

CITY OF HOUSTON
ADMINISTRATION AND REGULATORY
AFFAIRS
S36-Q25260
NOTICE OF REQUEST FOR QUALIFICATION

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

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

The City of Houston's Administration and Regulatory Affairs Department is soliciting services from qualified consultancies/contractor(s) to perform the following services as described in the Statement of Work for project management services for a pilot project to implement an Automated Parking Guidance System (APGS) in downtown parking structures and on-street parking spaces.

PRE-SUBMISSION CONFERENCE

The City will conduct a Pre-submission conference on **December 11, 2014 at 2:00 PM 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 Valerie Player-Kaufman at valerie.player-kaufman@houstontx.gov. The deadline for submitting questions is **December 16, 2014 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 Valerie Player-Kaufman, via one of the methods listed below by **January 8, 2015 at 2:00 PM CDT.** **No SOQ's will be accepted after deadline.**

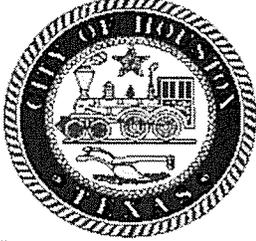
E-mail: (Preferred Method): valerie.player-kaufman@houstontx.gov

Mail: City of Houston
Strategic Purchasing Division (Suite B500, Room B521)
901 Bagby Street
Houston, Texas 77002

STATEMENT OF WORK

1.0 Background:

1.1 The APGS is intended to enhance smart parking solutions for customers, by looking for potential software and hardware solutions with a green energy perspective. The goals of the APGS include energy



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savings, reduction of traffic congestion and its resulting pollution from auto emissions. The City desires to focus on an improved parking customer experience when they arrive in the Central Business District (CBD), to reduce traffic congestion and emissions and improve mobility.

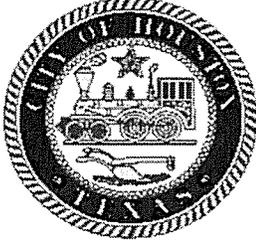
- 1.2 The selected consulting firm will demonstrate extensive and successful experience in similar projects specific to parking guidance systems. Portfolios demonstrating experience with projects of similar size and scope will be expected and used in the selection criteria. Contact information for three references for completed similar projects must be included in the submission.

2.0 Project Overview:

- 2.1 The City of Houston (City) is requesting statements of qualifications from qualified firms to provide project management services for a pilot project to implement an Automated Parking Guidance System in downtown parking structures and on-street parking spaces. The City is seeking a solution that will provide real-time parking space availability information communicated to customers via dynamic message system, online web portal, website and/or mobile application. The system must be able to detect, compute, store and transmit real-time space availability. The pilot program should be scalable to add additional facilities in any location in Houston deemed necessary.
- 2.2 The APGS is intended to enhance the parking experience for customers by looking for potential software and hardware solutions with a green energy perspective. The goals of the APGS include energy savings, reduction of traffic congestion and its resulting pollution from auto emissions. The City desires to focus on an improved parking customer experience when they arrive in the CBD, to reduce traffic congestion and emissions and improve mobility.
- 2.3 In addition to the assessment and design component, the consultant will also be responsible for developing specification and pricing; all technical and working drawings, location plans; integration of dynamic messaging systems related to parking garages; coordination with fabricators and project supervision. The City is seeking a solution that is based on industry best practices. The consultant will work with City of Houston staff in identifying needs and specifications towards the later contracting with job specific sub-contractors.
- 2.4 The branding and marketing of the program should be included in the overall project. This includes development and design of the ParkHouston brand, white-label web portal and/or mobile app.

