



HARRIS COUNTY REQUEST FOR QUALIFICATIONS COVER SHEET

Job No.
17/0260

REQUEST FOR QUALIFICATIONS FOR: Project Administration, Project Management, and Financial Services for the Development and Implementation of Hurricane Restoration Projects for Harris County

DUE DATE: Monday, October 16, 2017

Due no later than 2:00 P.M. local time in Houston, Texas. Qualifications received later than the date and time above will not be considered.

OFFERORS NOTE: Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your proposal with all appropriate supplements and/or samples in an appropriately sized envelope or box. **PACKAGE MUST SHOW THE JOB NUMBER, DESCRIPTION AND BE MARKED "SEALED REQUEST FOR QUALIFICATIONS".**

RETURN PROPOSAL TO:
HARRIS COUNTY PURCHASING AGENT
1001 PRESTON AVENUE, SUITE 670
HOUSTON, TEXAS 77002

Buyer: Paige McInnis at (713) 274-4427 or e-mail paige.mccinnis@pur.hctx.net

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone: _____ Fax: _____ e-mail: _____

Do you carry Health Insurance on your employees? Yes No If yes, what % of employees: ____%

Print Name _____

Signature: _____

Vendor must sign in INK; failure to sign WILL disqualify the submittal.

POM/wsc

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Items checked below represent components which comprise this request for qualifications package. If the item **IS NOT** checked, it is **NOT APPLICABLE** to this Request for Qualifications (RFQ). Respondents are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Purchasing Department immediately.

It is the Respondent's responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your bid packet.

- 1. **Cover Sheet**
Your company name, address, and your signature (**IN INK**) should appear on this page.
- 2. **Table of Contents**
This page is the Table of Contents.
- 3. **General Requirements**
To be contained in resultant agreement, if any. See attached sample Agreement for Architectural Services.
- 4. **Special Requirements/Instructions**
This section provides information you must know in order to make an offer properly.
- 5. **Specifications**
This section contains the detailed description of the product/service sought by the County.
- 6. **Pricing/Delivery Information**
This form is used to solicit exact pricing of goods/services and delivery costs.
- 7. **Attachments**
 - a. **Tax Form/Debt/Residence Certification**
Be sure to complete this form and return with packet.
 - b. **Bid Guaranty & Performance Bond Information & Requirements**
This form applies only to certain bids/proposals. All public work contracts over \$25,000 require a Payment Bond and over \$100,000 must also have a Performance Bond, in a form approved by the County. Please read carefully and fill out completely.
 - c. **Bid Check Return Authorization Form**
This form applies only to certain bids/proposals. Please read carefully and fill out completely.
 - d. **Vehicle Delivery Instructions**
Included only when purchasing vehicles.
 - e. **Minimum Insurance Requirements**
(Included in specific requirements when applicable (does not supersede "Hold Harmless" section of General Requirements).
 - f. **Worker's Compensation Insurance Coverage Rule 110.110**
This requirement is applicable for a building or construction contract.
 - g. **Financial Statement**
When this information is required, you must use this form.
 - h. **Reference Sheet**
When this information is required, you must use this sheet.
 - i. **HIPAA Requirements**
 - j. **Questionnaire**
 - k. **Architect - Engineer Qualifications Standard Form 330**

SPECIAL REQUIREMENTS/INSTRUCTIONS

Should this contract apply to other governmental entities, references to “Harris County” and the “Harris County Commissioners Court” may apply to one or more of the following:

- “Harris County Flood Control District” governed by “Harris County Commissioners Court”
- “Harris County Hospital District” governed by its “Board of Managers”
- “Harris County Community Supervision and Corrections Department
- “Community Health Choice, Inc.” wholly owned subsidiary of the Harris County Hospital District

VENDOR INSTRUCTIONS

Responses to this Request for Qualifications (RFQ) shall be formatted and organized in the following order for consistency and easy screening:

