

**CITY OF HOUSTON  
ADMINISTRATION & REGULATORY  
AFFAIRS DEPARTMENT  
S37- Q24459  
NOTICE OF REQUEST FOR QUALIFICATION**

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

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS**

The City of Houston's Public Works & Engineering Department is soliciting services from qualified consultancies/contractor(s) to perform the following services as described in the Statement of Work for evaluation, analysis, and design/delivery of regulatory processes, workflows, and systems for the replacement of the city's existing Integrated Land Management System and to implement a required Electronic Plan Review System.

**PRE-SUBMISSION CONFERENCE**

The City will conduct a Pre-submission conference on **November 29, 2012 at 10:30 AM CDT., in SPD Conference Rm. 2 at 901 Bagby Street, (Concourse Level), Houston, TX 77002.** Attendance to the Pre-submission conference is optional and not mandatory.

Prospective consultancies/contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Joyce Hays at joyce.hays@houstontx.gov. The deadline for submitting questions is **December 4, 2012 at 3:00 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 Joyce Hays, via one of the methods listed below by **December 19, 2012 at 2:00 PM CDT. *No SOQ's will be accepted after deadline.***

E-mail: (Preferred Method): joyce.hays@houstontx.gov

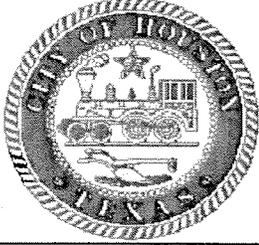
Mail: City of Houston  
Strategic Purchasing Division (Suite B500, Room B520)  
901 Bagby Street  
Houston, Texas 77002

**STATEMENT OF WORK**

**1.0 Overview:**

The Department of Public Works and Engineering is soliciting written statements of qualifications from vendors to provide professional consultation and project management services for the evaluation, analysis, and design/delivery of regulatory processes, workflows, and systems for the replacement of the city's existing Integrated Land Management System and to implement a required Electronic Plan Review System.

1.1 The selected consultant will not be eligible to submit and/or participate with other vendors in the future



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Request for Proposal (RFP) process inclusive of the submittal of proposal, purchase of products and consulting and services, integration, implementation and project management.

1.2 The selection process will conform to Chapter 2254 of the State and Local Govt. Code for Professional and Consulting Services

**2.0 Background:**

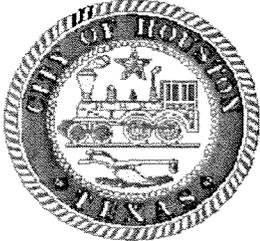
The Houston Permitting Center (HPC) provides customers convenient access to the permitting and regulatory services required to develop property, build and remodel structures, and a variety of businesses in the City of Houston. Staff at HPC handles approximately 90 percent of all permits, licenses, and registrations issued by the City of Houston annually--over 150 distinct types. In fiscal year 2012, HPC staff issued approximately 500,000 permits, licenses, and/or registrations. Those issuances resulted in over 200,000 sales transactions with fee collections approaching \$109 million. A summary of sales activity is presented in the below table:

<b>Department</b>	<b>FY 12 Activity</b>
Administration & Regulatory Affairs (ARA)	9%
Health and Humans Services Department (HHS)	0%
Houston Fire Department (HFD)	14%
Houston Police Department (HPD)	10%
Parks & Recreation (PARD)	2%
Planning and Development Department (PDD)	1%
Public Works and Engineering (PWE)	64%

**3.0 Permitting Applications Systems:**

At HPC several different integrated permitting, licensing, regulatory, payment, printing and mobile systems are used to provide services to our customers onsite and/or via Web Based service options.

