



Houston Advanced Research Center/ GeoTechnology Research Institute

REQUEST FOR QUALIFICATIONS (RFQ) for CITY OF HOUSTON FEASIBILITY STUDY FOR ROOFTOP FOOD PRODUCTION

Published: January 21, 2013

Due: March 11, 2013

Introduction and Objectives

The Houston Advanced Research Center (HARC)/GeoTechnology Research Institute (GTRI), located at 4800 Research Forest Drive in The Woodlands, TX, has partnered with the City of Houston to complete the City of Houston Feasibility Study for Rooftop Food Production. HARC/GTRI invites the submittal of a statement of qualifications ("Statement") from interested firms and/or partnerships interested in the project described below. Those firms that participate in this RFQ process will be referred to as "Proposers". The successful "Proposer" will be referred to as the "Contractor".

Funding for this project is made available through the American Recovery and Reinvestment Act (ARRA) and therefore all Contractors will be required to adhere to guidelines of the Davis-Bacon Act, Buy American Act, National Environmental Policy Act (NEPA), National Historic Preservation Act of 1966, Solid Waste Disposal Act, and Report of Fraud, Waste and Abuse. Contractor services will be paid as cost-reimbursable expenses, and payment to Contractor will be contingent upon HARC/GTRI's receipt of funds from City of Houston. Statements should include sufficient financial information to demonstrate that Contractor has access to sufficient resources with which to conduct the work of the project while reimbursement payments are being processed and issued.

PROJECT DESCRIPTION

The Contractor will investigate the design and economic feasibility, at a conceptual level, for urban rooftop food production on downtown municipal properties in the City of Houston, to include basic design concepts, a preliminary business case, and the identification of preferred locations.

PROPOSAL ORGANIZATION AND SELECTION CRITERIA

The purpose of the Statement is to demonstrate that the Proposer is fully qualified to successfully carry out the project as described and to contribute to meeting the goals of the project. Statements must include the following items in the order presented. Page limits apply where noted. Contractor will be bound to all conditions of its Statement for a period of 180 days from the date of its proposal submission.

A. First Page of Statement

This shall clearly identify the project, Statement submittal date, proposer's name, DUNS number, Federal Employer Identification Number, and assurance that the proposer is active in the System for Award Management (SAM) www.sam.gov.

B. Experience (15 points)

Provide a brief statement of Proposer's capabilities and experience in urban rooftop food production (500 word or half page maximum). Provide three examples of Proposer's successful experience over the last five years with similar projects. Provide name of client, address, and telephone number for verification.

C. Capacity (10 points)

Proposer must demonstrate that they have the personnel and equipment necessary to perform the services required. Proposer must state in the qualification Statement their intent to follow the Davis-Bacon and Related Act as it relates to the anticipated work to be contracted to them. List equipment owned or leased that demonstrates ability to provide the services required. Provide evidence that Proposer possesses all applicable licenses necessary for the feasibility study to be implemented. Evidence includes a list of applicable licenses, license holders, and license numbers.

D. Project Management (10 points).

Proposer's proposed supervisory personnel. Provide qualifications and experience of Proposer's Project Manager on projects with similar scope, complexity, and value.

E. References (5 points).

Provide at least three references over the last five years from clients, with their address and telephone number. Preferred references are municipal buildings and of similar design as required by this program.

F. Years in Business (5 points).

Documentation establishing the number of years Proposer has been in business and that proposer is in good standing with the State of Texas (attached documentation from the Comptroller's Office). Full points will be given for those proposers who have had a minimum of 5 years in business and are in good standing with the State of Texas.

H. Claims History (5 points).

List any legal judgments pending, or entered in the previous two years, against Proposer, as well as a current list of pending litigation filed against Proposer. List any complaints filed with the Better Business Bureau.

I. Financial Statements

Provide the proposed Prime Contractor's audited financial statements for the previous three (3) years. If audited financial statements are unavailable, provide financial statements certified by a reputable accounting firm as accurately presenting the financial position of your company, in accordance with generally accepted accounting principles.

Total Point Value for the criteria noted equals 50 possible points.

Evaluation Process and Selection Procedure

The evaluation committee will be comprised of representatives from HARC/GTRI, the City of Houston and others who are knowledgeable of the subject matter. Qualification Statements will be reviewed and scored by the evaluation committee based on the previously listed criteria. The Statements will be evaluated pass/fail for completion and responsiveness to the requirements of the RFQ. The evaluation committee may consider the proposal as failed if, in its sole judgment, the Statement is unresponsive, incomplete, or is missing sections and required information.

