

**ADVERTISEMENT FOR
PROFESSIONAL ROOFING AND BUILDING ENVELOPE CONSULTANT SERVICES
CITY OF HOUSTON**

The General Services Department will receive Statements of Qualifications (SOQ) utilizing online bidding services via Civcast at <https://www.civcastusa.com/bids> for the following Project(s):

Project Name and WBS Number	Task Order Contract for Professional Roofing and Building Envelope Consultant Services
Project Description	Perform through a Task Order Contract
Submission Due Date	Thursday, March 20, 2025
MWBE Goal	5%
Project Location	City Wide
Project Manager	Eric Rhoden – Division Manager/832.393.8096
Estimated Contract Value	\$3,000,000 per Contract for 2 Years and up to 3 optional 1-year renewals
Pre-Submission Conference Meeting	1:00 p.m. Tuesday, March 4, 2025 901 Bagby Street, City Hall Basement, Training Room 157

The submissions will be ranked based on the criteria set out in the Request for Qualifications (RFQ). After reviewing the submissions, the City may short-list a maximum of five (5) Respondents that will participate in interviews and presentations before finalizing the rankings.

The City will utilize online bidding services via Civcast at <https://www.civcastusa.com/bids>. Electronic submissions are due at 10:30 a.m., local time on the Submission Due Date. Follow submittal instructions on <https://www.civcastusa.com/>. Hard Copies will not be accepted for this submission. Submissions will be opened, and the Respondents names will be posted on Civcast on the Submission Due Date. Respondents' names will be read aloud via Microsoft Teams dial up access on the same day at 11:00 am only. Microsoft Teams Number 1-936-755-1521 ID: 598 888 117#. All interested parties are invited to attend. Place and date of submission opening may be changed in accordance with Sections 15-45(c) City of Houston Code of Ordinances (City Code). All Respondents shall comply with Article II, Chapter 15, City of Houston Code of Ordinances.

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

All Addenda will be posted on the following website for your review: <https://www.civcastusa.com/>

Respondent acknowledges that Federal funds may be used to fund this Agreement and Respondent agrees to comply with all applicable Federal laws, Federal agency requirements, regulations, executive orders, and all other terms and conditions incorporated into the RFQ.

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/lsa>.

Regulation 2 C.F.R. § 200.321 requires, where subcontracting is permitted, Respondents to take the following affirmative steps:

1. **Solicitation Lists.** The Respondent must place small and minority businesses and women's business enterprises on solicitation lists.
2. **Solicitations.** The Respondent must assure that it solicits small and minority businesses and women's business enterprises whenever they are potential sources.
3. **Dividing Requirements.** The Respondent 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 Respondent 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 Respondent 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 Respondent must take these steps regardless of whether it has met the City's MWBE goal referenced above. 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 Respondent 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). Respondent will be required to comply with Anti-discrimination provisions (Chapter 15, Article II 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).

Dated: _____
(Publish Friday, 02/21/2025 and 02/28/2025)

cc: Cheryl Harris/Contract Bid Management Group