<b>System</b>	<b>Type</b>	<b>Vendor</b>		<b>Department</b>
Integrated Land Management System (ILMS)	Permitting, Licensing and Regulatory	Gartek	In House	PWE
Interactive Voice Response (IVR)	Interactive Voice	AVAYA \ NACY	In House	PWE
Sivell	Mobile Inspection	Sivell Corporation	In House	PWE
WEB Focus	Business Intelligent Reporting	Information Builders	In House	PWE
Water Customer Information System (WCIS)	Utility Billing	City of Houston	In House	PWE
Service Oriented	System Integration	Oracle	In House	PWE



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Architecture BUS (SOA)				
iNovah	Point of Sale	System Innovators	In House	PWE
Credit Card Scanner	Customer Process Credit Card Payments	VeriFone	Hosted	OWE
OM Plus	Print Distribution	Plus Technologies	In House	PWE
QFLOW	Customers Self-Service kiosks, Ticketing, queuing, routing, and scanning system	ACF Technology	In House	PWE
WEB Portal	<a href="http://www.Houstonpermittingcenter.org">www.Houstonpermittingcenter.org</a>		In House	PWE
Community Development Partner (CDP)	Permitting – Commercial \ Transportation	HR Green\Gov. Partners	Hosted	ARA - HPD
Fire Alarm Management System (FAMS)	Permitting Fire Alarms	PAMS	Hosted	ARA
WEB Portal		City of Houston		PW

**4.0 Payment Options:**

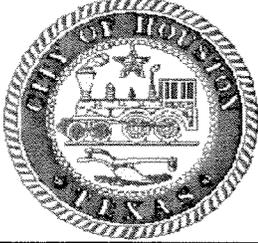
Customers have several payment options:

- Onsite at cashier windows
  - Cashiers use our centralized Point of Sale System (POS)
    - The POS is integrated through the city’s Oracle Service Oriented Architecture (SOA) with ILMS, WCIS, CDP, and FAMS Systems.
    - Plus Technology OMPlus Print Distribution software is used to print permits at the cashier station.
    - Customer can pay with cash, check or credit card and/or use their advance pay account to pay fees
- Advance Pay Account
  - Customer makes an advance payment into an account and uses this account to pay fees when required
- Online Web Portal
  - Customer can pay with checks or credit cards

Over 187,000 POS transactions were processed in FY12, with collection of \$80.7 million in fees. Over 40,000 online sales transactions were processed with online sales totaled over \$9.7 million.

**5.0 Scope of Work/Services:**

5.1 At a minimum, the City expects the consultancy/consultant to provide the following services:



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**5.1.1 Phase 1: System Requirements and Roadmap**

The selected consultant shall develop and deliver:

- An assessment with a comprehensive set of requirements as they relate to current business processes, work flows, and systems as well as evaluate and document emerging requirements to define current and the desired future state.
- A gap analysis with specific recommendations for achieving the desired future state in a comparative analysis against industry and the market
- A feasibility and cost/benefit analysis for each recommendation, and a roadmap with timelines for migrating from current to future state.
- A Request for Proposal that includes
  - Detail business requirements and specifications for systems and applications functions, features, user and systems administration, security, training, hardware, software, business intelligent reporting, auditing, warranty, five-year extended maintenance and support and integration with existing applications, products and services that will not be upgraded and/or replaced.
  - Proposal evaluation criteria and evaluation documents
- Schedule, coordinate and facilitate steering committee meetings, document meeting notes, action items and tasks completion
- Provide weekly project status update reports identify progress, accomplishments, risks, task planned for next week and project budget expenditures.

**5.1.2 Phase 2: Selection and Evaluation**

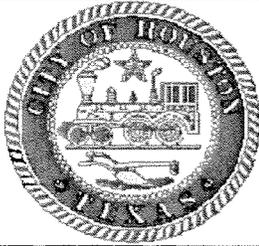
Selected contractor shall participate in the pre-proposal, the evaluation, and selection process and:

- Attend Pre-Proposal conference
- Provide written response to clarification questions
- Develop financial analysis, evaluation worksheets and matrix
- Schedule, coordinate and facilitate steering and evaluation committee meeting, document meeting notes, action items and tasks completion.
- Provide weekly project status update report identify progress, accomplishments, risks and project budget expenditures.
- Analyze proposal in coordination with evaluation committee members
- Compile and consolidation all final evaluation results and recommendations

Selector contractor shall not be a voting member on the evaluation committee.