- All responses should be submitted in separate three-ring, loose-leaf binders with identification of the vendor, the job number as located on the RFQ cover sheet, and the RFQ title on the front cover with one (1) original binder, **clearly marked “ORIGINAL”**, and seven (7) **duplicate copies** of the binder, **clearly marked “COPY”**.
- All responses should be typed, single spaced, and printed single-sided on 8 ½” by 11” paper.
- The complete response must be sealed in an envelope or box for delivery to the Harris County Purchasing Department reception desk at 1001 Preston Avenue, Suite 670, Houston, Texas before 2:00 P.M. LOCAL TIME IN HOUSTON, TEXAS on the date specified. Late responses will not be accepted. Signatures requiring confirmation will be confirmed by the Purchasing Office.
- All documents must be labeled with the vendor’s name and the job number. Any response received by the Office of the Harris County Purchasing Agent that is not identified on the outside with the job number will be at risk for rejection.
- Each section of the vendor’s response should start on a new page. A tabbed divider page marked with the section number should separate each section.
- Prepare a Table of Contents for the response being submitted and place it before Section I. The Table of Contents should list Sections I-III and the contents of each section.

Section I RFQ Cover Sheet, Transmittal Letter, Tax Form/Debt/Residence Certification (attachment a.), Minimum Insurance Requirements (attachment e.), and signed Addenda when applicable –

The transmittal letter should include:

- Company name and address; name, title, email, telephone and fax number of person(s) to be contacted for clarifications or additional information regarding response,
- Name, title, email, telephone and fax number of person authorized to contractually obligate vendor’s company and any future negotiations,
- A brief statement summarizing the vendor’s understanding of the project and relevant experience,
- Complete and return a notarized copy of the Certificate of Interested Parties (Form 1295) as specified herein.

Section II Questionnaire

Vendor must complete and return all answers as detailed in **attachment j., Questionnaire**, in the order in which they are listed. Failure to do so may result in disqualification. Responses should be as thorough and definitive as possible. Indicate if there are certain conditions or circumstances that may change vendor’s response.

Section III Exceptions and Miscellaneous – State exceptions to any of the requirements in this RFQ, if any. Company brochures, marketing materials, or any other information vendor deems appropriate to the RFQ response may be included in this section.

SPECIAL REQUIREMENTS/INSTRUCTIONS-(CONTINUED)

This RFQ is governed by the procedures as contained in the Texas Government Code §2254.004. Therefore, award of contract(s) shall be made to the provider of the required services that is evaluated to be the most qualified on the basis of demonstrated competence and qualifications, and, after negotiations, whose pricing is considered to be fair and reasonable. Harris County does not accept any financial responsibility incurred in order to respond to this RFQ. In addition, Harris County reserves the right to accept or reject any or all Statement of Qualifications (SOQ), or waive any and all formalities not considered advantageous to Harris County.

In the first phase of the RFQ process, Harris County is soliciting SOQs from sole proprietorships, partnerships, corporations, or other legal entities with the experience, capabilities, and qualified available staff that can fulfill the efforts described in this document. After ranking of the SOQs in the first phase, firms will be notified, in writing, of their status in the selection process.

No information regarding fees or prices is to be included with submitted SOQs.

In the second phase of the RFQ process, Harris County may short-list firms, selected solely on the basis of qualifications and may be scheduled for an interview to provide additional information, including the firms' program approach and an appraisal of the people who would be directly involved in the project.

EVALUATION/SELECTION

An evaluation committee comprised of Harris County will review and evaluate the SOQs and will select the most highly qualified provider of the services requested on the basis of demonstrated competence and qualifications. Thereafter, Harris County will attempt to negotiate a contract at a fair and reasonable price with that provider. If a satisfactory contract cannot be negotiated with the most qualified provider, Harris County will formally end negotiations, select the next most highly qualified provider, and attempt to negotiate a contract with that provider at a fair and reasonable price. It is Harris County's intent to continue the process described above until a contract is entered into.

Once a particular firm is chosen to complete a project Harris County will request a fee proposal to complete the tasks as described by Harris County. If a fair and reasonable price can be negotiated, Harris County will request an agreement be prepared by the County Attorney and request approval from the Harris County Commissioners Court.

