

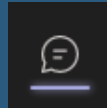
REPLACEMENT OF HURRICANE HARVEY MUNICIPAL COURTS

PRE-SUBMITTAL/RFQ MEETING
TELECONFERENCE

MAY 25, 2022



To record your attendance for this meeting please type your Company Name, Company Address, Your Name, Email Address in the Meeting Chat.



AGENDA

- Introductions
 - Richard Vella, Assistant Director - Real Estate, Design and Construction
 - Trina Redwine-Charles, Division Manager – Major Projects
 - Synthia Y.R. Walton, Senior Project Manager – Major Projects
- General Notes
- Project Description
- PSA Services
- Proposal Overview
- Proposal Submittal Instructions
- Evaluation Process and Criteria
- OBO Highlights – J'Monte Hooey, Business Development Coordinator
- Estimated RFQ Timeline

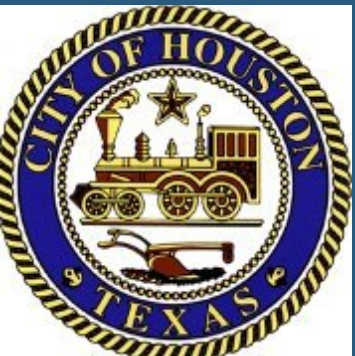


INTRODUCTIONS



Richard Vella, AAIA

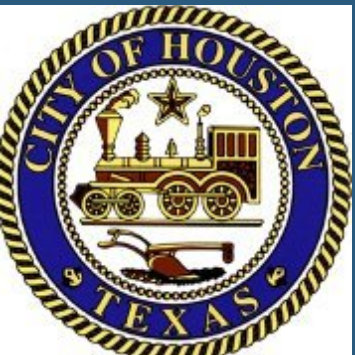
Assistant Director – General Services Department
Real Estate, Design and Construction



INTRODUCTIONS



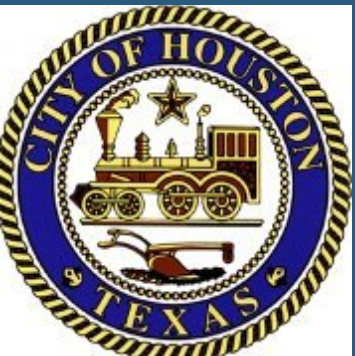
Trina Redwine-Charles, B.Arch., M.A., AAIA, APA
Division Manager – Major Projects
General Services – Design and Construction



INTRODUCTIONS



Synthia Y.R. Walton, NOMA, LEED AP
Senior Project Manager – Major Projects
General Services – Design and Construction



GENERAL NOTES

- All participants will be muted for the benefit of the group.
- This is a Two Step Process:
 - Step One: SOQ/Pre-Proposal Meeting
 - SOQ/Pre-Proposal Meeting prior to
 - Step Two: the Interview / Presentation
 - A maximum of five Proposers may be short listed to participate in an interview/presentation. The Proposer's designated Key Personnel will be expected to participate in the interview/presentation. Proposers will be notified in writing of the date/time and location of their interview
- While there is a high expectation that all elements of the design process meet the highest standards of architectural and engineering practices, there will be added emphasis on the Mechanical, Electrical, Plumbing, Structural, Civil, Landscape, and Design

GENERAL NOTES

- Addenda: All modifications or clarifications for this meeting will be issued in writing as an Addendum, including the participation list. No verbal modifications or clarifications will be issued. All questions and answers shall be in writing.
- Addenda will be posted at <https://www.houstontx.gov/generalservices/advertisements.html>
- Proposers may only rely on information set out in this RFQ, as modified by Addenda #1. By submitting an SOQ, Proposers will be deemed to have received all Addenda.
- No Addendum will be issued later than **Tuesday, May 31, 2022**, except Addenda with minor clarifications, withdrawing the RFQ, or postponing the Submittal Date.

PROJECT DESCRIPTION

Project Name: Hurricane Harvey Municipal Courts
Location: 1400 Lubbock Street, Houston, Texas 77002
or Alternate Site, Houston, TX
Est. Project Budget: \$117,000,000.00

- The project(s) will utilize the A/E and CMAR delivery method.
 - CMAR RFQ will be issued later in the year.
- **Consultants and subconsultants that participated in the Feasibility Study or any other affiliated companies that directly or indirectly contributed to the Feasibility Study or firms who, by virtue of its affiliation with design firms that directly or indirectly contributed to the Feasibility Study, have gained an unfair competitive advantage related to the work that is the focus of this solicitation are not permitted to submit on this RFQ**

PROJECT DESCRIPTION

In late August of 2017, The City of Houston Municipal Courthouse sustained severe levels of damage because of Hurricane Harvey. The courthouse is located at 1400 Lubbock Street, west of Interstate 45 and north of Buffalo Bayou. The Municipal Courthouse experienced damages during Hurricane Harvey due to overflowing floodwaters from Buffalo Bayou entering the building at multiple locations. The building is located within the 500-year flood zone (shaded Zone X) on FEMA FIRM Map #48201C0690N, Map Revised on January 6, 2017.

