



**CITY OF HOUSTON**  
**FINANCE DEPARTMENT**  
S33-I00317  
**NOTICE OF INFORMAL REQUEST FOR  
QUALIFICATION**

**STRATEGIC  
PROCUREMENT  
DIVISION**  
901 Bagby Street, Concourse  
Level  
Houston, Texas 77002

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS**

The City of Houston's Finance Department is soliciting services from qualified consultancies/contractor(s) to perform the following services as described in the Statement of Work for Renewable Energy Generation Plant.

Prospective consultancies/contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Conley Jackson at conley.jackson@houstontx.gov. The deadline for submitting questions is **April 16, 2014 at 2:00 PM CDT. No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Please review the Statement of Work below. If you believe that your consultancy/firm meets the minimum requirements as outlined in the Statement of Work of the RFQ, please submit your Statement of Qualifications (SOQ) to Conley Jackson, via one of the methods listed below by **April 23, 2014 at 2:00 PM CDT. No SOQ's will be accepted after deadline.**

E-mail: (Preferred Method): conley.jackson@houstontx.gov

Mail:  
City of Houston  
Strategic Procurement Division (Suite B513)  
901 Bagby Street  
Houston, Texas 77002

**CONSULTANT FOR A RENEWABLE ENERGY GENERATION PLANT**

**1.0 GENERAL:**

1.1 The City of Houston (City) is seeking proposals from qualified professionals (Consultant) to assist the City in developing solicitation documents and evaluating responses for the design, construction and operation of a Renewable Energy Generation Plant.

1.2 The City anticipates following a two-step process. A Request for Qualification (RFQ) followed by a Request for Proposal (RFP).

**2.0 BACKGROUND:**

2.1 The City is interested in a multi-year, long-term service contract for the construction of a renewable energy generation plant. The City expects that this plant will be completely financed, designed, constructed and operated by a winning proposer. This plant will use possible combinations of various forms of renewable energy that may include, but are not limited to, solar, wind, and quick-start natural gas turbines. The expectation is that the facility will generate up to 30 megawatts of electricity of which only a portion may be dedicated to City use.



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**3.0 SCOPE OF SERVICES:**

- 3.1 The Consultants will be expected to provide assistance with a two-step procurement process to meet the goals of the City. The selected consultant will be tasked with the following minimum obligations:
- 3.1.1 Assist the City to develop a (RFQ) that clearly identifies the qualifications that the City should require for the firms to compete for a project of the magnitude and complexity of this nature. The Consultant will be required to submit a report providing strengths and weaknesses of the respondents.
- 3.1.2 Assist the City to develop the Request for Proposal (RFP) that will be issued to the short-list of respondents developed from the RFQ process. The Consultant will support the City throughout the RFP process. Consultant shall assist in reviewing and evaluating proposals, shall participate in any presentations or clarification meetings, identify the strengths and weaknesses of each proposal, and provide other analyses as deemed necessary by the City.

Confidentiality: The Consultant must keep all information gained through the process confidential whether developed by Consultant, a bidder or the City.

**4.0 EVALUATION AND SELECTION PROCESS:**

- 4.1 A committee of City representatives will review all responsive proposals in accordance with the evaluation criteria listed below. Upon evaluation of proposals, the committee may elect to seek clarifications or meet with one or more proposers as it deems necessary prior to making a selection. City representatives may choose to verify experience of proposers and/or call references and conduct its own due diligence prior to recommending award.
- 4.2 Prohibition and Conflict of Interest. The proposer understands and must acknowledge in its proposal that by being awarded a professional services contract to perform in the capacity described in the scope of services herein it will be ineligible to participate in any manner in responding to the RFQ or RFP it will help develop and evaluate.. Such participation may create a conflict of interest and will provide an unfair advantage as it relates to the award of a contract for the Renewable Energy Generation Plant project. This ineligibility is applicable to both a prime or subcontractor role and includes any affiliates or partners.

**5.0 EVALUATION AND SELECTION CRITERIA:**

- 5.1 Qualifications and experience of the Proposer as evidenced by experience on similar projects.
- 5.2 Qualifications and experience of key personnel assigned as evidenced by their credentials and role in similar projects.
- 5.3 Proposed strategy and approach to perform the services required.



