



CITY OF HOUSTON
POLICE DEPARTMENT
Q23702
NOTICE OF REQUEST FOR QUALIFICATION

BUDGET & FINANCE
DIVISION/PROCUREMENT
1200 Travis, 2nd Floor,
Houston, Texas 77002
(713) 308-1784
(713) 308-1781 Fax

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

The City of Houston's Police Department ("the City") is soliciting proposals from qualified experienced professionals (Engineers) for the Intersection Safety Camera Engineering Studies.

Pre-Proposal Conference: There will be a pre-proposal conference on **Friday, July 16, 2010 at 1:00 p.m at 1200 Travis, 2nd Floor Houston, Texas 77002, Houston Police Department, Procurement Section Conference Room.** Prospective proposers needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Timothy Crabb at timothy.crabb@cityofhouston.net. The deadline for submitting questions is **Friday, July 30, 2010 at 1:00 p.m. CST. *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 Scope of Work/Services below. If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ; please submit your response to Timothy Crabb, Senior Contract Administrator, via e-mail listed below by **Friday, August 6, 2010 at 1:00 p.m. CST. *No proposals will be accepted after deadline.***

E-mail: (Preferred Method): timothy.crabb@cityofhouston.net

The City of Houston intends to enter into a contract with a professional engineer to provide engineering services for the projects listed below. The work to be performed by the engineer under the proposed contract shall consist of Phase I, II and III professional engineering services per the city's standard design contract, available for reference at:

<http://documents.publicworks.houstontx.gov/document-center/professional-services-selection-and-procurement/standard-engineering-services-contract/details.htm>

To qualify for selection, the submitting firm must have a professional engineer, registered in Texas who can sign and seal the work to be performed under the contract. To be considered for evaluation, firms should submit a specific statement of qualifications (SOQ) for the project and may not submit more than one response to this RFQ or be subject to disqualification.

SCOPE OF WORK/SERVICES

Intersection Safety Camera Engineering Studies

- **Project Location:** City Wide



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- General Scope: Provide as needed professional engineering services including, but not limited to, the following:
 - a. Intersection Approach Counts
 - b. Intersection Inventory
 - c. Signal Timing Parameter Verification
 - d. Speed and sight distance studies
 - e. Identification of Intersection Maintenance Needs
 - f. Identification of Potential Intersection Safety Improvements

The submittal 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 the 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.
3. A copy of the submitting firm's response to questionnaire pertaining to "Conflict of Interest" submitted to the City Secretary should also be included. 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. The Conflict of Interest Questionnaire is available for downloading on the Texas Ethics Commission's website at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. The completed Conflict of Interest Questionnaire will be posted on the City Secretary's website. It is the submitting firm's responsibility to submit the latest version of the Conflict of Interest Questionnaire form as promulgated by the Texas Ethics Commission.
4. A fully completed Pay or Play POP-1A form, which can be found at the following location: <http://www.houstontx.gov/aacc/popforms.html>. The City of Houston's Pay or Play (POP) Program as authorized by Ordinance 2007-534 and Executive Order 1-17 will be included as part of the professional services contract.



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5. The remainder of the submittal document (Qualifications) shall not exceed ten 8 ½ x11 pages (single sided) and shall include:
- Specific technical capabilities of the firm(s) for the projects;
 - Prior demonstrated experience in accomplishing similar projects;
 - Demonstrated timeliness on similar projects;
 - Demonstrated ability to find cost saving/cost effective solutions;
 - Examples of effective services rendered during the construction phase of projects engineered by the firm;
 - Specific qualifications of employees intended to be assigned on the projects;
 - Identification and qualifications of sub-consultants intended to be used on the project, and
 - Demonstrated ability to fulfill M/WBE goals.

A committee appointed by the Chief of the Houston Police Department will review the submittals and recommend the most highly qualified submitting firms for selection. Previously completed engineer evaluations on file will be used along with the submittal document for each submitting firm's qualifications.

Additionally, the documents listed below must be provided with the proposal:

- Licenses and certifications
- Resumes of key personnel/proposed staff
- Client references which proposer has performed similar services.
- Brief overview of consultant's experience and an explanation of the proposer's understanding of the work that must be accomplished.
- Proposed Fee Schedule.
- Utilization of Certified City of Houston M/WBE with a Goal of 24%
- Required forms identified in the table below.



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TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
Pay or Play Acknowledgement Form & Certification of Agreement to Comply with Pay or Play
All Applicable Licenses/Certifications as Required in Scope of Work/Specifications

** All forms can be downloaded from the following link: <https://purchasing.houstontx.gov/> please review the icon that states "Bids and RFP's" and click "Solicitation Forms and Attachments." You will be able to click and print each required document from this site.*

Evaluation of each proposal shall be done in the following order:

- Expertise/Experience/Qualifications – 55%
- MWBE – 24%
- Proposed Strategy – 21%