The following considerations will be utilized accordingly in evaluating the qualifications (Maximum of 80 points):

- a. **The County will weigh the overall quality of the proposed approach for performing the required scope of services: 35**

- b. **A record of past performance reflecting experience in program management and administration services associated with disaster recovery projects, and in coordinating with FEMA, GDEM and CDGB funded programs in particular: 25**

- c. **The ability to provide the required services as reflected and evidenced by the qualifications of proposed individuals:..... 25**

- d. **Vendor shall demonstrate its capacity, measured in terms of staff, equipment, systems and financial resources to perform the services readily available at the time of contracting so that a program team may mobilize within twenty (2) calendar days of Notice to Proceed, and have access to further resources if needed:.....15**

SPECIAL REQUIREMENTS/INSTRUCTIONS-(CONTINUED)

Firms shall not contact any members or employees of Harris County regarding this RFQ, evaluation, or selection process from the time the RFQ is issued until the time a notification of intent to award is announced, except if such contact is in writing, with a copy of any written communication being forwarded to the Office of the Purchasing Agent. Contact discovered in any such manner, other than in writing and copied to the Office of the Purchasing Agent, would be considered as grounds for elimination.

Any submitted qualification and subsequent proposal shall remain valid for six (6) months after the RFQ due date or until Harris County executes a contract, whichever is sooner. Harris County may, in the event the selected firm fails to perform and/or the contract is terminated within forty-five (45) days of its initiation, request the firm submitting the next acceptable proposal to honor its proposal.

AWARD

Harris County anticipates awarding to a single vendor. However, Harris County reserves the right to award to more than one (1) vendor if in the best interest of Harris County.

No award can be made until approved by Harris County Commissioners Court. This RFQ does not obligate Harris County to the eventual purchase of any products/service described, implied or which may be proposed. Progress toward this end is solely at the discretion of Harris County and may be terminated at any time prior to execution of an agreement.

CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

Texas law requires all parties who enter into any contract with the County which must be approved by Commissioners Court to disclose all interested parties. Form 1295 must be completed in its entirety at the following website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm prior to submitting your response. Failure to do so may result in disqualification of your response.

CHANGES TO CONTRACT

Due to the nature and scope of the work required, it may be necessary to increase, decrease, or otherwise modify the scope of the effort or terms of the agreement. Therefore, Harris County may, from time to time, request revisions in order to adjust to its needs. Modifications require approval by Harris County.

DEBARMENT

By submitting a proposal, the vendor certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Texas or the Federal government and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Texas or Federal government.

TERMINATION OF AGREEMENT

Harris County reserves the right to terminate any agreement based upon failure to comply with usual and customary practices of the industry, breach of any laws, rules or regulations, or failure to significantly comply or meet the performance expectations as established in a subsequent contract, if any, between Harris County and a respondent.

SPECIAL REQUIREMENTS/INSTRUCTIONS-(CONTINUED)

VENDORS OWING TAXES OR OTHER DEBTS

Pursuant to TX Local Government Code 262.0276, Harris County Commissioners Court has adopted a policy which requires that vendors' taxes and other Harris County debts be current as of the date bids/proposals are due. Proposers with delinquent county taxes or other county debts on the due date will not be eligible for award. Whether or not a vendor's taxes are delinquent will be determined by an independent review of the Tax Office records. Prior to submitting an offer, vendors are encouraged to visit the Tax Office website at www.hctax.net, set up a portfolio of their accounts and make their own initial determination of the status of their tax accounts. Vendors who believe a delinquency is reflected in error must contact the Tax Office to correct any errors or discrepancies prior to submitting their offer in order to ensure that their offer will be considered. Furthermore, if, during the performance of this contract, a vendor's taxes become delinquent or a vendor becomes otherwise indebted to Harris County, Harris County reserves the right to provide notice to the Auditor or Treasurer pursuant to Texas Local Government Code §154.045. This policy is effective for all bids/proposals due on or after November 1, 2009.

SPECIFICATIONS

Project Administration, Project Management, and Financial Services for the Development and Implementation of Hurricane Restoration Projects for Harris County
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SCOPE

The Harris County Office of the Purchasing Agent is seeking professional firms with the experience, capabilities, and qualified available staff to provide project administration, project management and financial services for the development of hurricane restoration projects for Harris County.

