



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

Lourdes Coss
Chief Procurement Officer
P.O. Box 1562
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F. 832.393.8755
<https://purchasing.houstontx.gov>

Jul 31, 2014

SUBJECT: Letter of Clarification No. 7
Strategic Planning Services

REFERENCE: RFP No.: S33-Q25075

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To replace solicitation number Q25075, General Instruction, Terms & Conditions document in its entirety with the attached document Q25075, General Instruction, Terms & Conditions marked revised "July 31, 2014.
2. To provide a response to vendors questions as follows:

Question Will members of the City of Houston Planning Commission be permitted to participate in teaming on the project?

Answer: No

Question Is this RFP a procurement of professional services pursuant to the Texas Professional Services Procurement Act?

Answer: No

Question Has it been determined if there will be interviews and if so, is there an approximate timeframe of when they would be held?

Answer: No not at this time. If interviews are conducted the selected vendors will be notified.

Question Is there an anticipated budget for the City of Houston general plan project (Notice Of Request For Qualification S33-Q25075), or will this be negotiated after a consultant team has been selected?

Answer: A budget for this project has been established. However, that information is not available for release at this time.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s).

It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Conley Jackson" followed by a horizontal line.

Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 7



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR *QUALIFICATION*
PROPOSAL

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

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

The City of Houston's Planning and Development Department is soliciting services from qualified firms with strategic planning capabilities to perform the following services as described in the Statement of Work for Strategic Planning.

PRE-SUBMISSION CONFERENCE

The City will conduct a Pre-submission conference on **July 15, 2014 at 9:00 a.m. CDT., in SPD Conference Rm. 1 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 Conley Jackson at conley.jackson@houstontx.gov. The deadline for submitting questions is **July 18, 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 **July 31, 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 Purchasing Division (Suite B513)
901 Bagby Street
Houston, Texas 77002

STRATEGIC PLANNING SERVICES

1.0 PURPOSE:

1.1 The City of Houston (City) is seeking the services of a firm, or team of firms and/or planning/**engineering** consultant(s) with strategic planning capabilities to assist the City's Planning and Development Department in preparing a general plan for the City and its extraterritorial jurisdiction (see **Appendix A**).

2.0 BACKGROUND:

2.1 The City of Houston has many plans and regulatory standards. However, these tools are not based on a common platform with coordinated implementation strategies to guide future development and City investments toward a preferred future outcome. The absence of a clear, coordinated and comprehensive basis for decision making impairs the City's overall success. Specifically, this impairment includes delays (resulting from changes in direction and/or need for extra coordination), unnecessary duplication of efforts, missed opportunities and

Revised, July 31, 2014



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION
PROPOSAL

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

suboptimal outcomes. A general plan that identifies a long-range City “vision” and assembles the city’s plans, policies, and regulations into one easy-to-use, web based tool can guide the City toward a higher-quality future more quickly and with fewer resources than would be possible without such a plan.

In late 2013 and early 2014, the City conducted an exploration of the concept of a general plan for Houston. During this exploration, City staff and a consultant engaged a broad range of community representatives to understand the potential benefits of such a plan. The exploration identified significant support for a citywide vision and enhanced coordination of planning efforts. Ultimately, the exploration recommended that the City pursue a general plan. Further, the exploration identified critical components of the plan’s potential structure and a process to develop the plan. The final recommendations of this exploration are attached as **Appendix B**.