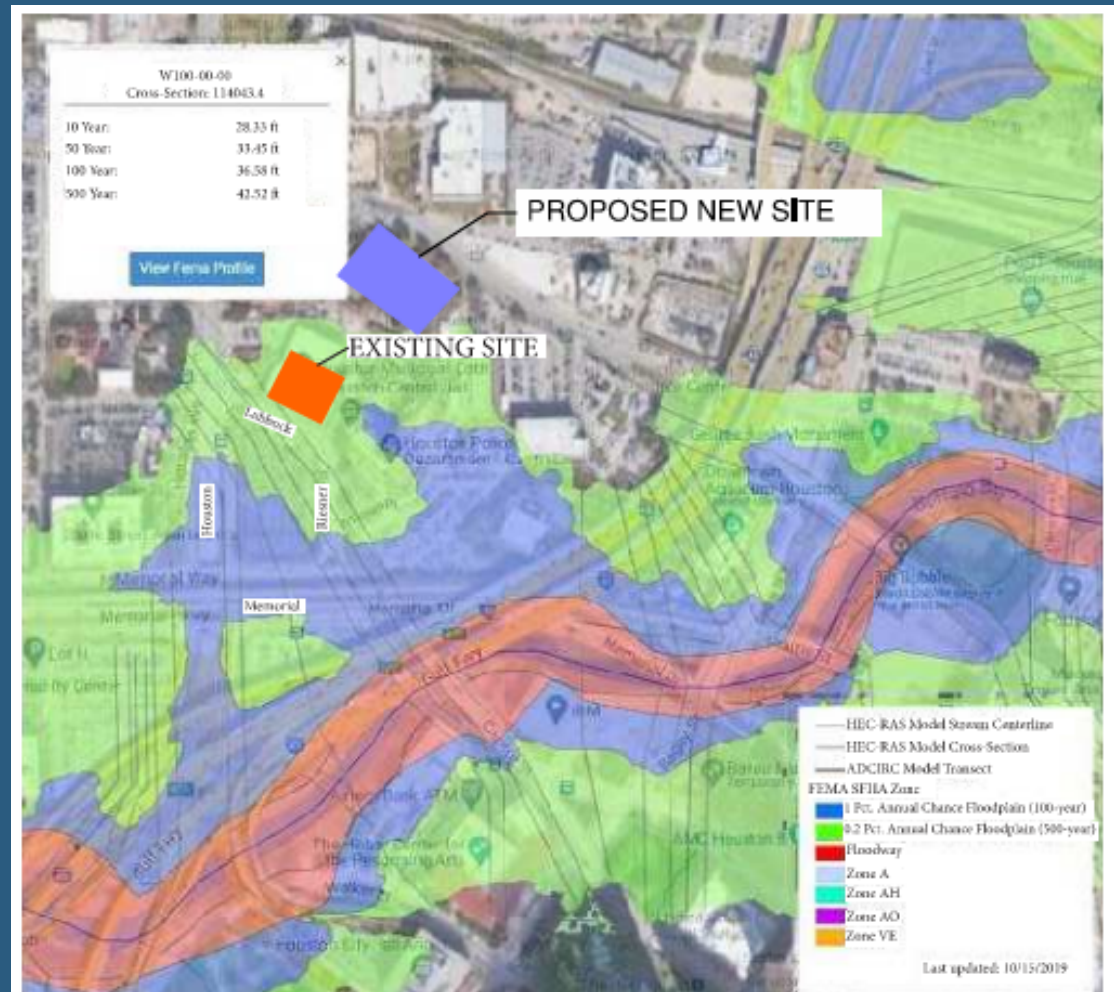


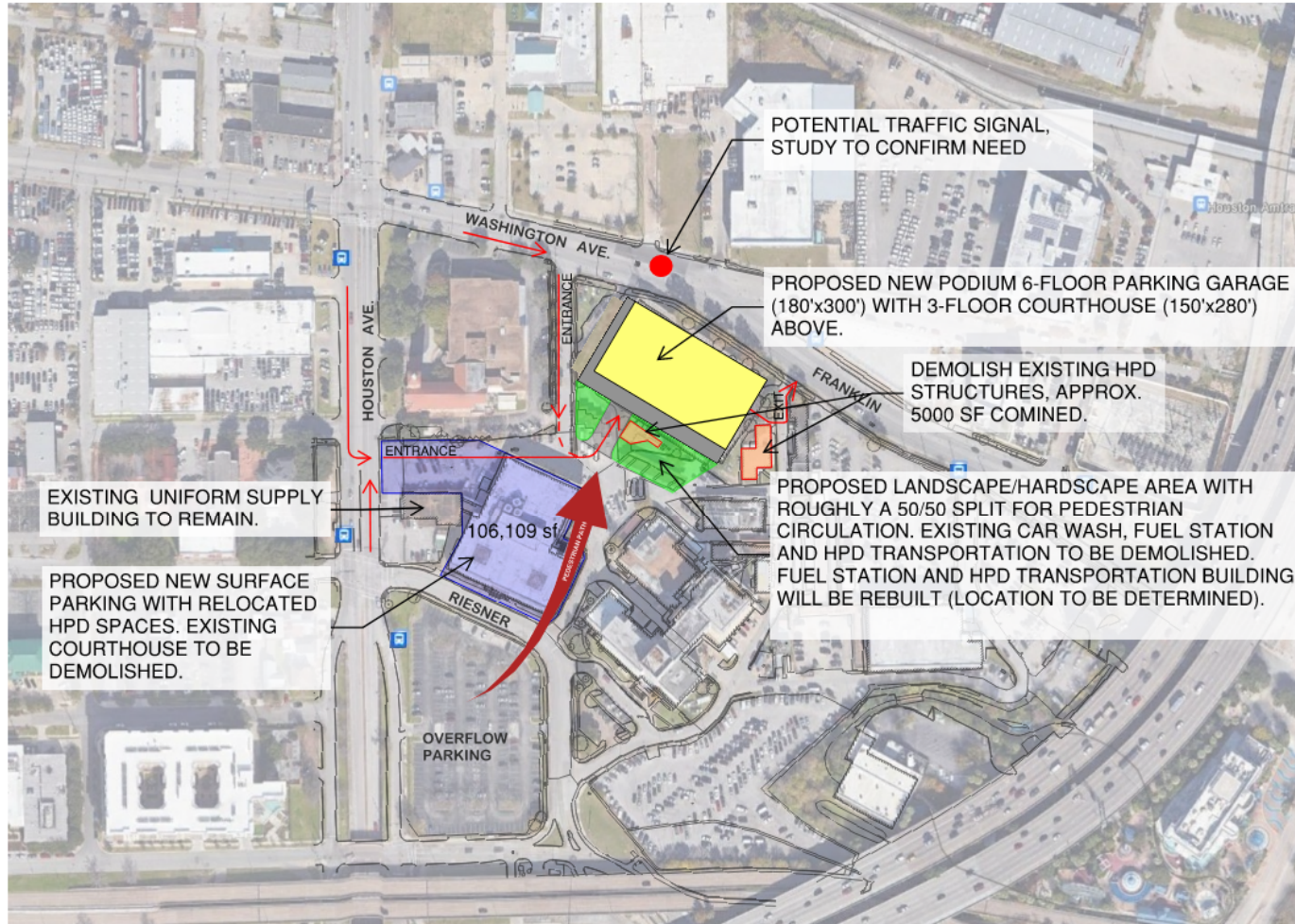
Figure 2: Flood Map of Harris County Flood Mapping Tool

PROJECT DESCRIPTION

In August 2020, the City had a consultant team perform a Feasibility Study per SOQ, Appendix A to address the issues of renovating the existing Municipal Courts Building versus replacing it with a new facility on the current Municipal Courts site. As part of this study, the consultant team reviewed four locations. They concluded the site located at the Riesner Complex is best suited for the proposed Municipal Courts Building per SOQ, Appendix B.



APPENDIX B



PODIUM OPTION

Summary: This option includes a podium design with a new three floor municipal courts building stacked above a new six floor parking garage. The site currently has a recently paved surface parking lot that will need to be demolished. The courthouse will be approximately 120,000 square feet in size and will contain the same requirements as the previous program.

In addition, the existing municipal courts building, along with other structures, will need to be demolished and relocated. The majority of this space will be converted to new surface parking and the rest will be new landscaping/hardscaping. Additional required parking for the courts building will be provided at the existing 257 space parking lot south of the new building. This parking lot will require restriping with new lighting, landscaping and pedestrian paving.