PRE-SUBMITTAL CONFERENCE

A pre-submittal conference is scheduled on **October 3, 2017 at 1:00 p.m. CST** in the conference room of the Office of the Purchasing Agent, 1001 Preston, Suite #670, Houston, TX. Attendance is not mandatory, but all vendors should attend in order to have a better understanding of the requirements of this RFQ. Persons with disabilities requiring special accommodations should contact the Office of the Purchasing Agent at (713) 274-4400 at least two (2) days prior to the conference.

It is the responsibility of each firm to examine the entire RFQ, seek clarification in writing, and review their submittal for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. Questions relating to the RFQ must be submitted in writing and directed to Paige McInnis, Office of the Purchasing Agent, via email to paige.mcinnis@pur.hctx.net. The deadline for submission of questions relating to this RFQ is **12:00 p.m. CST on October 6, 2017**. All questions submitted in writing prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be forwarded via fax and/or email to all firms. The County will not be bound by any information conveyed verbally.

CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

Texas law requires all parties who enter into any contract with the County which must be approved by its Commissioners Court to disclose all interested parties. Form 1295 must be completed in its entirety at the following website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm prior to submitting your response. Failure to do so may result in disqualification of your response. A copy of the notarized should be returned with your response.

DESCRIPTION

Harris County invites the submittal of SOQs, not later than the date due, as listed on page 1 of this RFQ, from highly qualified architecture and engineering firms interested in providing project administration, project management and financial services for the development of hurricane restoration projects for Harris County. In addition, the selected firm(s) must comply with all applicable governing federal regulations including but not limited to 24 CFR 570. The requirements may include, but are not limited to compliance with the Davis-Bacon and Related Acts, Fair Labor Standards, Equal Opportunity, Affirmative Action, Section 3 of the HUD Act of 1968, and contracting with small, minority, and disadvantaged firms.

General services expected from the qualified firm(s) are as follows:

The selected firm or group of firms may be required to provide program administration, management and financial services for hurricane restoration projects in and for the Harris County as a result of damages caused by Hurricane Harvey.

- Project administration services may include coordination with the Harris County, its municipalities and unincorporated communities, the Governor's Division of Emergency Management (GDEM), the Federal Emergency Management Agency (FEMA), United States Army Corps of Engineers (USACE), United States Environmental Protection Agency (EPA), United States Coast Guard, (USCG), National Resource Conservation Service (NRCS), Texas Department of Transportation (TxDOT), Federal Highway Association (FHWA), Texas Commission on Environmental Quality (TCEQ), Texas Department of State Health Services (TDSHS), the U.S. Department of Housing and Urban Development (HUD) department and related agencies, the Texas Department of Housing and Community Affairs (TDHCA), the Texas General Land Office (TGLO), and other related state or federal agencies along with selected Design Consultants, architects and other professional service disciplines deemed necessary. Notwithstanding the foregoing and additionally, at the sole discretion of Harris County, the scope of services shall include support for grant administration, oversight and regulatory compliance, project and grant closeout activities, implementation of housing, community development and social services programs, documentation and retention strategies, and stakeholder and public outreach activities.
- Project management services may include, but in no way be limited to, procurement assistance, design consultant and construction contractor management, design review, tracking of all costs for design and construction, reporting, and providing construction project resident project representative services necessary for the repairs. Notwithstanding the foregoing and additionally, the Scope of Services shall, at the sole discretion of Harris County, include management of capital projects, damage assessment, pertinent scope determination, document review and development, facilitation of meetings with consultants at various phases of document preparation, evaluating scope amendments proposed by the architectural and engineering consultants during the design phase, evaluation of construction cost estimates, coordination of building permits, preparing bid documentation for public bid advertisement, attending bid openings and bid tabulation reviews, receipt and review of all architectural and engineering as well as construction contractor invoices for adherence to or deviations from original contracts and adjustment of payment recommendations accordingly, maintenance of schedules on document deadlines and completion of construction schedules so as to effectively maintain a large volume of projects, routine site visits with the architectural and engineering firms to evaluate progress, performance and compliance, preparation and maintenance of all project file details, providing ongoing monitoring reporting to the designated Harris County representative, evaluation of change order proposals to include scope changes and costs during the construction phases, participation in substantial completion inspections, review and approval of architectural and engineering punch lists of unfinished elements of work, administration of the perfection of any and all liens required, review of all architectural and engineering completed items, processing final pay applications, clearing liens and consent of surety.
- Financial services and/or consulting services may include program fiscal monitoring and the establishment of program/project controls to match proposed repairs detailed in applicable Federal Emergency Management Agency (FEMA) project worksheets or to match other programs related to Community Development Block Grants (CDBG) or other programs administered as a result of Hurricane Harvey. Notwithstanding the foregoing and additionally, at the sole discretion of Harris County, the scope of services shall include support for economic development initiatives including the evaluation of financial instruments and tax programs, assistance with satisfying and optimizing bonding and construction insurance requirements, assistance with analysis and guidance on eligibility of costs for reimbursements, development