- 2.2 The City’s recommended approach for the preparation of the general plan builds on existing vision statements, plans, studies, policies, practices and regulations. A variety of community groups have completed related planning and visioning initiatives in the past. In recognition of this prior work, the vision statement for the general plan should be based upon existing community vision and goal statements. The City views the public engagement related to the vision statement as a means to confirm the vision, rather than a process to develop a wholly new vision statement.
- 2.3 In order to ensure the plan reflects the preferences of the community and is supported by the community, the process to develop the plan should incorporate significant opportunities for public engagement. During the City’s prior exploration of the general plan concept, the City identified a broad outline of a public engagement plan, including groups comprising a project leadership structure. This plan is outlined in **Appendix B**. Responding firm(s) should build off of and, where possible, identify ways to enhance this proposed process in their responses to this RFQ. City staff will handle logistics for public engagement, and the selected firm(s) will not be required to attend most public meetings.
- 2.4 The City’s previous exploration of the general plan concept identified a recommended format for the general plan. This format is outlined in **Appendix B**. While the City is open to input from the selected firm(s) on ways to improve the plan structure, this format has received considerable input and support from the community and should be considered a strong guide. Based on this format, the components of the general plan to be completed by the firm(s) include the following:
 - 2.4.1 A vision statement that identifies a long-term preferred outcome for the City.
 - 2.4.2 A web-based, geographically-referenced planning coordination tool that can be perpetually updated by City staff.
 - 2.4.3 Performance indicators to measure the accomplishment of vision and goals in a format that can be perpetually updated by City staff.



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION
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STRATEGIC
PURCHASING DIVISION
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Houston, Texas 77002

2.4.4 Documentation and high-level evaluation of current City strategy in two key areas: neighborhood enhancement, and growth and development.

2.4.5 An implementation strategy.

2.5 This project is on an accelerated schedule (see Appendix C). The vision statement is due in late- September 2014, to be distributed for public comment in late October and early November 2014. The neighborhood enhancement strategies and growth and development strategies are due in mid-January 2015 for distribution to the public in February 2015. Note, however, that this accelerated schedule, particularly the vision statement, will be made more feasible through the use of existing plans and community vision statements. Further, the neighborhood enhancement and growth and development strategies may be focused on documentation of existing strategies with a high-level analysis of effectiveness, with identification of future efforts and evaluations that the City should pursue.

3.0 INFORMATION PROVIDED BY THE CITY TO SELECTED FIRM(S):

3.1 City shall provide the following products and information to the selected firm(s):

3.1.1 Database of Plans: The City will provide the selected firm(s) an Access database with information on visions, plans, policies, strategies, performance indicators from plans that have been developed by civic, governmental and/or planning related organizations throughout Houston and its ETJ. A description of the database is located in Appendix D.

Database of plans can be migrated to a Geodatabase and/or MS SQL Server database for integration into the Planning Coordination Tool (4.9) and the Interactive Web Site (4.10)

3.1.2 Existing Conditions: The City will provide the selected firm(s) with an existing conditions analysis which includes population, employment, educational attainment, public facilities, platting and permit data, etc.

3.1.3 MyCity: The existing data within the City's "MyCity" application is available to be used in the final web-based product. The selected vendor will be expected to be familiar with the existing data layers in the online application. Duplication of data is discouraged; however, the final web-based product may integrate existing data.

4.0 SERVICES TO BE PROVIDED BY SELECTED FIRM(S)

4.1 The City has completed significant preliminary work in anticipation of this project, including identification of services that the City expects to be provided by the selected firm(s). The City wishes to convey these expectations to responding firms as a means to accelerate the project. These expectations are described below. The description below also further clarifies products and services that the City expects to be completed by City staff.

Revised, July 31, 2014



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR **QUALIFICATION**
PROPOSAL

STRATEGIC
PURCHASING DIVISION
901 Bagby Street, Concourse
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4.2 The services below are meant to serve as a guide to ensure responding firms have a clear understanding of the City's current perspective on accomplishing the project objectives. While the City encourages responding firm(s) to utilize this description of services as a basis for their approach to the project, the City is open to variations to this approach that add value to the project. Firms responding to this RFQ should use the information below as well as the recommendations in **Appendix B** as a strong guideline, but should not feel limited to only the ideas presented in these recommendations. Responding firms should be aware that the description of services below represents a broad outline of anticipated services and may be not inclusive of all services necessary for firms to provide in order to accomplish the project objectives. In their response to this RFQ, firms should identify additional services necessary for the firms to enable the City to accomplish the project objectives.

