to manage construction to achieve quality of work required by the construction contract;
- Demonstrated ability to effectively manage owner's costs and to meet construction schedule;
- Demonstrated ability to coordinate construction activities and to minimize construction impacts to the general public;
- Demonstrated ability to work with the contractor in resolving construction conflicts and ensuring safety;
- Demonstrated knowledge of local condition, especially knowledge relevant to scope;
- **The specific qualifications (including construction management and inspector certifications) of team members and sub-consultants (including sub-consultant's employees) proposed for these projects with at least one member of the Construction Management Team being the equivalent of a Certified Manager (CCM) or obtain the certification with the first year of the contract.**
- Identification of all work assignments for which the firm has been selected by a TIRZ, within the last 12 months (i.e. TIRZ Board Action). Information should include which TIRZ, Project Title, Task and Date
- Demonstrated ability to fulfill MWBE goals.

Every submittal will be reviewed and rated for accuracy and completeness, but **the following specific errors are cause for disqualification:**

- **Violation of the Sub Consultant-Team Rule**
- **Qualifications (see below) are on more than eight (8) pages**
- **File Size Requirement**
- **Font Size Requirement**

A committee appointed by the Director of Public Works and Engineering will review the submittals and recommend the most highly qualified submitting firms for selection.

A pre-submittal meeting will be held from 9:30am - 10:30am on May 27, 2015 at the George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Texas. **Registration is from 9:00am - 9:30am.**

Deadline: SOQ submittals can be e-mailed anytime up to June 17, 2015 @ 1:00 pm. If you receive an undeliverable notification on June 17, 2015, please bring the following information to the City of Houston, 611 Walker, Houston, Texas, 15th Floor NLT 4:00pm. Any submissions received after this time will not be considered.

- One (1) hard copy and CD of the SOQ Submittal
- A Print out of the Undeliverable Notification. ***(File size limit rejection is not an acceptable justification for hard copy submittal).***

Selection No. CM01

Construction Management and Inspection (CM&I) Services For Paving and Drainage Construction Projects

- **Project Location:** Citywide
- **General Scope:** City of Houston paving (major thoroughfare and neighborhood reconstruction) and/or drainage projects and/or other similar construction projects. Experience in managing TxDOT local let Construction Projects, coordination with private utility companies for relocation of unknown facilities, and handling public outreach. Ability to manage up to 4 projects concurrently
- **Anticipated Milestones:** Initiation of Construction Management and Inspection: FY16