**5.1.3 Phase 3: System Design**

The selected consultant will be expected to facilitate the design of electronic systems according to the documented requirements with the vendors selected during Phase 2 according to the recommended schedule.



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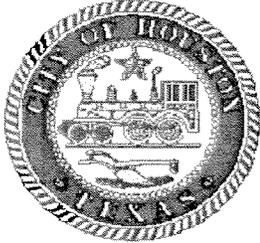
**5.1.4 Phase 4: System Development and Implementation**

The selected consultant will be expected to manage the development and implementation of the electronic systems according to the recommended schedule. Development and implementation shall include interfacing developed systems with key ancillary systems, as well as providing training and technical writing services.

**5.2 Services Functions and Features**

The department is looking for a replacement system that at a minimum provides the following services, functions, and features below: Proposer must indicate and submit with their proposal their level of skills, knowledge, and expertise with these services, functions, features and ability to deliver at their current level of expertise using a scale of 1 through 4. 1=None, 2=Limited, 3=Strong 4=Very Strong

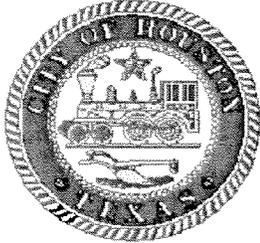
Category	Functions Summary	Vendor Expertise
System Administration	System Administration	
Business Intelligence And Reporting	Reporting and Business Intelligence	
Technical	Technical	
	General Audit Computer Telephony Integration Configuration and Support Components Integration / Interface Network / Communications Mobile Support Redundancy and Business Continuity / Disaster Recovery Code Enforcement Scalability System Operations Support and Handling System Performance Universal Queue Support	
Global Features	Pre-Development	
	Customer Relationship Management Data-Support and On-Line Help Knowledge Management On-Line Access User Interface	



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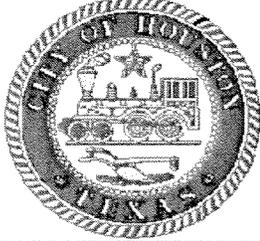
	Workflow Staff Role and Responsibility Assignment Time Tracking	
Development Process	Development	
Code Enforcement and Appeals	Code Enforcement and Appeals	
	Project Review (Pre-Application) Application Intake Application Assignment Application Review for Completeness Case Analysis Appeals Applicant Correspondence Projects Public Notice Hearing Process	
Permits and Case Tracking	Permits and Case Tracking	
	General Pre-Development Post Occupancy Information Plan Check, Permit Application and Issuance/Approvals Certificate of Occupancy	
Inspections	Inspections	
	General Hazardous Materials Other	
Complaint Tracking	General	
Enforcement and Appeals	Enforcement and Appeals	
	Notices of Violation and Correction Notices Code Enforcement Appeals	
Fees Calculation and Tracking	General	



