

PRE-PROPOSAL CONFERENCE

RFP NO.

S63-T29638

SIDEWALK PLAN FOR GULFTON
AND KASHMERE GARDENS

September 18, 2020

10:00 AM

CONFERENCE NUMBER: +1 936-755-1521

CONFERENCE ID: 931 772 977#



Pre-Proposal Conference Agenda

- Project Summary
- City of Houston – Office of Business Opportunity
- RFP Important Dates and Details
- Evaluation and Selection Process
- General Information
- Disqualifications
- Scope of Work/Technical Specifications –Houston Public Works
- Questions and Answers
- Adjourn

Project Summary

The City of Houston is seeking proposals from qualified Proposers to provide planning services for the development of sidewalk plans for the Gulfton and Kashmere Garden districts.

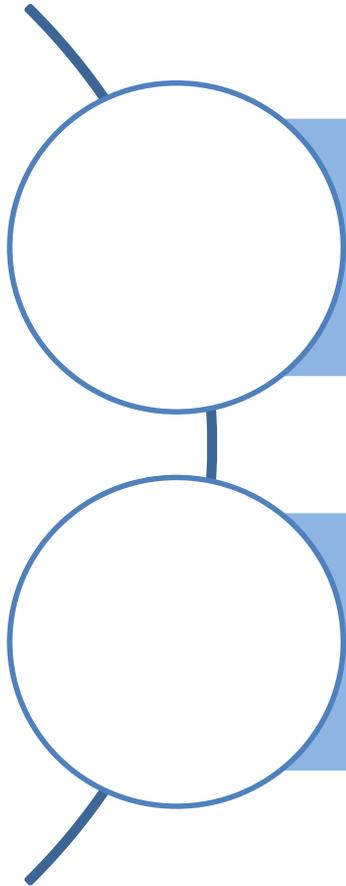
Two (2) year contract with one (1) one-year option contract

MWBE Goal 24%

MWBE Requirements

Office of Business Opportunity

City of Houston Office of Business Opportunity



MWBE GOAL REQUIREMENTS

PAY OR PLAY

RFP Important Dates & Details

- Pre-Proposal Questions Due: Monday, September 28, 2020 @ 2:00 PM (CT) via email to benard.hubbard@houstontx.gov
- Proposals Due: Thursday, October 15, 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 in **BLUE** Ink of the Technical Proposal, and seven (7) electronic copies of the Technical Proposal on thumb drives, not password protected, sealed in a separate single envelope bearing the assigned solicitation number (located on the first page of this RFP document).
 - **THE FEE SCHEDULE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE** that is clearly marked with the RFP title and solicitation number and the label "Price Proposal".
 - Sealed envelopes or boxes should bear the assigned Solicitation Number (S63-T29638) and the RFP title.