3.0 Project Goals:

- 3.1 The objectives of this solicitation include the following:
- Provide real-time parking information for customers



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- Mitigate the perceived lack of parking
- Reduce time spent searching for parking
- Reduce fuel consumed searching for parking

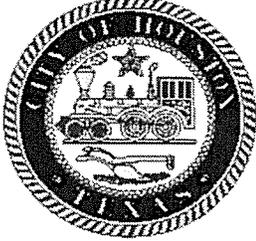
4.0 Parking Facilities:

- 300 on-street parking spaces (TBD)
- Theater District Garage, 511 Rusk, seven (7) entry/exits, 3369 spaces
- Convention District Garage, 1002 Avenida De Las Americas, one (1) entry/exit, 663 spaces
- City Hall Annex Garage, 901 Bagby, one (1) entry/exit, 450 spaces
- Market Square facility, TBD
- Retail facility, TBD
- Vicinity Map (Exhibit A)

5.0 Scope of Work/Services:

5.1 *Phase 1: Parking Facility Analysis and Development of APGS Design Criteria*

- Coordinate with City staff to identify and inventory the current parking facilities and supporting infrastructure.
- Prepare an assessment of commercially available APGS options, technologies, and features/functions/capabilities describing their advantages and disadvantages as they apply to the City's operating environment, existing infrastructure and City-established project goals.
- Prepare an assessment of commercially available APGS options, technologies, and features/functions/capabilities describing their advantages and disadvantages as they apply to the City's operating environment, existing infrastructure and City-established project goals.
- Prepare an assessment of available graphic design services to develop brand for the APGS.
- Identify City-desired features and functionalities that may require customized system development.



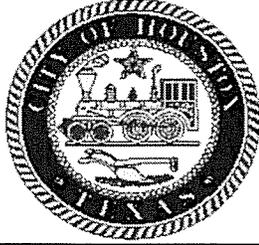
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- Develop a Design Criteria Matrix separating the desired APGS design criteria into "critical" and "desirable" categories.
- Evaluate physical infrastructure and space requirements to support the desired APGS with the goal to maximize the use of existing physical infrastructure where feasible, advisable, and cost effective.
- Identify new physical infrastructure and space requirements to support the desired APGS.
- Estimate the probable acquisition, construction and implementation costs based on the system recommendations.
- Develop a phased procurement, installation and activation schedule that minimizes any disruption to parking operations.
- Document the Phase I findings in an APGS Evaluation and Recommendations Report.
- Incorporate City review comments into a Final APGS Evaluations and Recommendations Report.

5.2 *Phase 2: APGS Design and Specifications*

- Based on the design criteria established in Phase I, develop functional specifications for the APGS.
- Develop conceptual drawings for the APGS for each parking facility to be used as a reference by respondents.
- Develop a detailed APGS construction and installation schedule and phasing plan.
- Submit the design documents for City stakeholder review at the 35%, 65% and 95% completion milestones.
- Refine APGS cost estimates at each design milestone submittal.
- Conduct design review workshops with City stakeholders following each design milestone submittal.



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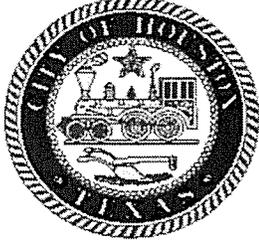
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5.3 *Phase 3: APGS Procurement and Contract Administration*

- Prepare and package system design, recommend evaluation criteria, and pricing templates into a solicitation document for public advertisement.
- Develop construction milestone dates for the formal solicitation.
- Prepare presentation materials and facilitate a solicitation conference and facilities tour with all interested respondents.
- Prepare and issue responses to respondents' questions and inquiries related to the solicitation.
- Participate in the evaluation of the responses to the solicitation
- Review submittals for and identify key advantages and disadvantages of each submission.
- Participate in interviews, as appropriate.
- Participate as a technical advisor to the selection committee.
- Support the City during contract negotiations, if any, with the selected APGS respondent.

5.4 *Phase 4: APGS Installation Oversight and Commissioning*

- Facilitate an installation kickoff meeting with the City, APGS contractor, brand and marketing developer and all subcontractors.
- Facilitate regular installation coordination meetings.
- Review and approve APGS Contractor submittals and shop drawings for conformance with the design documents.
- Prepare and issue responses to APGS Contractor Requests for Information (RFI) and Requests for Substitutions (RFS).
- Conduct regular installation oversight and observations.
- Develop and submit Field Observation Reports to document and make the City aware of issues with the installation that require City awareness and/or City direction/approval.