Additional Information:

1. Garage includes secure parking for judges
2. Two proposed construction phases for this option:
 - a. Phase I - Courthouse/parking garage construction
 - b. Phase II - Demo existing Courthouse and construct new surface parking.
3. New Parking Garage - 550 parking spaces
4. Existing Uniform Supply Building to remain
5. Proposed site is currently new paved parking over parking garage footings and will need to be demolished.

PROJECT DESCRIPTION

The City of Houston's plan is to demolish the underground tunnel and build a new building at a new location for state-of-the-art courtrooms, various office spaces, judge's chambers, detention rooms, and public restrooms. The new facility will be constructed entirely above ground with the lowest floor at the design flood elevation at the new location.

The existing facility serves as the place where the laws of the City of Houston are interpreted and administered. The court is an essential and critical public facility fulfilling a necessary responsibility for the community. The appearance of these buildings must express this significant societal role and should become a central symbol for the communities they serve. The architectural aesthetic for this facility must strive to give this building a foreground presence standing out as a primary public building within the architectural fabric of the community. The visual expression of the exterior of this building will project civic responsibility and pride, as well as a cultural identity. This will be achieved with bold forms and quality materials having high visual appeal and long-life potential.

The Architect will evaluate the existing facility to reverified the Municipal court programming needs. The design team will be engaged in programming assessment, design, construction administration, and post-construction phases services to replace this facility.

DESIGN SERVICES

- The Architect will provide all professional design services necessary and as further described in SOQ, Section 2.5.
- Generally, services will include arranging, conducting, and recording of all Design Phase meetings, including Client requested and/or special meetings. The Architect will catalog and disseminate record meeting notes to all parties.
- Also, throughout the design process, the Architect shall cooperate and coordinate in developing estimates and constructability reviews for each phase.
- The Architect must design to silver level in Leadership in Energy and Environmental Design (LEED) U. S. Green Building Rating System of Green Building Council (USGBC) plus coordinate and document for LEED Certification.
- The Architect may also be required to coordinate with the Civic Art program.
- All work to be generated on approved BIM system software and clash detections software.

RFQ OVERVIEW

- Submittal Date: **June 2, 2022, at 2:00 p.m.**, Thursday

TO CITY SECRETARY 900 BAGBY, ROOM P101, FIRST FLOOR

DO NOT DELIVER SUBMITTAL TO GSD

- Communication: Send questions to:

Richard Vella, Assistant Director, GSD – Richard.Vella@HoustonTx.gov

cc: Synthia Walton, Senior PM, GSD – Synthia.Walton@HoustonTx.gov

All questions must be submitted before Noon, Friday, **May 27, 2022.**

RFQ SUBMITTAL INSTRUCTIONS

Please follow instructions carefully. Review SOQ 1.2, 4 – Standard Form, and provide any written questions via email.

Proposers shall submit the following:

1. In a sealed box labeled with the Proposer's name, name of the Project, and General Services Department include:
 - a. Six (6) hard copies and one (1) electronic copy (flash-drive) of the SOQ Submittals (see **Document 4**).
2. SOQ Submittals are due at the date, time, and location set in SOQ, Section 1.2. Late submittals will not be accepted.

Anticipated Interview Selection Target Date: **July 1, 2022**

EVALUATION PROCESS AND CRITERIA

Proposers will be ranked by an Evaluation Committee based on the following criteria and points:

1. SOQ and Proposal completed in accordance with instructions. (5 Points Maximum)
2. Respondent's Experience (20 Points Maximum) – Reference Document 4 – SOQ, Section 1.1
3. Proposed Key Personnel's Experience (25 Points Maximum) – Reference Document 4 – SOQ, Sections 2.1 – 2.4
4. MWBE Compliance (Pass/Fail) – Reference Document 4 – SOQ, Sections 3.1
5. Proposed Design Team (30 Points Maximum) – Reference Document 4 – SOQ, Section 3.2 – 3.7
6. Project Approach (20 Points Maximum) – Reference Document 4 – SOQ, Sections 4.1

Total 100 Points Maximum Possible

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES



4 - STANDARD FORM STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES

SOQs are to be bound with clearly marked tabs that correspond to the sections of the SOQ. Total pages are limited by the SOQ form and additional pages set out in SOQ instructions. Other pages should not be included. The response boxes can be expanded to fit more information; however, the tables must remain the same size. Typically, font size shall be 8 pt. or larger.

