



**CITY OF HOUSTON**  
**STRATEGIC PURCHASING DIVISION**  
S48-Q24236  
**NOTICE OF REQUEST FOR INFORMATION**



## **CREATIVE SAFETY PROGRAM CONSULTANT(S)**

The City of Houston Administration and Regulatory Affairs (ARA) Department is considering soliciting proposals from Consultant(s) specializing in Creative Safety Program(s) Development. The objective of the Request for Information (RFI) is to retrieve information from Safety Consultant(s) who are capable of strategizing and developing safety program(s) to meet ARA needs; develop state of the art programs for BARC Animal Shelter Adoptions and Parking Management; providing occasional hazard audits and conducting training workshops. The Department would like to take into consideration all Safety Consultant(s) who would be interested in participating in a future procurement, as well as provide a presentation on Safety Program(s); to include all possibilities and considerations that ARA could utilize in the RFQ when issued. The presentation and all other related expenses must be at "NO COST" to the City and will be scheduled with each respondent to this RFI after it has closed.

Please review the basic overview of the intended Scope of Services below. If you believe that your company/organization can provide recommendations to enhance the overall objective stated below and would be interested in conducting a presentation, please provide your contact information to include: Company/Organization Name, Contact Person, Address, Telephone No., Fax No. and E-mail Address. Please indicate your interest to this RFI requirement by submitting the requested information to Irina Chong, Senior Buyer, via one of the following methods listed below by **April 16, 2012 at 3:00 p.m.**

Email Address

[irina.chong@houstontx.gov](mailto:irina.chong@houstontx.gov)

Mail:

City of Houston  
Strategic Purchasing Division  
901 Bagby  
Houston, TX 77002

### **OBJECTIVE**

The City of Houston Administration and Regulatory Affairs (ARA) Department is seeking information from safety consultants who can assist ARA in enhancing its overall safety performance, while protecting the lives and livelihoods of employees and volunteer workers by reducing workplace injuries and preventing fatalities through a customized occupational health and safety program(s), policies and procedures. Prior to completing and releasing a Safety Consultant(s) RFQ, the City is extending an invitation to all interested parties, who may be available to provide information to assist in the development of the RFQ.



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**INTENDED SCOPE OF WORK**

It is requested that consultants should provide details related to the following safety program(s), policies and procedures.

- Develop processes, procedures, criteria, requirements, and methods to attain the best possible management of the hazards and exposures that can cause injury to people, animals, and property damage, or the environment.
- Apply good business practices and economic principles for efficient use of resources to add to the importance of the safety processes.
- Assess services, outcomes, methods, equipment, workstations, and procedures by using qualitative and quantitative methods to recognize the hazards and measure the related risks.
- Examine all possibilities, effectiveness, reliability, and expenditure to attain the best results for the department.
- Reduced regulatory costs, liability and risk (i.e., helping minimize and control occupational health and safety losses).
- Improved public image that supports branding and marketing efforts.

**ARA IS SEEKING INFORMATION FROM OCCUPATIONAL HEALTH AND SAFETY PROFESSIONALS WHO HAVE SPECIALIZED EXPERTISE IN THE KEY AREAS**

- Operational procedures to plan / develop safe work practices.
- Safety, health and environmental sciences.
- Safety Signage and Development.
- Design of hazard control systems (i.e. fall protection, scaffoldings, animal handling, etc.)
- Design of recordkeeping systems that take collection into account, as well as storage, interpretation, and dissemination.
- Data analysis.
- Processes and systems for attaining safety through design.
- Understanding and relating to systems, policies and rules.
- Establish control methods for possible hazardous exposures.
- Planning safe work practices for systems, facilities, and equipment.
- Understanding and using safety, health, and environmental science information for the improvement of procedures.
- Constitutional and case law controlling safety, health, animals and the environment.



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Consultants should be advised that the City may elect to invite all respondents to participate in a presentation for the development of requirements for an upcoming RFQ. The time allotted for the presentation may range from one to two hours, depending upon the overall number of presentations that are scheduled.

The goal of this RFI is to guide ARA in its efforts to establish improved occupational health and safety program(s), policies and procedures. To reiterate, the City may choose to utilize information obtained from Consultants during this RFI process to develop an RFQ toward this goal.

**All recommendations and comments are welcomed and will be reviewed and considered. All recommendation(s) of good merit and clear business logic and methodology may be used and incorporated into the final RFQ solicitation document.**