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- Serve as the City's commissioning agent to perform the prescribed acceptance testing of the installed APGS.
- Review and approve APGS contractor invoices.
- Create and manage the APGS installation punch list for outstanding and unresolved issues that require remedy prior to system acceptance.
- Verify satisfactory completion of the punch list and recommend Final System Acceptance to the City.
- Prepare record drawings of the installed APGS and all supporting infrastructure at the completion of the project.

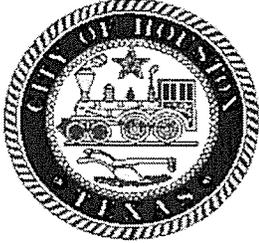
6.0 SELECTION PROCESS:

- 6.1 An Evaluation Committee, which will include representatives of the Department, and any designated representatives of the City, will review the submittals in accordance with the Evaluation and Selection Criteria in Section 7.0 and the submittal Requirements in Section 8.0.
- 6.2 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 required.
- 6.3 The City may choose to shortlist respondents and invite shortlisted respondents to participate in a presentation or provide clarification to their submittal. Afterwards, the Evaluation Committee will make the final selection and request that an award of an agreement be made to the best respondent(s) offering the response which best meets the needs of the City.

7.0 EVALUATION AND SELECTION CRITERIA:

- 7.1 In evaluating the submitted SOQ's, the following criteria will be used when evaluating the RFQ responses and are listed in the order of importance to the City of Houston:

A. Responsiveness



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B. Technical Competency

- Qualifications and experience as evidenced by relevant projects and references provided for projects of similar size and scope.
- Qualifications of key personnel as evidenced by prior size roles in comparable projects.
- Understanding goals and approach proposed to perform the services of the City's APGS requirements and proposed Statement of Work (SOW) deliverable.
- Local availability of key personnel and/or project team.
- Level of M/WBE Participation.
- Financial Capability to successfully undertake the project.

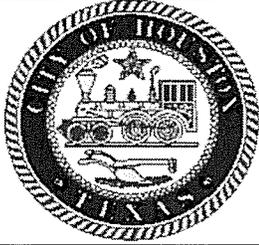
8.0 SUBMITTAL REQUIREMENTS:

8.1 The City is requesting qualified project management consulting service providers to submit their SOQ. The respondents must submit the following information/documents:

8.2 Cover Letter

Submit a cover letter signed by an authorized representative of the entity committing Respondent to respond in accordance with the RFQ process. The cover letter must:

- Outline the number of years the entity has been in business, and provide an overview of the experience and background of the entity and its key personnel committed to this project.
- Provide the name of your company (including the name of any parent company), business address, email address, Federal Tax ID number, telephone number, and fax number. At a minimum, company must possess an office within Harris County, Texas.
- Indicate the name and telephone number(s) of the principal contact for oral presentation.
- Summarize Respondents commitment to comply with the M/WBE requirements as stated in the M/WBE Compliance Section 11.0.



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8.3 Executive Summary

- Respondent must provide an executive summary which explains its understanding of the overall goals and objectives of the project and how their Proposal would achieve the project goals. The summary must discuss Respondent's plan for providing Project Management Services for implementation of an Automated Parking Guidance System (APGS); approach to project management; strategies, tools, and safeguards for ensuring performance of all required services; training; and any additional factors for the City's consideration.

8.4 Project Management / Implementation Plan

- Respondent must provide a detailed summary of their plan for implementing and delivering the products and services requirements as outline in Section 2, Scope of Work/Services.

- Approach to Implementing Services

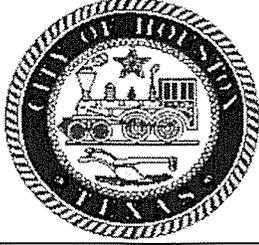
Describe procedures for implementing the services your propose to provide to the City and provide information that demonstrates your firm's ability to provide all the services listed in the "Scope of Services" section of this document. Your services can be above and beyond the requirements listed in Section 2.