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- 5.3 The consultant shall provide all labor, materials, and supervision necessary to perform the required consulting services and meet the defined deliverables. The contractor will coordinate the performance of these services with the Director of the Department and/or the Director's designee.
- 5.4 A negotiated payment/fee schedule for this engagement will be deliverable based and the contract shall provide a cost associated with each deliverable.
- 5.5 The City intends to enter into long-term contracts for consulting services with the selected contractor for the phases described in the scope of services section (5.0).
- 5.6 The selected consultant will not be eligible to submit and/or participate with other vendors in the submission of future RFP's, purchase of products and services and implementation.
- 5.7 Prospective consultants should be advised that the City may elect to invite respondents to participate in a presentation. It is likely that a future Request for Proposal (RFP) will result from information provided in this RFQ. The time allotted for the presentation may range from one to two hours, depending upon the overall number of presentations that are scheduled.
- 6.0 M/WBE Compliance:**
- 6.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply Agreements in at least **24%** of the value of this Agreement to M/WBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the Mayor's Office of Business Opportunity (MOBO) and will comply with them.
- 6.2 Contractor shall require written subcontracts with all M/WBE subcontractors and shall submit all disputes with M/WBEs to binding arbitration to be conducted in Houston, Texas if directed to do so by the OBO Director.
- 7.0 Insurance Requirements:**
- 7.1 The Contractor shall obtain and maintain in effect during the term of this Agreement, insurance coverage as set forth below and shall furnish certificates of insurance showing the City as an additional insured, in duplicate form, prior to the beginning of the Contract. The City shall be named as an additional insured on all such policies except Professional Liability and Workers' Compensation, must contain an endorsement that the policy is primary to any other insurance available to the Additional Insured with respect to claims arising under the Agreement. **The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide, Property-Casualty United States.**
- 7.2 Comprehensive General Liability including Contractual Liability and Automobile Liability insurance shall be in at least the following amounts:
- 7.2.1 Commercial General Liability Insurance including Contractual Liability:



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7.2.1.1 \$500,000 per occurrence

7.2.1.2 \$1,000,000 aggregate, (defense costs excluded from face value of the policy)

7.2.2 Workers' Compensation:

7.2.2.1 Amount shall be statutory amount

7.2.2.2 **Employer's Liability cannot be used as a substitute for Workers' Compensation**

7.2.3 Automobile Liability (See Note Below):

\$1,000,000 Combined Single Limit per occurrence

Defense costs are excluded from the face amount of the policy. Aggregate Limits are per 12-month policy period unless otherwise indicated.

7.2.4 Employer's Liability:

7.2.4.1 Bodily injury by accident \$100,000 (each accident)

7.2.4.2 Bodily injury by disease \$100,000 (policy limit)

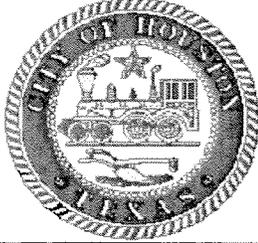
7.2.4.3 Bodily injury by disease \$100,000 (each employee)

7.2.5 Professional Liability

7.2.5.1 \$1,000,000 per occurrence \$1,000,000 aggregate

7.3 Automobile liability insurance for autos furnished or used in the course of performance of this contract including Owned, Non-owned and Hired Auto coverage (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by the Contractor, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Contractor, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS CONTRACT MUST BE COVERED IN THE LIMITS SPECIFIED.

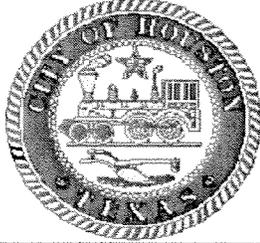
7.4 If the City of Houston requires you to maintain in effect insurance coverage during the term of a contract resulting from the City's acceptance of your response to this request for proposal ("potential contract"), all of your insurance policies must require on their face, or by endorsement, that your insurance carrier waives any rights of subrogation against the City of Houston except for Professional Liability insurance. You must give 30-days' written notice to the City Purchasing Agent if any of your insurance policies are to be cancelled, materially changed, or not renewed. Within this 30-day period, you shall provide other suitable policies in lieu of those about to be canceled, materially changed, or not renewed so as to maintain in effect the required coverage. If you do not comply with this requirement, the Purchasing Agent, at his or her sole discretion, may: (1) immediately suspend you from any further performance under the potential contract and begin procedures to terminate for default, or (2) purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to you under the potential contract.