0.1 RESPONDENT'S GENERAL INFORMATION

Is SOQ being submitted by a Joint Venture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Respondent's legal name:		
Respondent's assumed names (if any):		
Respondent's local address:	Respondent's Headquarters Address (if different than local address):	
Contact Name for SOQ: Email address: Telephone number:	Federal Tax ID Number:	

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

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5 pts

- ***SOQ's are to be bound with clearly marked tabs that correspond to the sections of the SOQ.***
- ***Total pages are limited by the SOQ form and additional pages set out in SOQ instructions. Other pages should not be included.***
- ***The response boxes can be expanded to fit more information; however, the tables must remain the same size.***
- ***Typically, font size shall be 8 pt. or larger.***

EVALUATION PROCESS AND CRITERIA

DO NOT ROTATE DOCUMENT 4



4 - STANDARD FORM STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES

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0.1 RESPONDENT'S GENERAL INFORMATION

Is SOQ being submitted by a Joint Venture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Respondent's legal name:			
Respondent's assumed names (if any):			
Respondent's local address:		Respondent's Headquarters Address (if different than local address):	
Contact Name for SOQ: Email address: Telephone number:		Federal Tax ID Number:	

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

1.1 RESPONDENT'S EXPERIENCE. Respondents should select **three** representative projects of similar size and scope: The response boxes can be expanded to fit more information; however, original overall table must remain the same size. Recent projects completed within **fifteen** years or less are preferable. The three projects are not limited to projects of similar occupancy type.

Architectural Services Firm Name:		
I. Project Name:		
Project Location:		
Year Construction Completed (month/year): <i>NOTE: If the project is not substantially complete at the time of submission, the respondent will be awarded zero points.</i>		Restoration or New:
Construction Cost:		Building Area (Sq. Ft.):
Name, Phone Number and Email of Owner's Representatives:		
Project Description:		
Services Provided:		
Names of Proposed Key Personnel that worked on this project (if any):		
<i>Attach up to two pages of photographs behind this sheet.</i>		

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

2.1 PROPOSED KEY PERSONNEL. *List the Design Team personnel proposed for this project. Include the names Architect, Project Manager, and Construction Administrator. An individual may assume one or more roles, but a separate Experience table must be submitted for each role.*

SOQ Project Role	Describe Functions of Project Role	Personnel Name	Firm Name/Corporate Title	Active Registrations / Certifications / Licenses	Years of Experience
Project Architect					
Project Manager					
Project Designer					
Construction Administrator					

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

2.2 EXPERIENCE OF DESIGN TEAM PROJECT ARCHITECT. Respondents should select **three** representative projects of similar size and scope for the Project Architect. These projects do not have to match projects in Section 1.1- Respondent's Experience. Recent projects completed within **fifteen** years or less are preferable. The response boxes can be expanded to fit more information; however, original overall table must remain the same size. Respondent's projects are not limited to occupancy type.

Project Architect's Name:			
I. Project Name:			
Project Location:			
Year Construction Completed (month/year): <i>NOTE: If the project is not substantially complete at the time of submission, the respondent will be awarded zero points.</i>		Restoration or New:	
Construction Cost:		Building Area (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Role:			
Names of Proposed Key Personnel Listed in Section 2.1 that Worked on this Design Project (if any):			
<i>Attach up to two pages of photographs behind this sheet.</i>			



Municipal Courts Replacement – Hurricane Harvey

Pre-Proposal Meeting 5/25/2022 @ 2:00PM

EDUCATE. CONNECT. GROW.

Presented by

J'Monte P. Hooley

Sr. Contract Administrator / Compliance Supervisor



Sylvester Turner
Mayor

Marsha E. Murray
Director

611 Walker, 7th Floor
Houston, TX 77002
www.houstontx.gov/obo

T. 832.393.0600 F. 832.393.0646



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MWBE GOALS

This contract is being advertised with an 18.00% MWBE goal. The successful proposer will need to provide the City with a list of the firms they will utilize to meet the listed goal. You will need to ensure that your participation plan consists of vendors that are certified with the City of Houston as a Minority, Women, and/or Small Business Enterprise.

You should provide to the City the certified company's name, the work they will perform on the project, and the % of the MWBE goal for which they will be utilized if the contract is awarded.



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MWBE Participation Plan

EXHIBIT ____
 ATTACHMENT ____
 MWBE PARTICIPATION PLAN/GOOD FAITH EFFORTS - CONTINUED

Date:	
Bid Number:	
Formal Bid Title:	

Name of Certified MWBE **	Street Address, City, State, Zip Code, Tel # & Email	Certification Type {✓}		NAICS Code (6 Digits)	Description of Work (Scope of Work)	% of Participation
		MBE	WBE			
USE THIS LINE FOR PRIME LEVEL CREDIT ONLY. CREDIT MUST NOT EXCEED 50% OF THE ADVERTISED GOAL.						