- Include any milestones for the project performance and deliverables.
- Organization Chart.

Provide organization chart identifying key personnel to be assigned to this project by the Respondent. Include title and responsibilities of key personnel to be assigned.

8.5 Qualifications of Firm

- Provide relevant information about your company's knowledge and experience, including a list of three or more projects in similar size and scope to this RFQ, with brief descriptions that demonstrate your experience with:
 - Specification, design, installation, testing and activation of APGS designed for use at multi-facility entities.
 - Use of APGS to achieve City's goals related to improving customer service, enhancing



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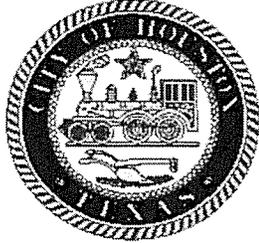
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real-time business intelligence and reducing the time to find available parking spaces.

- Knowledge of current and forthcoming APGS features and functionalities.
- Process for collaborating with the City and Parking Management staff in APGS design, procurement, installation, and commissioning.
- Provide professional qualifications and specialized experience of respondent and team members committed to this project.
- Provide the name and reference contact information for three (3) clients for whom you have provided similar services within the past three (3) years. Provide size and scope of each project and brief descriptions of the projects. Also include:
 - Name and location of project
 - Reference contact name, telephone number, and email address
 - Size of APGS installation (# of facilities, levels, and stalls)
 - Key APGS features and functionalities
 - Selected APGS Contractor
 - Contract completion date or current status

8.6 Qualifications of Key Personnel

- Provide names and titles of key personnel and an organizational chart of your proposed project team. Indicate if key personnel participated in projects with similar roles. Provide chronological resumes, and references for projects of similar size roles. At a minimum, key personnel must possess current professional certifications as indicated below:
 - Project Manager must be certified as a Project Management Professional® (PMP).
 - Lead Designer must be certified as a licensed Professional Engineer (P.E.) in the State of Texas.
 - At least one key member of the proposed project team must be a Certified Administrator of Public Parking (CAPP).
- Specify the structure of the team and how they will be utilized to fulfill the requirements of this project.



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- Specify the level of commitment of key personnel, percentage of time committed to this and other projects, and local availability of personnel committed. Include local offices address where staff will be located.

8.7 Additionally, the documents listed below must be provided with the Statement of Qualifications:

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
Criminal Justice Information Services (CJIS) Compliance (Applicable To Houston Police Department (HPD) Occupied Facilities)
Hire Houston First Affidavit (See Details Below)

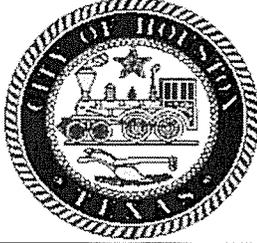
*** All forms can be downloaded from the following link: <http://purchasing.houstontx.gov/forms.shtml> Offeror will be able to click and print each required document from this site.**

This RFQ is not a contract or commitment of any kind, nor does it commit the City to pay for any costs incurred in the submission of a response or for any costs incurred prior to the execution of formal contracts.

The City believes this RFQ contains all the information that is needed to prepare an adequate response. Any questions or requests for information, however, may be submitted in writing to Valerie Player-Kaufman, 901 Bagby, Concourse Level, Houston, TX 77002 or valerie.player-kaufman@houstontx.gov.

9.0 M/WBE Compliance:

9.1 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.



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10.0 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

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.

11.0 NO CONTACT PERIOD

11.1 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



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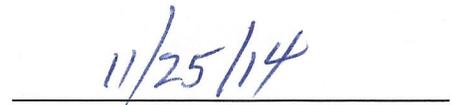
appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award 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."

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

12.1 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.



Lourdes Coss, MPA, CPPO
Chief Procurement Officer



Date