and implementation of strategies to maximize and optimize funding and financing options, capital planning and budget management, assistance in technology requirements to support program functions and internal or external reporting and enhancing county capabilities for future response and recovery efforts.

TAX FORM/DEBT/RESIDENCE CERTIFICATION
(for Advertised Projects)

Taxpayer Identification Number (T.I.N.): _____
Company Name submitting Bid/Proposal: _____
Mailing Address: _____

Are you registered to do business in the State of Texas? Yes No

If you are an individual, list the names and addresses of any partnership of which you are a general partner or any assumed name(s) under which you operate your business

I. Property: List all taxable property in Harris County owned by you or above partnerships as well as any d/b/a names. (Use a second sheet of paper if necessary.)
Harris County Tax Acct. No.* **Property address or location****

* This is the property account identification number assigned by the Harris County Appraisal District.
** For real property, specify the property address or legal description. For business personal property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored at a warehouse or other location.

II. Harris County Debt - Do you owe any debts to Harris County (taxes on properties listed in I above, tickets, fines, tolls, court judgments, etc.)?
 Yes No If yes, attach a separate page explaining the debt.

III. Residence Certification - Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Harris County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

- (3) "Nonresident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that _____ is a Resident Bidder of Texas as defined in Government Code [Company Name] §2252.001.

I certify that _____ is a Nonresident Bidder as defined in Government Code [Company Name] §2252.001 and our principal place of business is _____.
[City and State]

MINIMUM INSURANCE REQUIREMENTS

During the term of the Contract, the Contractor at its sole expense shall provide primary commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

A. Workers Compensation, as required by the laws of Texas, **and Employers' Liability**, as well as All States, USL&H and other endorsements if applicable to the project, and in accordance with state law.

Employers' Liability

- Each Accident: \$1,000,000
- Disease-Each Employee: \$1,000,000
- Policy Limit: \$1,000,000

B. Commercial General Liability, including but not limited to the coverage indicated below. Coverage shall not contain any restrictive endorsements nor exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Where exposure exists, the County may require coverage for watercraft, blasting, collapse, explosions, blowout, cratering, underground damage, pollution, or other coverage. *Harris County shall be named Additional Insured on primary/non-contributory basis.*

- Each Occurrence: \$1,000,000
- Personal and Advertising Injury: \$1,000,000
- Products/Completed Operations: \$1,000,000
- General Aggregate (per project): \$2,000,000

C. Automobile Liability, including coverage for all owned, hired, and non-owned vehicles used in connection with the Contract. *Harris County shall be named Additional Insured on primary/non-contributory basis.*

- Combined Single Limit-Each Accident: \$1,000,000

D. Umbrella/Excess Liability (*Harris County shall be named Additional Insured on primary/non-contributory basis*)

- Each Occurrence/Aggregate: \$1,000,000

E. Professional/Errors & Omissions Liability (if applicable)

- Each Occurrence/Aggregate: \$1,000,000

The County reserves the right to require additional insurance if necessary. Coverage shall be issued by companies licensed (by TDI) to do business in Texas, unless said coverage is not available or economically feasible except through an excess or surplus lines company, in which case the company should be registered to do business in Texas. Companies shall have an A.M. Best rating of at least A-VII. Contractor shall furnish evidence of such insurance to the County in the form of unaltered insurance certificates. If any part of the contract is sublet, insurance shall be provided by or on behalf of any subcontractor, and shall be sufficient to cover their portion of the contract. Contractor shall furnish evidence of such insurance to the County as well.

