

**ADVERTISEMENT FOR  
PROJECT MANAGEMENT SERVICES  
(FEDERALLY FUNDED)  
CITY OF HOUSTON**

General Services Department will receive proposals utilizing electronic bid management services via Civcast at <https://www.civcastusa.com/bids> for the following Proposal:

**Project Name and Number:** Project Management Services Federally Funded Task Order Contract

**Project Description:** Provide project management support to the General Services Department's Design and Construction Division

Proposal Due Date: Thursday, September 14, 2023

Project Location: Various

Project Manager: Dimitri Karavias

Estimated Program Budget: \$5,000,000

Pre-Proposal Meeting: Tuesday, August 29, 2023, 2:00 pm CST  
Venue TBD

The City will utilize online bidding services via Civcast at <https://www.civcastusa.com/bids>. **Electronic Proposals are due at 2:00 p.m., local time on Proposal Date.** Follow submittal instructions on <https://www.civcastusa.com/>.

**Hard Copies will not be accepted for this Proposal Submission.**

**RFP and Addenda may only be obtained electronically on Civcast. For more information, go to the City's website:**  
<https://www.publicworks.houstontx.gov/contracting-services>

Proposer acknowledges that Federal funds may be used to fund this Agreement and Proposer agrees to comply with all applicable Federal laws, Federal agency requirements, regulations, executive orders, and all other terms and conditions incorporated into the proposal documentation. Contracts funded in whole or in part by

federal funding are also subject to the requirement at 2 C.F.R. § 200.321 to solicit minority businesses, women’s business enterprises, and labor area surplus firms when possible. The list of labor surplus areas is provided at the Department of Labor’s website at <https://www.dol.gov/agencies/eta/lssa>. Regulation 2 C.F.R. § 200.321 requires, where subcontracting is permitted, contractors to take the following affirmative steps: 1. Solicitation Lists. The Contractor must place small and minority businesses and women’s business enterprises on solicitation lists. 2. Solicitations. The Contractor must assure that it solicits small and minority businesses and women’s business enterprises whenever they are potential sources. 3. Dividing Requirements. The Contractor must divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises. 4. Delivery Schedules. The Contractor must establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises. 5. Obtaining Assistance. The Contractor must use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce. The Contractor must take these steps regardless of whether it has met the City’s MWBE goal referenced below. Selected Firm(s) should clearly document the communication and outreach to the certified business. Documentation may include mail logs, phone logs, or similar records documenting the use of the above identified sources of information about MWSBE firms, the efforts to contact them, and other efforts to meet the above requirements. It is unlawful for any Contractor to contribute or offer any contribution to a candidate for City elective office during a certain period prior to and following a contract award (Chapter 18 City Code). Pay or Play Program (Executive Order 1-7 and Ordinance 2007-0534), Minority, Women, Persons with Disabilities and Small Business Enterprise requirements (Chapter 15, Articles V and VI, City Code and Executive Order 1-2). The MWBE goal for this project is 11%.

Dated: \_\_\_\_\_  
(Publish Friday, August 4, and August 11, 2023)

Cheryl Harris  
Contract Bid Management Group