TOTAL	\$
MWBE PARTICIPATION AMOUNT	\$
TOTAL BID AMOUNT	\$

Page 1 of 3
 Rev. January 2022

- Captures the MWBE participation that the Proposer commits to achieve for the contract.
- Used for determining whether Proposer has a plan to meet the goal.



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Certified Firm Directory

You can locate certified firms utilizing the Online MWSDBE / PDDBE Directory.

The Directory can be accessed from the Office of Business Opportunity's website under "Certifications."

<https://houston.mwdbe.com/FrontEnd/searchcertifieddirectory.asp>



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Prime and Subcontractor Participation for MWBE Credit

MWBE Primes may utilize a portion of their self-performance to meet up to 50% of the total advertised goal.

Goal credit contractors only receive goal credit for work they perform in which they are performing a commercially useful function (CUF).

Credit for work subcontracted by a goal credit MWBE firm to a non-certified firm (2nd tier subcontractor) will not count towards the MWSBE goal.

Credit for work subcontracted by a goal credit MWBE firm to another certified firm may not be counted if, after award, they do not perform a CUF.



Pay or Play Program (POP)

Developed to address the needs of the uninsured in the Houston area by Executive Order 1-7, certain contractors are required to either:

- Pay: Contribute a designated amount to be used to offset the costs of providing healthcare to uninsured people in the Houston/Harris County area.
- Play: Provide certain employees a minimum level of healthcare benefits.

Funds collected as a result of POP are placed in a Contractor Responsibility Fund that provides healthcare services to uninsured individuals in the Greater Houston area.



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Good Faith Efforts

If you are unable to meet the goal fully then you can submit to the City your efforts to meet the goal and ask that your “Good Faith Efforts” be evaluated. If you are using this option, then we ask that you start documenting all the things your company did to find MWBE participation and the results of your search so that your efforts can be evaluated.

A copy of the Good Faith Efforts Policy can be found on the Office of Business Opportunity’s website:
https://www.houstontx.gov/obo/contract_compliance.html



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Final Questions

If there are any questions not answered, please put them in writing to the Solicitation Contact Person listed on the solicitation and a representative from OBO will provide a written response to you that will be available to all of the attendees of the Pre-Proposal Meeting.



Thank You.

EDUCATE. CONNECT. GROW.

Connect With Us:



@HoustonOBO



@HoustonOBO



@Houston_OBO



@HoustontxOBO



Sylvester Turner
Mayor

Marsha E. Murray
Director

611 Walker, 7th Floor
Houston, TX 77002
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EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

3.1 MWBE COMPLIANCE PLAN.

It is the City of Houston's policy to ensure that Minority and Women Business Enterprises (MWBE) have full opportunity to compete for and participate in City contracts. Contractor shall comply with the City's MWBE Program as set forth in Chapter 15, Article V of the City of Houston Code of Ordinances, as well as the Policies and Procedures of the Office of Business Opportunity (OBO) found on OBO's website at <https://www.houstontx.gov/obo/docsandforms/OBO-Policies-Procedures-2021-September.pdf>. Contractor shall make good faith efforts to award subcontracts and supply agreements in at least 18% of the value of the Agreement to certified MWBEs. If the contractor is a certified MBE or WBE, Contractor may count its self-performance to meet a portion of the overall goal. Contractor acknowledges that they have reviewed the requirements for good faith efforts on file with OBO, available at <https://www.houstontx.gov/obo/docsandforms/goodfaithefforts.pdf>, and will comply with the set forth requirements.

Indicate intent to meet 18% goal. If "No" is indicated below, SOQ will not be evaluated. Respondent must demonstrate in Section 3.2 how it intends to meet the goal.

Project Goal 18% participation met as indicated above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

3.1a PROPOSED DESIGN TEAM CONSULTANTS: Provide information for the **ENTIRE** Design Team Consultants, to include Mechanical Engineer, Electrical Engineer, Plumbing Engineer, Structural Engineer, Civil Engineer, and Landscape Architect. Add rows as necessary.

Design Consultant Type	Firm's Legal Name	Office Location (City)	Responsibilities and Scope of Work	Approximate % of work on this project	Indicate MBE or WBE (if applicable)

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

3.2 EXPERIENCE OF MECHANICAL ENGINEER CONSULTANT. Respondents should select **three** representative projects of similar size and scope for the MEP Consultant. These projects do not have to match projects in Section 1.1- Respondent's Experience. Recent projects completed within **fifteen** years or less are preferable. The response boxes can be expanded to fit more information; however, original overall table must remain the same size. Respondents' projects are not limited to occupancy type. **Mechanical Consultant to provide a confirmation letter for each representative project confirming the Mechanical Systems performing per the intended design from the owner or owner representatives.**

Mechanical Firm Name:		
I. Project Name:		
Project Location:		
Year Construction Completed (month/year): <i>NOTE: If the project is not substantially complete at the time of submission, the respondent will be awarded zero points.</i>		Restoration or New:
Construction Cost:		Building Area (Sq. Ft.):
Name, Phone Number and Email of Owner's Representatives:		
Project Description:		
Services provided:		
Attach up to two pages of photographs behind this sheet.		