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- 7.5 If any part of the work is sublet, similar insurance shall be provided by or in behalf of the Subcontractor to cover their operations, and the Contractor shall furnish evidence of such insurance, satisfactory to the City. In the event a Subcontractor is unable to furnish insurance in the limits required under the contract, the Contractor shall endorse the Subcontractor as an Additional Insured on their policies excluding Workers' Compensation and Employer's Liability.
- 7.5.1 (See Insurance Requirements example for a sample insurance certificate format at [http://purchasing.houstontx.gov/solicitation\\_forms.html](http://purchasing.houstontx.gov/solicitation_forms.html).)
- 7.5.2 Only unaltered original insurance certificates endorsed by the underwriter are acceptable. Photocopies are unacceptable.
- 7.6 Contractor shall maintain in effect certain insurance coverage, which is described as follows:
- 7.6.1 Form of Policies: The Director may approve the form of the insurance policies, but nothing the Director does or fails to do relieves Contractor from its duties to provide the required coverage under this Agreement. The Director's actions or in-actions do not waive the City's right under this Agreement.
- 7.6.2 Issuers of Policies: The issuer of any policy shall have a Certificate of Authority to transact insurance business in Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition Best's Key Rating Guide, Property-Casualty United States.
- 7.6.3 Insured Parties: Each policy, except those for Workers Compensation, Employer's Liability, and Professional Liability, must name the City (and its officers, agents, and employees) as Additional Insured parties on the original policy and all renewals or replacements.
- 7.6.4 Deductibles: Contractor shall be responsible for and bear any claims or losses to the extent of any deductible amounts and waives any claim it may have for the same against the City, its officers, agents, or employees.
- 7.6.5 Cancellation: Each policy must state that it may not be canceled, materially modified, or non-renewed unless the contractor gives the Director 30 days' advance written notice. Contractor shall give written notice to the Director within five days of the date on which total claims by any party against Contractor reduce the aggregate amount of coverage below the amounts required by this Agreement. In the alternative, the policy may contain an endorsement establishing a policy aggregate for the particular project or location subject to this Agreement.
- 7.6.6 Subrogation: Each policy must contain an endorsement to the effect that the issuer waives any claim or right of subrogation to recover against the City, its officers, agents, or employees, except for Professional Liability insurance.
- 7.6.7 Endorsement of Primary Insurance: Each policy, except Worker's Compensation and Professional Liability (if any), must contain an endorsement that the policy is primary to any other insurance available to the Additional Insured with respect to claims arising under this Agreement.
- 7.6.7.1 All certificates of insurance submitted by Contractor shall be accompanied by endorsements for additional insured coverage in favor of the City for Commercial General Liability and Automobile Liability policies; and waivers of subrogation in favor of the City for Commercial General Liability, Automobile Liability, and Worker's Compensation/Employers' Liability policies. For a list of pre-approved endorsement, forms see



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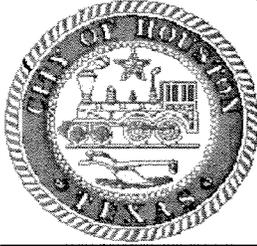
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<http://purchasing.houstontx.gov/forms.shtml>. The Director will consider all other forms on a case-by-case basis.

- 7.6.8 Liability for Premium: Contractor shall pay all insurance premiums, and the City shall not be obligated to pay any premiums.
- 7.6.9 Subcontractors: Contractor shall require all subcontractors to carry insurance naming the City as an additional insured and meeting all of the above requirements except amount. The amount must be commensurate with the amount of the subcontract, but in no case less than \$500,000 per occurrence. Contractor shall provide copies of insurance certificates to the Director.
- 7.6.10 Proof of Insurance: On the effective date and at any time during the Term of this Agreement, Contractor shall furnish the Director with Certificates of Insurance, along with an Affidavit from Contractor confirming that the Certificates accurately reflect the insurance coverage maintained. If requested in writing by the Director, Contractor shall furnish the City with certified copies of Contractor's actual insurance policies.
- 7.6.10.1 Contractor shall continuously and without interruption, maintain in force the required insurance coverage's specified in this Section. If Contractor does not comply with this requirement, the Director, at his or her sole discretion, may immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or
- 7.6.10.2 Purchase the required insurance with City funds and deducts the cost of the premiums from amounts due to Contractor under this Agreement.
- 7.6.10.3 The City shall never waive or be stopped to assert its right to terminate this Agreement because of its acts or omissions regarding its review of insurance documents.
- 7.6.11 Other Insurance: If requested by the Director, Contractor shall furnish adequate evidence of Social Security and Unemployment Compensation Insurance, to the extent applicable to Contractor's operations under this Agreement.