Evaluation & Selection Process

Evaluation Criteria



Proposer's Background and Experience Providing Similar Services

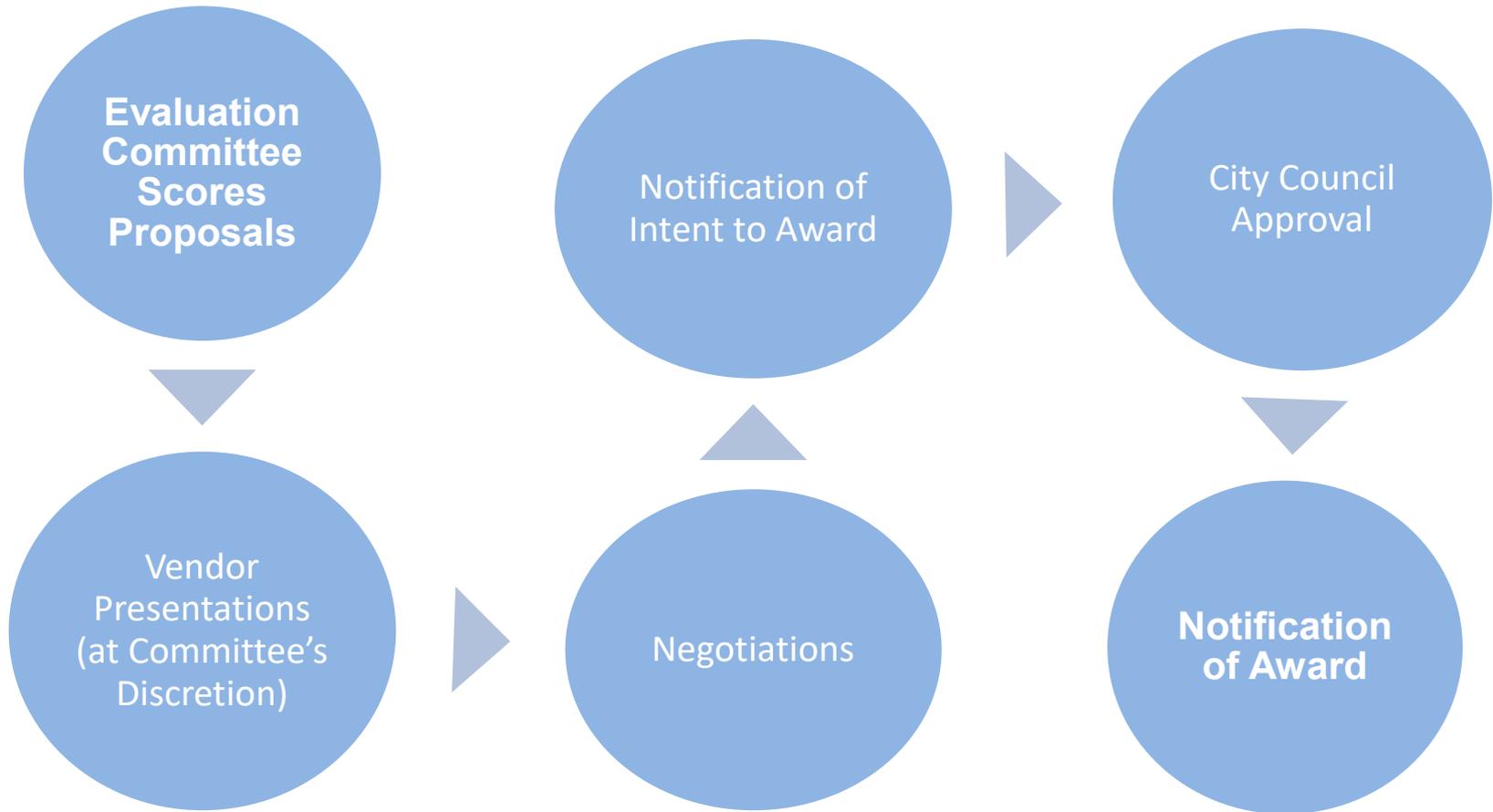
Management Approach and Understanding of Scope Requirements

Background and Experience of Key Personnel

Price Proposal

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 non-responsive.

Evaluation & Selection Process



General Information

Read the entire RFP
(Request for Proposal)

Complete & Submit all
required forms (**Part VIII,
Page 21**) included in the
RFP package

“No Contact” Period
(**Part VI - Page 16**)

Make note of the Submission
Requirements outlined on pages 15-16.

- **Tab 1: Cover Letter –Executive Summary**
- **Tab 2: Proposer’s Background and Experience** (Part III, Section 5.4)
- **Tab 3: Management Approach and Understanding of Scope** (Part III, Section 5.5)
- **Tab 4: Background of Key Personnel** (Part III, Section 5.6)
- **Tab 5: Client References**
- **Tab 6: M/WBE Participation**
- **Tab 7: Financial Stability**
- **Tab 8: Exceptions to Standard Contract**
- **Tab 9: Legal Actions**
- **Tab 10: Forms and Certifications**
- **Price Sheet/Fee Schedule**
(Separate, Sealed Envelope)

- 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
- Anti-Lobbying Certification

Neither Proposer nor any person acting on Proposer(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 proposal may be subject to disqualification for the following reasons:

Submitted Late Proposal

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.

Violation of the
"No Contact"
Period

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

Scope of Work/Technical Specifications

Houston Public Works

Questions & Answers

Questions