4.3 Generally, the City expects City staff to take a lead role in the project, with the selected firm(s) providing a strong supporting role to staff. For example, the City expects selected firm(s) to perform analysis based on existing information provided to the vendor by City staff. Additionally, the City expects City staff will lead the public engagement process, with advice and strategy and some limited participation provided by the selected firm(s). Further clarification and examples of this approach are identified in the description of services below, as well as **Appendix B**.

The City expects that the selected firm(s) will perform the following services in order to accomplish the project objectives:

4.4 Prepare a vision statement

4.4.1 Using database of other plans and vision exercises developed by COH staff, analyze vision statements to determine commonalities and conflicts.

4.4.2 Compile a concise vision statement for the City that describes a preferred long-range outcome for the City, covering the full range issues that affect citizen satisfaction.

4.4.3 Document in writing the methodology used and outcome.

4.4.4 Complete the vision analysis and statement and assist the City in presenting the statement to the Steering Committee and other project committees in mid-September 2014.

4.4.5 Refine the statement by September 30, 2014 in preparation for a series of public meetings in October 2014. City staff anticipate conducting all public meetings in-house, with minimal participation by the selected firm(s).

4.4.6 Refine and finalize the statement based on community input.



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION
PROPOSAL

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

4.5 Analysis of existing neighborhood enhancement strategies

- 4.5.1 In coordination with City staff, provide advice in developing the optimal approach for working with the community and project leadership to perform an evaluation of the City's neighborhood enhancement strategy. This evaluation should result in community consensus on next steps in accomplishing the neighborhood enhancement goals. Use the following steps as a guide to this approach.
- 4.5.2 Using database developed by COH staff, analyze and categorize current neighborhood enhancement strategies. These include regulations, policies and programs.
- 4.5.3 Compare strategies to vision and goals.
- 4.5.4 Compare strategies to growth and development strategies.
- 4.5.5 Conduct a high-level analysis of the effectiveness of existing strategies. Identify conflicts among various strategies. Compare strategies against national best practices. Identify gaps and opportunities for improvements to existing strategies. Identify whether additional analysis is needed to accomplish the City's vision. Identify recommendations for improving strategies.
- 4.5.6 Document methodology and recommendations.
- 4.5.7 Complete the strategy analysis and recommendations and assist the City in presenting recommendations to the Steering Committee and other project committees in early January 2015.
- 4.5.8 Comments should be addressed and the strategies should be completed for presentation to the community in the interactive web page in February 2015. City staff anticipate conducting all public meetings, with minimal participation by the selected firm(s).
- 4.5.9 Refine and finalize the strategies based on community input.

4.6 Analysis of existing growth and development strategies

- 4.6.1 In coordination with City staff, provide advice in developing the optimal approach for working with the community and project leadership to perform an evaluation of the City's neighborhood enhancement strategy. This evaluation should result in community consensus on next steps in accomplishing the growth and development goals. Use the following steps as a guide to this approach.
- 4.6.2 Using database developed by COH staff, analyze and categorize existing growth and development strategies.
- 4.6.3 Compare strategies to vision and goals.
- 4.6.4 Compare strategies to neighborhood enhancement strategies to identify conflicts and opportunities.



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION
PROPOSAL

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

- 4.6.5 Conduct a high-level analysis of the effectiveness of existing strategies. Identify conflicts among various strategies. Compare strategies against national best practices. Identify gaps and opportunities for improvements to existing strategies. Identify whether additional analysis is needed to accomplish the City's vision.
- 4.6.6 Document methodology and recommendations.
- 4.6.7 Complete the strategy analysis and recommendations and assist the City in presenting recommendations to the Steering Committee and other project committees in early January 2015.
- 4.6.8 Comments should be addressed and the strategies should be completed for presentation to the community in the interactive web page in February 2015. City staff anticipate conducting all public meetings, with minimal participation by the selected firm(s).
- 4.6.9 Refine and finalize the strategies based on community input.