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

There will be added emphasis on the Mechanical, Electrical, and Plumbing Systems

3.2 Mechanical Consultant to provide a confirmation letter for each representative project confirming the Mechanical Systems performing per the intended design from the owner or owner representatives.

3.3 Electrical Consultant to provide a confirmation letter for each representative project confirming the Mechanical Systems performing per the intended design from the owner or owner representatives.

3.4 Plumbing Consultant to provide a confirmation letter for each representative project confirming the Mechanical Systems performing per the intended design from the owner or owner representatives.

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

Clarification:

- *The letter needs to be from the Project Owner or Owner Facility Manager.*
- *Not from the Prime Consultant (ex: Architecture Firm or Engineering Firm)*
- *The letter must confirm since the Facility has been service that it has been performing as the design intended.*

City of Houston Projects clarification:

- *If your Representative Project is a City of Houston Project, your letter will need to be issue by the Facility Management Group of the City of Houston*
 - *Eric Alexander, Assistant Director , GSD Property Management or His Designee*

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

- 4.1 PROJECT APPROACH.** *Attach up to two pages describing the following:*
- a. Knowledge and understanding of local context*
 - b. Current industry trends*
 - c. Relevant innovative concepts*
 - d. Existing site constraints and opportunities for the design of facilities with similar service types.*

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

5.1 REQUIRED FORMS. *All Respondents must include with the SOQ the following forms.*

- Ownership Information Form- 00455
<http://purchasing.houstontx.gov/forms.shtml>
- POP1 - Pay or Play Acknowledgement Form
<http://www.houstontx.gov/obo/payorplay/pop1.pdf>
- Byrd Anti-Lobbying Certification
- Suspension/Debarment Certification

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

[Short Project Name]

Project No. [GFS/CIP/AIP/File No.]

OWNERSHIP INFORMATION FORM

Document 00455

OWNERSHIP INFORMATION FORM

The City of Houston Ownership Information Form is used to gather information to comply with:

- The City of Houston Contractor Ownership Disclosure Ordinance ([Chapter 15 of the Code of Ordinances, Article VIII, City Contracts: Indebtedness to City](#));
- The City of Houston Fair Campaign Ordinance ([Chapter 18 of the Code of Ordinances](#)); and,
- The State of Texas Statement of Residency Requirements ([Tex. Govt. Code Chapter 2252](#)).

Please complete the form, in its entirety, and submit it with the Official Bid or Proposal Form. Except as noted below regarding the Statement of Residency, failure to provide this information may be just cause for rejection of your bid or proposal.

NOTICE OF AFFIRMATIVE ACCEPTANCE OF THE CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

By submitting a bid or proposal to the City of Houston for a Contract in excess of \$50,000 or for which a request is presented to City Council for approval, all respondents agree to comply with the Chapter 18 of the Code of Ordinances.

Further, pursuant to Section 18-36 of the Code of Ordinances, it shall be unlawful either for any person who submits a bid or proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

INSTRUCTIONS

- Please **type** or **legibly print in dark ink** responses. Individuals and entities should disclose their full, legal names (not initials) and all required corporate letters ("Inc", "LLP", etc.).
 - If a firm is operating under an assumed name, the following format is recommended:
Corporate/Legal Name DBA Assumed Name.
- Full addresses are required, including street types ("St", "Rd", etc.) and unit number.
- Individuals or entities with 10% or more ownership of the corporation, partnership, or joint venture (including persons who own 100%) are required to be disclosed with their full name and full address. All officers and directors are also required to be disclosed with their full name and full address.

00455-1
04/15/2020

[Short Project Name]

Project No. [GFS/CIP/AIP/File No.]

OWNERSHIP INFORMATION FORM

PROJECT AND BID/PROPOSAL PREPARER INFORMATION

Project or Matter Being Bid: _____

Bidder's complete firm/company business information

Name: _____
Business Address [No./Street] _____
City / State / Zip Code _____
Telephone Number _____

Bidder's email address

Email Address: _____

STATEMENT OF RESIDENCY

(THE STATEMENT OF RESIDENCY PORTION OF THIS DOCUMENT IS NOT APPLICABLE IF THE SOLICITATION INDICATES FEDERAL FUNDS WILL BE USED.)