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5.4 Fee or rates to be charged

**6.0 SUBMITTAL REQUIREMENTS:**

6.1 Submission: Please submit the items listed below organized in the order listed separated by labeled tabs.

6.2 Content:

6.2.1 Executive Summary:

In a one to two page executive summary, outline the qualifications and experience for a professional services agreement of the type outlined in this solicitation and a recommended approach to an engagement of this type.

6.3 Qualifications:

6.3.1 State the proposer's qualification and background in consulting on projects of the type outlined in this solicitation.

6.3.2 Experience / Examples: On one to two pages per example, outline specific examples (3 to 4 examples) where the proposer has successfully completed projects of the type listed in this solicitation. For each, list:

6.3.2.1 Title of the engagement.

6.3.2.2 Start and end date (or "In Progress" with expected end date) of the engagement.

6.3.2.3 Short description of the purpose of the engagement.

6.3.2.4 Short summary of the benefits to the client of the engagement.

6.3.2.5 List of consultants of the engagement (identify which would be recommended for an engagement that may result from this solicitation).

6.3.2.6 Reference contact information from the client.

6.3.3 Resumes:

6.3.3.1 Submit resumes for each consultant that will be working with the City on this professional services engagement.

6.4 Recommended Strategy:

6.4.1 State the proposers recommended strategy for this engagement.

6.4.2 State the recommended number of personnel involved.



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6.4.3 State the proposed number of hours expected for each of the following milestones:

- 6.4.3.1 Kickoff meeting and/or planning sessions.
- 6.4.3.2 Develop the RFQ.
- 6.4.3.3 Evaluate responses to the RFQ.
- 6.4.3.4 Issue a report to the City of the evaluation recommendations.
- 6.4.3.5 Develop the RFP.
- 6.4.3.6 Evaluate responses to the RFP.
- 6.4.3.7 Issue a report to the City of the evaluation recommendations.

6.5 Price Proposal:

- 6.5.1 State the hourly rates proposed for each personnel assigned.
- 6.5.2 State the estimated travel expenses for each milestone section above.
- 6.5.3 Summarize costs by the milestones listed above excluding travel expenses.
- 6.5.4 State the total cost proposed for this solicitation.
- 6.5.5 Proposal may not include a percentage of resulting project contract, commission or contingency.

Milestone: _____					
Name	Role	Hourly Rate	Hours	Travel Expense	Total
Milestone Total					

**The documents listed below must be provided with the IRFQ:**

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
Contractor Questionnaire
Hire Houston First Affidavit (See Details Below)

\* All forms can be downloaded from the following link: <http://purchasing.houstontx.gov/forms.shtml> Offeror will be able to click and print each required document from this site.



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\* Hire Houston First Preference Points (City Business = five (5) extra percentage points or Local Business = three (3) extra percentage points and Non-City and Non-Local Business will receive zero (0) extra percentage points).

- **HIRE HOUSTON FIRST**

- **Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit ("HHF Affidavit")** to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

**Download the HHF Affidavit** from the Office of Business Opportunities Webpage at the City of Houston Government Website at the following location:

[www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf](http://www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf)

Submit the completed application forms to: Office of Business Opportunity, Houston Business Solutions Center, 611 Walker, Lobby Level, Houston, TX 77002 or Applications may be submitted via e-mail to [houstonBSC@houstontx.gov](mailto:houstonBSC@houstontx.gov) or faxed to 832.393.0650.

**Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---  
Pursuant to Chapter 15 of the City Code of Ordinances**

IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

- **THREE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "LOCAL BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND
- **FIVE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "CITY BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES
- UNLESS THE USER DEPARTMENT DETERMINES THAT AN AWARD TO THE LOCAL OR CITY BUSINESS WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

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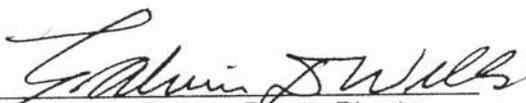


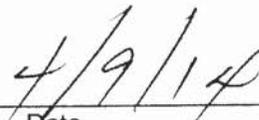
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**7.0**    **NO CONTACT PERIOD**

7.1    Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the 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 the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(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 bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation."

  
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Calvin D. Wells, Finance Deputy Director  
City Purchasing Agent

  
\_\_\_\_\_  
Date