4.7 Performance indicators

- 4.7.1 Using database developed by COH staff, analyze and categorize existing City performance indicators.
- 4.7.2 Compare indicators to vision statement to assess usefulness.
- 4.7.3 Identify gaps indicators and propose new indicators. Indicators should set a benchmark and gauge progress on plan implementation.
- 4.7.4 Document methodology used and proposed outcome for presentation to Mayor and public.
- 4.7.5 Comments should be addressed and the indicators should be completed for presentation to community in the interactive web site by May 2015.
- 4.7.6 Refine and finalize the indicators based on community input.

4.8 Implementation strategy

- 4.8.1 Consolidate findings from the project, including the analysis of neighborhood enhancement strategies and growth the development strategies.
- 4.8.2 Prioritize recommended next steps.
- 4.8.3 Complete the implementation strategy and assist the City in presenting recommendations to the Steering Committee and other project committees in in early April 2015.
- 4.8.4 Comments should be addressed and the implementation strategies should be completed for presentation to community in the interactive web site by May 2015.
- 4.8.5 Refine and finalize the implementation strategy based on community input.

Revised, July 31, 2014



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR **QUALIFICATION**
PROPOSAL

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

4.9 Develop planning coordination tool

- 4.9.1 Using plans gathered by City staff, develop interactive web-based tool that identifies plans of various local entities on a map. Plans should be displayed in a simple, easy-to-use map, for use by technical staff and the general public. The entities expected to participate include governmental agencies such as tax increment reinvestment zones and management districts; non-profit agencies with geographically-bounded plans; transportation agencies; and possibly other groups. See Appendix B for further information.
- 4.9.2 Provide hardware and software specifications to the City by September 30, 2014.
- 4.9.3 Ensure the tool's web page is able to be maintained by COH staff.
- 4.9.4 Coordinate the tool with the My City web site at <http://mycity.houstontx.gov/home/>.
- 4.9.5 Train 2 to 4 city staff to update and maintain the coordination tool.
- 4.9.6 If desired, City staff may lead the implementation of the functionality of the planning coordination tool, using the graphics and layout developed by the selected firm(s). The specific scope of services for the development of the planning coordination tool is to be negotiated with the selected firms in advance of entering into a contract.
- 4.9.7 City prefers HTML5 and JavaScript for the planning coordination tool that will consume ESRI GIS services.
 - 4.9.7.1 If vendor proposes an interactive GIS tool and chooses anything other than ESRI Javascript, Vendor will provide a detailed user guide; examples of non-ESRI API's for javascript are mapbox, leaflet, google, etc.
- 4.9.8 City prefers vendor choose products that integrate with ESRI GIS and MS Sql Server database.
- 4.9.9 It is expected that any website source code become property of the City of Houston. The City of Houston HITS department must be able to support chosen website solution ongoing.

4.10 Develop general plan web site

- 4.10.1 Develop, in consultation with City staff, the optimal strategy, organization, layout, and graphics to display the City's general plan. The City desires a simple, clean, simple to use and graphically engaging web site for displaying its general plan.
- 4.10.2 The web site should include all general plan components, including the vision statement, neighborhood enhancement and growth and development strategies, performance indicators, planning coordination tool, and implementation strategies.
- 4.10.3 If desired, City staff may lead the implementation of the functionality of the site, using the graphics and layout developed by the selected firm(s). The specific scope of services for the development of the web site is to be negotiated with the selected firms in advance of entering into a contract.

Revised, July 31, 2014



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION
PROPOSAL

STRATEGIC
PURCHASING DIVISION
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Level
Houston, Texas 77002

- 4.10.4 City prefers Html/JavaScript, .Net web portal/applications, Drupal for the general plan website.
- 4.10.5 City prefers vendor choose products that integrate with ESRI GIS and MS Sql Server database.
- 4.10.6 It is expected that any website source code become property of the City of Houston. The City of Houston HITS department must be able to support chosen website solution ongoing.
- 4.10.7 It is expected that the chosen vendor will provide the city with detailed user guidelines and technical documentations.