Questions

Please submit all questions regarding this RFQ **by February 18, 2013**

to <http://www.harc.edu/News/RFPFIRFQ/tabid/2514/Default.aspx>. Any request for information concerning this RFQ that are not submitted in this manner will not be answered. All questions and answers will be posted at <http://www.harc.edu/News/RFPFIRFQ/tabid/2514/Default.aspx> by **February 25, 2013**. We encourage interested parties to periodically check the website for updates.

Proposal Evaluation and Award Schedule

HARC/GTRI has established the following target dates for issuance, receipt and evaluation of proposals in addition to award of an agreement in response to this RFQ.

Milestone	Target Date
RFQ advertised and published	1/21/13
Deadline for written questions	2/18/13
All questions and answers will be posted	2/25/13
Statements due	3/11/13
Interviews (if necessary)	3/14/13 – 3/15/13
Final selection (estimated)	3/15/13
Work Scope (to be negotiated)	3/22/13
Estimated Notice of Award	3/29/13
Estimated Project start date	4/1/13
Estimated Project completion	6/30/13

These dates are not binding and may change depending on the number of proposals received, staff availability for oral interviews and other intervening events.

Interview Process

The evaluation committee may select Contractors who may be invited to an interview. The evaluation committee may use this additional information to score the Statements.

Proposal Submissions

The Qualification Statement should be clear and concise, presented in the form of a written report divided into subheadings as outlined above. Proposal text, charts and graphics shall not exceed the given page limits. (no page limits mentioned - # of words mentioned instead).

One (1) unbound signed original copy of the Qualification Statement printed single-sided on recycled and recyclable white paper, an electronic copy (cd, dvd or thumbdrive) and any related information must be delivered in a sealed envelope clearly marked **City of Houston Feasibility Study for Rooftop Food Production** no later than **4:00 PM Central Time, March 11, 2013** (postmarks will not qualify as delivery). No Statements will be accepted after this date and time. Early submission is encouraged to avoid any possibility of disqualification for late submission.

Statements should be mailed or delivered to:

City of Houston Feasibility Study for
Rooftop Food Production RFQ
Attn: Victoria Henry
Houston Advanced Research Center/
GeoTechnology Research Institute
4800 Research Forest Drive
The Woodlands, TX 77381

Other means of transmission, including facsimile or electronic will not be accepted.

At any time during the proposal evaluation process, HARC/GTRI may require an applicant to provide oral or written clarification of its Statement. HARC/GTRI reserves the right to make an award without further clarifications of Statement received.

Addenda to RFQ

HARC/GTRI may modify the RFQ, prior to the proposal due date, by issuing written addenda on the website. An applicant shall be responsible for ensuring that its Statement reflects any and all addenda issued by HARC/GTRI prior to the Statement due date regardless of when the Statement is submitted. Therefore, HARC/GTRI recommends that an applicant review the website while the RFQ is open to determine if all addenda have been read and acted on.

Terms and Conditions Governing this RFQ

Potential Contractor Information

Potential Contractors must provide the following information to HARC/GTRI:

- Name of Contractor
- Name of contact person, address, telephone number, facsimile number and e-mail of such contact person

Each potential contractor shall be responsible for notifying HARC/GTRI in writing of any changes in such information. Any such notice must specifically reference this RFQ.

Financial Responsibility

Neither HARC/GTRI nor City of Houston accept financial responsibility for any costs incurred by a firm in responding to this RFQ, participating in oral presentations, or negotiating an agreement. The Statements submitted in response to the RFQ will become property of HARC/GTRI and may be used by HARC/GTRI in any way deemed appropriate.

Reservations of Rights by HARC/GTRI

The issuance of this RFQ does not constitute an agreement by HARC/GTRI that any contract will actually be entered into by HARC/GTRI. HARC/GTRI expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, proposal or proposal procedure
- Reject any or all Statements
- Reissue a solicitation
- Prior to submission deadline for Statements, modify all or any portion of the specifications of this RFQ, or the requirements for contents or format of the Statement
- Procure any materials, equipment of services specified in this RFQ by any other means
- Determine that no project will be pursued.

Form and Content

Failure to timely execute the agreement, or to furnish any and all certificates, compliance forms, or other materials required in the agreement, shall be deemed an abandonment of an agreement offer. HARC/GTRI may select another firm and may proceed against the original selectee for damages.