

PRE-SUBMITTAL CONFERENCE

RFQ NO.
S63-Q29668

GREENSPPOINT FLOOD RECOVERY AND
RESILIENCE NEIGHBORHOOD STUDY
October 15, 2020
10:00 AM

CONFERENCE NUMBER: +1 936-755-1521
CONFERENCE ID: 619 912 227#



Pre-Submittal Conference Agenda

- Project Summary
- Housing and Community Development Dept. – Review of RFQ Programs
- RFQ Important Dates and Details
- General Information
- Disqualifications
- Scope of Work/Technical Specifications – Mayor’s Office of Resilience
- Questions and Answers
- Adjourn

Project Summary

The City of Houston is seeking Statements of Qualification from qualified firms to provide flood recovery and resilience neighborhood pre-engineering services for the Greenspoint community.

Two (2) year contract with one (1) one-year option contract

MWBE Goal 24%

Section 3, MWSBE, Pay or Play, Portfolio
Compliance

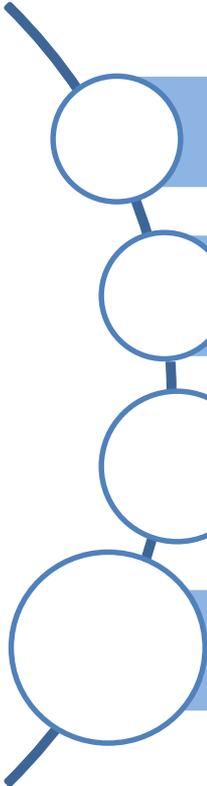
**City of Houston
Housing and Community
Development Dept.**

RFQ Important Dates & Details

- Pre-Submittal Questions Due: Friday, October 23, 2020 @ 2:00 PM (CT) via email to benard.hubbard@houstontx.gov
- SOQs Due: Thursday, November 12, 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 of SOQ. The Offer and Submittal should be signed in **BLUE** ink. Include seven (7) electronic copies of the SOQ on thumb drives, not password protected, sealed in a separate single envelope bearing the assigned solicitation number (located on the first page of this RFQ document).
 - Sealed envelopes or boxes should bear the assigned Solicitation Number (S63-Q29668) and the RFQ title.

Evaluation & Selection Process

Evaluation Criteria



Respondent's Background and Experience Providing Similar Services

Management Approach and Understanding of Scope Requirements

Background and Experience of Key Personnel

Designated evaluation committee will review and evaluate each SOQ based on quality and responsiveness. Submitting a late SOQ or not signing and notarizing the Offer & Submittal form are two ways your submittal can be deemed non-responsive.

General Information

Read the entire RFQ
(Request for
Qualifications)

Complete & Submit all
required forms (**Part X,
Page 24**) included in the
RFQ package

“No Contact” Period
(**Part VII - Page 18**)

Make note of the Submission
Requirements outlined on pages 13-16.

- **Tab 1: Table of Contents**
- **Tab 2: Executive Summary**
- **Tab 3: Certificate of Authority Statement**
- **Tab 4: Offer and Submittal**
- **Tab 5: Respondent’s Background and Experience Providing Similar Services**
- **Tab 6: Management Approach and Understanding of Scope Requirements**
- **Tab 7: Background and Experience of Key Personnel**
- **Tab 8: Quality Control Program**
- **Tab 9: Federally Funded Project Compliance**
- **Tab 10: M/WBE Participation**
- **Tab 11: Legal Actions**
- **Tab 12: Certifications and Licenses**
- **Tab 13: Exceptions to Terms and Conditions of Sample Contract**

- Offer & Submittal, References, List of Proposed Subcontractors
- Signed M/WBE Forms
- City of Houston Ownership Form
- Anti-Collision Statement
- Conflict of Interest Questionnaire
- Certification for Debarment and Suspension
- Equal Opportunity Clause

Neither Respondent 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.

Disqualifications

A vendor's SOQ may be subject to disqualification for the following reasons:

Submitted Late SOQ

LATE SOQ and DELIVERY Elect to either mail or personally deliver your SOQ. 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 SOQ will be delivered by the due date and time.

Violation of the "No Contact" Period

Non-Responsive
(failure to meet the minimum qualifications and to comply with all RFQ requirements.)

Scope of Work/Technical Specifications

Key Tasks

- Review and evaluation of existing plans
- Development of a technical analysis of risk and vulnerability in Greenspoint
- Conduct a feasibility analysis, financial analysis, and recommendations for a long-range phasing plan
- Support robust stakeholder and community engagement process
- Complete a study including a vision, phasing plan, long-term engagement strategy to facilitate implementation, pre-engineering
- Project Management

Questions & Answers

Questions