5.0 OTHER INFORMATION:

- 5.1 Final products are subject to review and recommendations from the Planning and Development Department, Planning Commission Subcommittee and Mayor.
- 5.2 Submission of a proposal indicates the acceptance by the companies of the terms and conditions contained in this RFQ unless clearly and specifically noted in the proposal submitted and confirmed in the contract between City and vendor selected. The project team will be required to meet regularly with City personnel to discuss project status and results and the team shall be available to present findings to City personnel as needed. The City reserves the right, without prejudice, to reject any or all submissions.

6.0 PUBLIC INFORMATION NOTIFICATION:

- 6.1 The City considers all materials, information, communications and correspondence in any form from the proposer's to this RFQ to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Doc 552.000-1, 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 RFP information.
- 6.2 Should any part or section be considered by the respondents to be proprietary or confidential in nature, each page or section should be designated as 'Proprietary' or 'Confidential'. Respondents should be prepared to fully justify these exclusions to the State Attorney General's Office should it be required.

7.0 INVOICES:

- 7.1 The contractor shall, unless directed otherwise by the Director, submit invoices as follows:
 - 7.1.1 The original and two (2) copies shall be submitted within seven (7) business days following presentation of deliverable to the remit address as specified by the Director.
 - 7.1.2 Each invoice shall include the following: Contract Number, Department Name.



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION
PROPOSAL

STRATEGIC
PURCHASING DIVISION
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8.0 ADDITIONS AND DELETIONS:

8.1 The City, by written notice from the City Purchasing Agent to the Contractor, at any time during the term of this contract may add or delete like or similar equipment, supplies, locations and/or services to the list of equipment, supplies, locations and or services to be provided. Any such written notice shall take effect on the date stated in the notice from the city. Similar equipment supplies services or locations added to the contract shall be in accordance with the contract specifications/ scope of services and the charges or rates for items added shall be the same as specified in the fee schedule. In the event that the additional equipment, supplies, locations and/or services are not identical to the items(s) already under contract, the charges therefore will then be the Contractor's normal and customary charges or rates for the equipment, supplies, locations and/or services classified in the fee schedule.

9.0 ESTIMATED QUANTITIES NOT GUARANTEED:

9.1 The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of services during the term of this contract. The quantities may vary depending upon the actual needs of the department. The quantities specified herein are good faith estimates of usage during the term of this contract.

10.0 EVALUATION AND SELECTION PROCESS:

To simplify the review process and to be eligible for the evaluation process, the Proposal must follow the outline as set forth below and, at a minimum, contain all of the information as requested in Section 12.0.

- 10.1 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 may deem necessary prior to making a selection. City representatives may choose to verify experience of proposers and/or call references of any project provided or any other known reference prior to recommending award.
- 10.2 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.
- 10.3 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.

11.0 EVALUATION AND SELECTION CRITERIA:

- 11.1 Qualifications and experience of the Proposer as evidenced by experience on similar projects.
- 11.2 Qualifications and experience of key personnel assigned as evidenced by their credentials and role in similar projects.



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION
PROPOSAL

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

- 11.3 Proposed strategy and approach to perform the services required.
- 11.4 Demonstrates understanding of unique planning considerations in the City of Houston and the Houston metropolitan area.
- 11.5 Demonstrates ability to analyze large quantities of data and present relevant findings in a non-technical way.
- 11.6 Demonstrates thorough knowledge and understanding of formats for data, database systems and software and related programming languages.
- 11.7 Demonstrates excellent graphic design skills.
- 11.8 Available to start work in mid-August 2014
- 11.9 Price – Based on the following Services:**
- 11.9.1 Preparation of City's vision statement
 - 11.9.2 Neighborhood Enhancement Strategies Analysis
 - 11.9.3 Growth and Development Strategies Analysis
 - 11.9.4 Performance Indicator Analysis
 - 11.9.5 Implementation Strategy
 - 11.9.6 Planning Coordination Tool Development
 - 11.9.7 Website General Plan Development

12.0 SUBMITTAL REQUIREMENTS:

The contents should be identified by section tabs, description, page number, and should include, at a minimum, the following sections:

12.1 Cover Letter (maximum 2 pages)

A cover letter signed by an authorized representative of the respondent.