Policies of insurance required by the contract shall waive all rights of subrogation against the County, its officers, employees and agents. If any applicable insurance policies are cancelled, materially changed, or non-renewed, contractor shall give written notice to the County at least 30 days prior to such effective date and within 30 days thereafter, shall provide evidence of suitable replacement policies. Failure to keep in force the required insurance coverage may result in termination of the contract. Upon request, certified copies of original insurance policies shall be furnished to the County.

The requirements stipulated in this attachment do not establish limits of contractor liability.

Revised 8/2017

QUESTIONNAIRE

To be considered, prospective firms must submit a complete response as required by the SOQ. Firms must submit evidence of their ability to provide complete, thorough and comprehensive responses and information for each of the following components of this SOQ:

A. Team Organization and Experience

1. List of Team Members – On one (1) page, list the team member firms along with the primary responsibilities (e.g. Structural Engineer, MEP Engineer, etc.) they will have on the team. Please indicate the lead firm. It is a requirement of Harris County that all SOQs will indicate the lead firm proposed for the project and that firm must agree to maintain a Harris County office during the term of the contract.
2. Organization Chart – Shall provide a simple organization chart of the team, showing the reporting structure of the people proposed to do the work.
3. Standard Form 330 (SF-330) Architect-Engineer Qualifications – Include a completed SF-330 (attachment k., Standard Form 330 (SF-330) Architect-Engineer Qualifications) for the proposed team. Include all team members under Part I, Section C., and include a completed Part II, General Qualifications, for each team member. Under Part II, Item 11.a. list all the work performed for any government agency.
4. Project Brief – The offeror shall select three (3) projects from Part I, Section f. of the SF-330, to highlight, as best representing the team’s project experience with facilities of this type and security sensitive design environment, and provide a briefing sheet for each. Each briefing sheet shall be one (1) page and shall contain information, which shows the capability of the proposed team to provide the range of services that are required by this project. Minimally, each brief shall contain:
 - a. Project name and location,
 - b. Year project completed (or “In Design” or “Under Construction”) and brief explanation regarding steps offeror’s team member(s) took to maintain project schedule,
 - c. Short description of services provided,
 - d. Name of lead design firm and current telephone number and/or email address,
 - e. Name of client and/or owner/operator and current telephone number and/or email address,
 - f. Name of general contractor and current telephone number and/or email address,
 - g. Construction cost and information regarding adherence to owner’s budget.
5. Graphic Information – If the offeror includes photographs, drawings or other graphical information about any of the three (3) projects, the back of the project brief, the facing page or a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate these projects may also be incorporated into the one (1) page brief sheet itself.

- B. Narrative** - The offeror shall provide no more than four (4) pages of narrative that describes the following:
- a. Team's track record of working within a budget (provide specific examples),
 - b. Team's track record of meeting deadlines (provide specific examples),
 - c. Team's track record of quality performance (provide specific examples),
 - d. Team's understanding of Harris County's need(s) and team's approach to this project.
- C. Quality of Service** (Testimonials) – Offeror may include no more than three (3) one (1) page letters from clients and/or general contractors that they have worked with on previous projects. At least one (1) copy of these letters shall contain the original signature of the person writing the letter. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the offeror or team members.

Attachment k.
Architect - Engineer Qualifications Standard
Form 330
(14 pages)

(For prospective vendors downloading this RFQ from BuySpeed Online at <https://bids.hctx.net/bsa/login.jsp>, the Architect - Engineer Qualifications Standard Form 330 may also be picked up between 7:30 a.m. and 4:30 p.m., Monday through Friday at the Office of the Purchasing Agent, 1001 Preston Avenue, Suite 670, Houston, TX)