## **8.0 Submission of Statement of Qualifications**

- 8.1 The City of Houston's Public Works and Engineering Department is requesting qualified consultancies/contractor(s) to submit their SOQ. To qualify for the contract award, the consultancy/contractor(s) **MUST** at a minimum, should include:
- Provide a specific statement of qualifications (SOQ) for this RFQ. The length of the submittal document shall not exceed 10 pages (single sided). The SOQ shall state the consultancy/consultant qualifications and experience in the area of land management and building permits; code enforcement; business and contractor licensing, and reporting and analytics design, integration, project management, implementation and training with agencies of similar size and makeup. (If possible, the consultancy/contractor shall expand upon its qualifications and experience in the Public Sector. Specific, relevant experience should be highlighted)



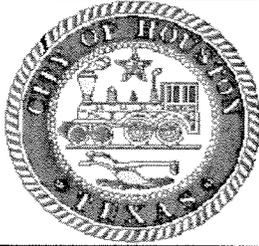
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- Provide an explanation of the consultancy/contractor understanding of the work that must be accomplished via this RFQ and the proposed approach detailing the steps that will be utilized to meet this RFQ's intent.
- Provide a high level project plan including phases, milestones, deliverables, and number of days after Notice to Proceed (NTP) that each task shall be accomplished. An example for the purpose of this submittal, shall read as (Milestone one shall be completed 30 days after NTP). *Note: All Phase I work must be completed by May 29, 2013, regardless of the date the contract is signed. Deliverables in their draft stages shall be provided to the Department of Public Works and Engineering during this period as appropriate with ample time for review.*
- Provide an organizational chart of proposed staff roles, resumes, licenses, designations, certifications, as applicable, availability, highlights within of the area of land management and building permits; code enforcement; business and contractor licensing, and reporting and analytics design, integration, project management, implementation and training and tenure with consultancy
- Provide a written statement acknowledging the City's M/WBE Program and contractor's willingness to make a good-faith effort in utilizing a certified M/WBE sub-contractor for 24% of work for the contract awarded by the City
- Provide a written statement acknowledging the City's Insurance requirements and contractor's willingness and ability to obtain required insurance certificates if awarded a City contract
- Provide company's audited annual financial statements, in accordance with and as defined in the Financial Accounting Standards Board (FASB) regulation(s) for the past two years. In addition, include your and Dunn & Bradstreet Report or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two years
- Provide responses to the information that was requested in Scope of Work/Services provision 5.2 Services Functions and Features table.
- Provide a minimum of three references where you provided consulting services that pertained to land management and building permits; code enforcement; business and contractor licensing, and reporting and analytics design, integration, project management, implementation and training efforts, preferably in the Public Sector

**Additionally, the documents listed below must be provided with the QP:**

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc



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Drug Forms
PoP 1a Pay or Play Acknowledgment Form
Contractor Questionnaire
Hire Houston First Affidavit (See Details Below)

\* **All forms can be downloaded from the following link:**  
[http://purchasing.houstontx.gov/solicitation\\_forms.html](http://purchasing.houstontx.gov/solicitation_forms.html) Offeror will be able to click and print each required document from this site.