12.2 Executive Summary (maximum 2 pages):

Summarize the qualifications and experience of the respondent and the recommended approach to the project.

12.3 Project Approach (maximum 8 pages):

Provide a narrative delineating the general understanding of the general plan and the approach for accomplishing the project objectives. In outlining the approach for accomplishing the objectives of this RFQ, respondents should consider, at a minimum, explaining/describing in adequate detail, such information as:

- How the public and stakeholders will be engaged in the development of the plan;
- Analytical approaches to developing project content, including analysis of public input, utilization of project committees, development of performance indicators, development of the planning coordination tool, review of neighborhood enhancement and growth and development strategies, and implementation strategy.

Revised, July 31, 2014



CITY OF HOUSTON
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S33-Q25075
NOTICE OF REQUEST FOR ~~QUALIFICATION~~
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- Use and development of technologies to accomplish the project objectives;
- Anticipated project challenges, such as policy questions, schedule challenges and how to address them.

12.4 Qualifications of the Respondent Firm(s) (Maximum 10 pages)

- Describe current and previous experience on projects of similar type, work, and scope.
- Contact information for clients that may serve as references for each project identified (name, title, address, telephone number, and email.).
- Identify examples of innovative plans and strategies that the respondent has prepared for referenced projects.
- Projects referenced should include project title, year, duration, location, total dollar value of the project, and a brief description of the project.
- List of participating firms on the project.
- State the firm's role in previous projects as a prime consultant or sub-consultant and the names of key personnel involved in the project.

12.5 Qualifications of Management Staff and Key Personnel (Maximum 10 pages)

- Submit complete resumes and/or profiles for management staff and key personnel that will be committed to this project. Resumes or profiles should describe previous related experience. Include professional certifications, accreditations, special licensing or other qualifications that qualifies the professional to perform in their designated areas of responsibility.
- Indicate which of the key and support personnel will be locally available.
- Describe the availability, in percentage of time, of each personnel to be dedicated to this project.

12.6 Price Proposal:

~~•—State the total cost proposed for this solicitation. As defined in section 11.9~~



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FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION
PROPOSAL

STRATEGIC
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Houston, Texas 77002

12.7 Forms:

| TABLE 1 - REQUIRED FORMS |
|--|
| Affidavit of Ownership.doc |
| Fair Campaign Ordinance.doc |
| Statement of Residency.doc |
| 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/forms.shtml> Offeror will be able to click and print each required document from this site.

13.0 M/WBE COMPLIANCE:

13.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") 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 **11%** of the value of this Agreement to MWBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity ("OBO"), and will comply with them.

* Hire Houston First Preference Points (City Business = Excellent or five (5) extra percentage points, Local Business = Good or four (4) extra percentage points, and Non-City and Non-Local Business = Poor or 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 e-Government Website at the following location:

www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR **QUALIFICATION**
PROPOSAL

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

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 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

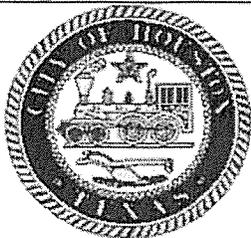
IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

- **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.

14.0 NO CONTACT PERIOD:

- 14.1 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."



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION

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

15.0 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) COMPLIANCE (Applicable to Houston Police Department (HPD) Occupied Facilities):

15.1 The Houston Police Department recognizes that by allowing physical or logical (electronic) access to HPD facilities or network resources, people may gain access to information or systems they are statutorily prohibited from accessing. To comply with state and federal regulations, the Houston Police Department is required to document and investigate access requests to be sure access is necessary and permitted. Bidders/Respondents, therefore, agree to review the Criminal Justice Information Systems (CJIS) process and related documents located at <http://www.houstontx.gov/police/cjis/hpdvendorcertification.htm> and shall comply with the terms and requirements therein.

Calvin D. Wells, ARA Deputy Director
City Purchasing Agent

Date