



**CITY OF HOUSTON
PUBLIC WORKS & ENGINEERING
DEPARTMENT
S37-Q24861
NOTICE OF REQUEST FOR QUALIFICATIONS**

**STRATEGIC PURCHASING
DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002
832-393-8703
832-393-8755 Fax

DESCRIPTION OF SERVICES

The City of Houston Public Works & Engineering Department (“the City”) is soliciting proposals from qualified Consultants specializing in water quality, water rights and wastewater representation before the Texas Legislature. Please review the Scope of Work/Services below. If you should you have additional questions regarding the RFQ or believe that your organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ, please submit your response to Mark L. Loethen, P.E., via one of the following methods listed below by **January 8, 2014 by 4:00 p.m. (CST):**

E-mail (Preferred Method): mark.loethen@houstontx.gov

Telephone: (895) 395-2705

Mail: City of Houston
Public Works & Engineering Dept.
Attn: Mark L. Loethen, P.E.
611 Walker, 18th Floor
Houston, Texas 77002

SCOPE OF WORK/SERVICES

Purpose of RFQ

The City of Houston intends to enter into a new agreement with a highly qualified firm/individual(s) for professional services for representation of the City before the Texas Legislature and agencies of the state of Texas. The purpose of this Request for Qualification (RFQ) is to solicit qualified Consultants to work with the Department of Public Works and Engineering (PWE) and the Director of Intergovernmental Relations, Office of the Mayor, to provide consultation and lobby assistance regarding water resources activity.

Current Services

Currently, services are provided under the terms of a professional services agreement with Clay Pope and Cliff Johnson. It is the intent of the City to maintain the currently required scope of services and



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to award the contract for consulting services to Clay Pope and Cliff Johnson unless a more highly qualified consultant and better offer, as determined by the Directors, is received.

Scope of Work

The selected firm/ individuals (s) will represent the City during the term of the agreement on matters of concern to the City, including water quality, water rights and wastewater before the Texas Legislature, the executive branch of the Texas government and state agencies. Cost efficiency and maximum effectiveness in providing the services indicate that primary location for providing services will be in Austin, Texas.

Services shall include:

- (a) Present to officers and employees of the legislative and executive branches of the Texas state government the City's position on proposed and enacted legislation.
- (b) Provide recommendations on appropriate methods for pursuing the City's interest before the Texas Legislature, state and federal agencies.
- (c) Coordinate all activities with the Director of Public Works and the City's Director of Intergovernmental Relations.

Other Information

Submission of a Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between City and the firm selected. PWE reserves the right without prejudice to reject any or all submissions.

The draft form of contract is available in pdf form upon request to the POC for this solicitation.



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Key Requirements

1. Proposal Deadline

Requests for Qualifications are due January 8, 2014 by 4:00 p.m. (CST). RFQ's may be hand delivered or mailed to:

City of Houston
Public Works & Engineering Dept.
Attn: Mark L. Loethen, P.E.
611 Walker, 18th Floor
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2. Public Information Notification

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFQ to be non-propriety and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.00-1, et seq.) after a contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFQ information.

Should any part or section be considered by the Respondents to be "proprietary" or "confidential" in nature, each page or section should be designed as "proprietary" or "confidential". Respondents should be prepared to fully justify these exclusions to the State Attorney General's Office should it be required.

3. Format of Proposal

Suggested format for your firm's proposal submission is outlined in the following section.

Special Notice: The Firm's Proposal should **NOT EXCEED 10 pages** in length; as well as the Proposal must include the following content:

a) Report Cover (*not counted as part of 10 pages*)



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The cover clearly displays the title of the RFQ:

City of Houston
Public Works & Engineering Department
Request for Proposal
RFQ S37- 24861 #QPWE-RMD-0908
PWE Water Resources Consulting Services
Submitted By: [Name of Firm]
Submittal Date: _____

b) Table of Contents *(not counted as part of 10 pages)*

c) Qualifications Statement

Each Proposal should have each of the following **5 sections**:

1) Letter of Interest

The first page of the submittal shall be a letter stating the firm's interest in being considered for this RFQ. The letter should provide a summary of:

- Your firm's background in working with Large City government, counties or State in the area of consultant services requested.
- Letter must be signed by a partner or principal of the firm

2) Firm Information

- Firm name, address, telephone/fax numbers, and e-mail addresses
- Firm web address if available
- Primary contact person
- Structure of firm, i.e., sole proprietorship, partnership, or corporation
- Size of firm
- Years the firm has been in business
- Names of principals in firm
- Organizational description
- Description of firm's philosophy



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3) Evidence of Past Work

Provide evidence of prior work with governmental entities related specifically to the area of water resources including water rights, water quality and wastewater related issues. Include dates related to the provision of these services. Include any current assignments of which the City should be aware to determine potential conflicts prior to consideration.

4) Qualifications of Personnel

Provide resumes of personnel to be involved in the assignments assuming that the services of the firm are engaged. Resume must clearly states professional credentials and previous experiences in the areas discussed above.

5) References

Provide at least 3 references of clients of similar engagements with contact information.

d) Price Proposal (not counted as part of 10 pages)

A price quote shall be included with the overall Proposal and submitted in a sealed envelope entitled:

**PRICE QUOTE
RFQ S37- 24861 #QPWE-RMD-0908
PWE Water Resources Consulting Services
Submitted By: [Name of Firm]
Submittal Date: _____**

The price quote shall include monthly charge for all services to be provided under this proposal for individuals identified in Item 4) above. This contract will include a minimum MWBE goal of 3% based on City of Houston procurement guidelines.

e) The following documents must be provided with the submitted proposal:

Required Forms*:

Affidavit of Ownership.doc



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Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
PPP 1a Pay or Plan Acknowledgement Form
Contractor Questionnaire
Hire Houston First Affidavit
* All forms can be downloaded from:
<http://purchasing.houstontx.gov/forms.shtml>

4. Selection Process

The City will evaluate the proposals of the respondents through a Selection Panel appointed by the Director of Intergovernmental Relations and the Director of Public Works & Engineering, promptly following the application deadline. Proposals and other information submitted by the respondents in support of their applications will be thoroughly reviewed by the Selection Panel. The City may require additional information after the review of the initial information received. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection. The criteria used in the selection process will be the sole discretion of the City.

This proposal format is intended to provide submitting Consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in the RFQ.

5. Quiet Period/No Contact:

The Point of Contact (POC) for this solicitation is Mark L. Loethen, P.E, mark.loethen@houstontx.gov. Firms submitting qualifications in response to this RFQ shall communicate regarding the solicitation solely with the designated POC, Department officials participating in any pre-submission meeting, or successor Department POCs as may be



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designated in writing by the Director. Any firms who engages in any discussions with regard to this procurement with any other City of Houston official or staff, during the period of the solicitation may be disqualified. The period of the solicitation is the time frame that begins upon the posting of this RFQ and ends upon the posting of the City Council agenda with item to award the contract for the services described above.