PRE-SUBMISSION CONFERENCE

RFQ NO. S83-Q29487
NORTH CANAL HIGH FLOW DIVERSION CHANNEL
HAZARD MITIGATION GRANT PROGRAM PROJECT

Tuesday, May 26, 2020
10:00 PM
Pre-Submission Conference Agenda

- Introductions
- Project Summary
- City of Houston – Office of Business Opportunity
- RFQ Important Dates and Details
- Evaluation and Selection Process
- General Information
- Scope of Work – Houston Public Works
- Questions and Answers
- Adjourn
City intends to enter into contract with a company that will provide professional services for engineering and architectural services to design and obtain environmental and building permits for the North Canal High Flow Diversion Channel.

Four (4) year contract term with up to two (2) one-year options to renew annually.

MWBE Goal 24%
Office of Business Opportunity
City of Houston
Office of Business Opportunity

MWBE GOAL REQUIREMENTS

PAY OR PLAY
RFQ Important Dates & Details

• Pre-Submission Questions Due: Tuesday, June 2, 2020 @ 4:00 PM (CT) to Barbara.fisher@houstontx.gov

• Submissions Due: Thursday, June 18, 2020 @ 4:00 PM (CT)
  ➢ City Secretary’s Office
    City Hall Annex, Public Level
    900 Bagby St., Houston, TX 77002

  ➢ Submit one (1) printed original (mark “Original”, signed in BLUE ink) and five (5) printed copies of the Qualification Packet. Submit ten (10) electronic copies, NON-PASSWORD protected flash drives each containing an electronic PDF version of the Qualifications Packet.

  ➢ Financial Documents: One (1) copy of financial documents in a separate sealed envelope and marked as indicated in Exhibit VIII. Do not include financials on the thumb drives.

  ➢ Sealed envelope(s) or box(s) should bear the assigned Solicitation Number (S83-T29487) and the RFQ title.
Designated evaluation committee will review and evaluate each proposal based on quality and responsiveness. Submitting a late proposal or not signing and notarizing the Offer & Submittal form are two ways your proposal can be deemed as non-responsive.
General Information

Read the entire RFQ (Request for Qualification)

- Submission Checklist
- Table of Contents
- Statement of Interest
- Certificate of Authority
- Qualifications (Relevant Qualifications, Organizational Chart/Staffing Plan, Key Personnel/Resumes)
- Experience (Federally Funded Project Experience, Prior Project Descriptions, References)
- Capacity to Perform (Work Capacity, Project Engagement Plan, Work Plan, Quality Control Program, Federally Funded Project Compliance)
- Legal Actions
- Certifications and Licenses
- Exceptions to Terms & Conditions of Sample Contract

Complete & Submit all required forms included in the RFQ package

- Offer & Submittal
- List of References
- List of Proposed Subcontractors
- Signed MWBE forms
- City of Houston Information Form: Ownership Disclosure Ordinance, Fair Campaign Ordinance, The State of Texas Statement of Residency Requirements
- Anti-Collision Statement
- Conflict of Interest Questionnaire
- Byrd Anti-Lobbying Amendment
- Debarment Certificate
- Submission Checklist

“No Contact” Period Page 19

Neither Respondents nor any person acting on Respondent(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 questions must be submitted to Barbara H. Fisher, barbara.fisher@houstontx.gov
Evaluation & Selection Process

1. Evaluation Committee Scores Submissions
2. Vendor Presentations (at Committee’s Discretion)
3. Negotiations
4. Notification of Intent to Award
5. City Council Approval
6. Notification to Award
Vendor submissions may be subject to disqualification if in violation for the possible reasons:

- **Submitted Late Proposal**
- **Violation of the “No Contact” Period**
- **Non-Responsive** (failure to meet the minimum qualifications and to comply with all RFP requirements.)

**LATE PROPOSALS and DELIVERY**
Elect to either mail or personally deliver your proposals. Postal Service may not be the best option, mail will go through our mailroom, which may take time to process. Not a guarantee that the proposal will be delivered by the due date and time.
Scope of Work

Houston Public Works Department