TEX. GOV'T CODE §2252.001(4) defines a "Resident bidder" as a bidder whose principal place of business* is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

TEX. GOV'T CODE §2252.001(3) defines a "Nonresident bidder" as a bidder who is not a resident in this state.

* Principal Place of Business in Texas means that the business entity:

- has at least one permanent office located within the **State of Texas**, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted; and
- has at least one employee who works in the Texas office.

Based on the definitions above, your business is a: TEXAS RESIDENT BIDDER
 NONRESIDENT BIDDER

If you are a Nonresident Bidder, does your home state have a statute giving preference to resident bidders? If so, you must attach a copy of the statute to this Document.

A copy of the State of _____ statute is attached.

NOTE: The State of residency of a bidder is not used in the decision-making criteria for the award of contracts for projects receiving federal funding, whether in whole or in part.

00455-2
04/15/2020

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES



**City of Houston
Pay or Play Program
Acknowledgement Form**



It has been determined that the project currently open for bidding meets the criteria of the City of Houston Pay or Play program. This form acknowledges your awareness of the Pay or Play program which is authorized by Ordinance 2007-534. Your signature below affirms that you will comply with the requirements of the program upon contract award and ensure the same on behalf of your subcontractors that may be subject to the Pay or Play Program.

I declare under penalty of perjury under the laws of the State of Texas that if awarded this contract which meets the criteria for the City of Houston's Pay or Play Program, I will comply with all requirements of the Pay or Play Program in accordance with Executive Order 1-7.

Fill out all information below and submit this form with your bid/proposal packet.

Solicitation Number

Signature

Date

Print Name

City Vendor ID

Company Name

Phone Number

Email Address

For more information about the Pay or Play program please visit
<http://www.houstontx.gov/obo/popforms.html>.

Questions about the Pay or Play Program should be referred to the Department POP Liaison; an updated contact list is available on the Office of Business Opportunity website or call the POP Contract Administrator at 832-393-0633.

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

BYRD ANTI-LOBBYING CERTIFICATION

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Date)

(Typed or Printed Name)

(Signature)

(Title)

EVALUATION PROCESS AND CRITERIA

4: STATEMENT OF QUALIFICATIONS FORM FOR PROFESSIONAL ARCHITECTURAL SERVICES

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the Architect/Engineer (referred to herein as the "prospective lower tier participant") is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AN VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CONTRACTOR Company Name

Name

Title

Signature

Date

EVALUATION PROCESS AND CRITERIA

Step Two: Interview/Presentation

- Interview / Presentations Target Date: **July 13 & 14, 2022**
- A maximum of five (5) Proposers may be short listed to participate in an interview/presentation. Proposers will be notified in writing of the date/time and location of their interview
- Proposer's designated Key Personnel will be expected to participate in the interview / presentation.
- **5 minutes** to set up
- **45-minute** presentation
 - Introduction
 - Highlight relevant Respondent's Experience
 - Highlight relevant Project Experience of Key Personnel and/or Design Team
 - The role each Key Personnel will play on the project.
 - Demonstrate successful team synergy and dynamics
 - Demonstrate team creativity
 - Project Approach - Provide graphical demonstration of the following:
 - Knowledge of existing site constraints and opportunities
 - Knowledge and understanding of local context
 - Knowledge of current industry trends
 - Knowledge of relevant innovative concepts
 - Highlight innovative concepts - Illustrated ideas that may be applied to this project will be valued.
- **30-minute** Q and A

RFQ TIMELINE SCHEDULE

- Pre-Proposal Meeting: 2:00 p.m., **Wednesday, May 25, 2022**
- Questions Deadline: 12:00 p.m., **Friday, May 27, 2022**
- Addenda Deadline: 12:00 p.m., **Tuesday, May 31, 2022**
- **Submittal/Proposal Date: 2:00 p.m., Thursday, June 2, 2022**
- Anticipated Selection Date: Target **July 1, 2022**
- Interview/Presentation Date: Target **July 13 & 14, 2022**
- Anticipated Award Date: Target **July 27, 2022**
- Council Date: Target **August 31, 2022**
- Contract Notice to Proceed: Target **September 2022**

REPLACEMENT OF HURRICANE HARVEY MUNICIPAL COURTS

SUBMIT QUESTIONS TO
Richard Vella, Assistant Director, GSD –

Richard.Vella@HoustonTx.gov

cc: Synthia Walton, Senior PM, GSD –

Synthia.Walton@HoustonTx.gov



To record your attendance for this meeting please type your Company Name, Company Address, Your Name, Email Address in the Meeting Chat.