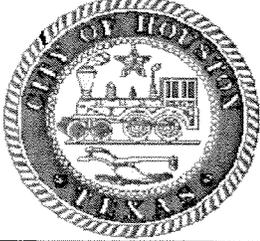
**9.0 Qualification Evaluation Criteria**

9.1 In evaluating the submitted SOQ's, the following criteria will be used when evaluating the RFQ responses:

Evaluation Criteria	Allotted Points
Established and verifiable track record and expertise in providing consulting services within the core specialization of land management and building permits; code enforcement; business and contractor licensing, and reporting and analytics design, integration, project management, implementation and training	40
Qualifications/Experience/Reputation of Organization and Project Staff	25
Clear understanding of City's requirements and proposed SOW delivery methodology and timeline	15
Financial Strength/Capabilities	10
M/WBE Participation	5 or 0 (Pass/Fail)
Conformance to the RFQ requirements	5 or 0 (Pass/Fail)
<b>Total Points</b>	<b>100</b>

\* 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**



**CITY OF HOUSTON**  
**ADMINISTRATION & REGULATORY**  
**AFFAIRS DEPARTMENT**  
S37- Q24459  
**NOTICE OF REQUEST FOR QUALIFICATION**

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

**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 e-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: Mayor’s Office of Business Opportunity, One Stop Business Center, 900 Bagby St., Public Level, Houston, TX 77002 or Applications may be submitted via e-mail to [HHF-MOBO@houstontx.gov](mailto:HHF-MOBO@houstontx.gov) or faxed to 832.393.0952.

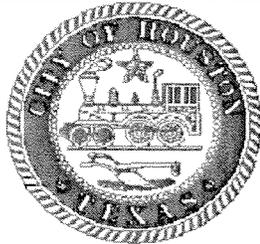
**Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---Pursuant to Chapter --- of the Local Government Code**

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 N SECTION 15-181 OF THE CODE.

**9.2 SELECTION PROCESS**

- 9.2.1 The award of this agreement will be made to the best respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of each respondent. Therefore, the respondent shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the respondent fails to satisfy the City or the respondent is deemed unqualified to provide the services contemplated.



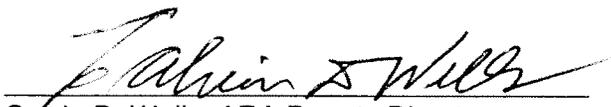
**CITY OF HOUSTON**  
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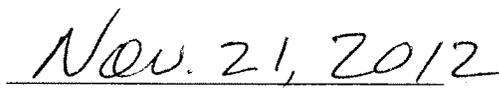
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9.2.2 The City of Houston has sole discretion and reserves the right to cancel this RFQ, or to reject any or all SOQ received prior to contract award.

**10.0 LOBBYING AND OTHER FORMS OF INFLUENCE PROHIBITED**

10.1 Neither Offeror(s) nor any person acting on Offeror(s)'s behalf shall attempt to influence the outcome of the contract award by the offer, presentation or promise of gratuities, favors, or anything of value to any member of the RFQ evaluation committee, 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 Buyer identified on the first page of the RFQ. Upon issuance of the RFQ through the pre-award phase and up to the award of a contract, aside from Offeror's formal response to the RFQ, communications publically made during the official pre-submittal conference, written requests for clarification during the period officially designated for such purpose by the City Buyer and communications during an oral interview, scheduled at the request of and for the benefit of the RFQ evaluation committee, if any, neither Offeror(s) nor persons acting on their behalf shall communicate with any member of the RFQ evaluation committee, 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 contract award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Offeror. However, nothing in this paragraph shall prevent Offeror from making public statements to the City Council body convened for a regularly scheduled session after the RFQ evaluation committee has made its official selection and presented same to Council for action.

  
\_\_\_\_\_  
Calvin D. Wells, ARA Deputy Director  
City Purchasing Agent

  
\_\_\_\_\_  
Date