



How to Submit a Winning SOQ



Ravi Kaleyatodi, P.E., CPM
Senior Assistant Director

Contracts in Five
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Presentation Highlights



■ PWE Overview

- Mission/Vision/Value
- Organization
- CIP

■ Procurement Process

- Administrative
- Technical

■ Anticipated Selections

■ Statistics

■ Ideal Team

■ Winning SOQ





Department of Public Works and Engineering



Mission

Plan, design, construct, operate and maintain Houston's public infrastructure systems to provide drinking water, wastewater treatment, stormwater drainage and streets; establish and enforce the City's building and development codes; all in a responsive, effective, efficient and responsible manner to serve our customers.

Vision

Be a rock solid, responsive and respected organization for Houston and be the premier public works department in the United States.

Values

Commitment to excellence through continuous improvement, competence, innovation, courage, trustworthiness, integrity, selfless service and teamwork.



Department of Public Works and Engineering



Public Works and Engineering
Dale A. Rudick, P.E.
Director

Planning and Development
Mark Loethen, P.E.,PTOE, CFM
Deputy Director

Engineering & Construction
Daniel R. Menendez, P.E.
Deputy Director

Public Utilities
Jun Chang, P.E., D.WRE
Deputy Director

Street and Drainage
Eric Dargan
Deputy Director

Traffic Operations
Jeff Weatherford, P.E.,PTOE
Deputy Director

Resource Management
Susan Bandy , CPA
Deputy Director



Department of Public Works and Engineering



Proposed CIP

FY16
(Million)



\$784.0M

FY 16-20
(Million)



\$5.0B

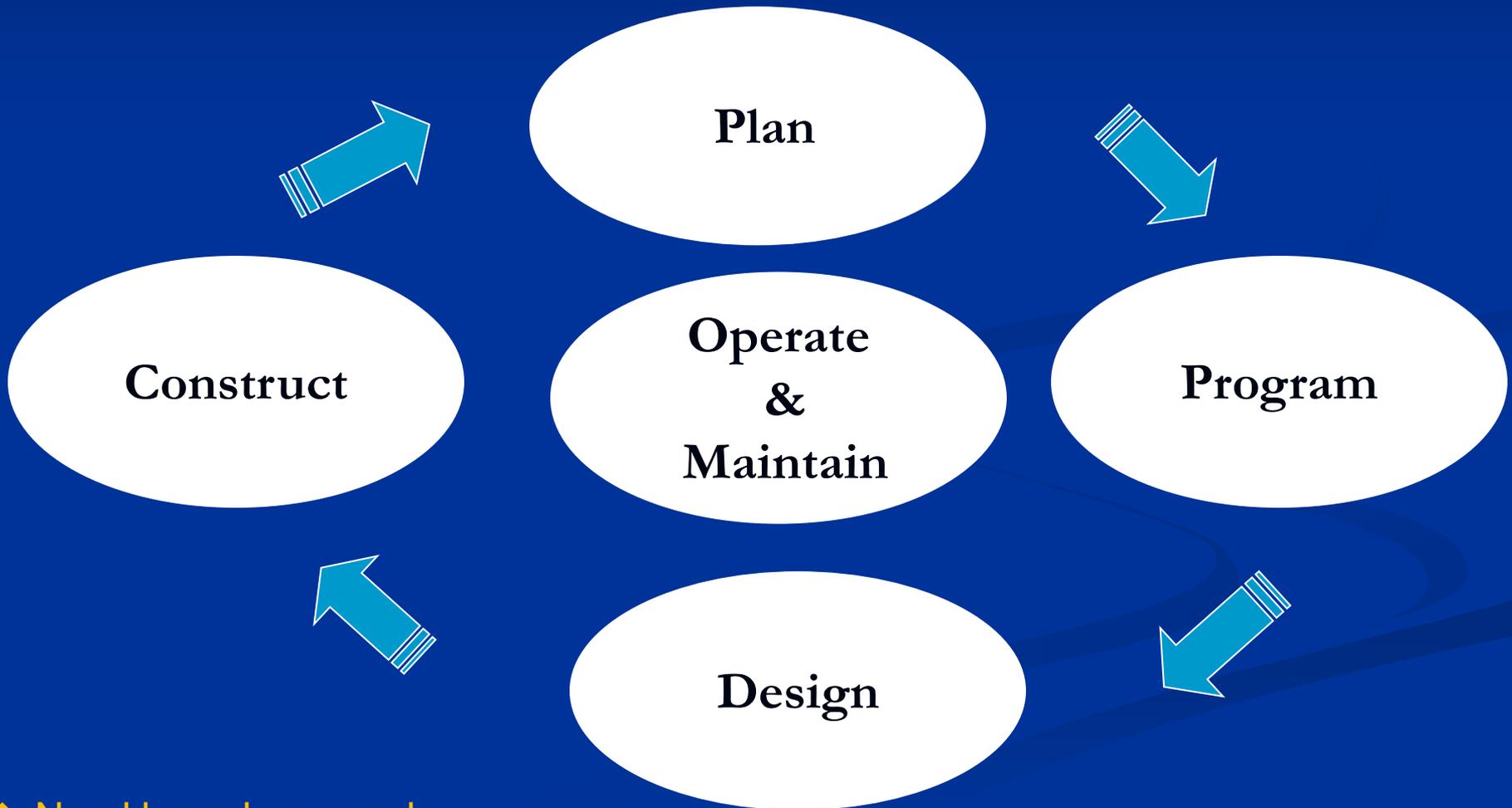
* Active Projects: App 500



Department of Public Works and Engineering



Project Cycle



❖ Need based approach



Procurement Process



■ Goals

- Qualification Based Selections
- Highest Quality Professional Services
- Objective and Consistent Manner
- Opportunity and Diversity of Competencies
- Timely Selections
- Streamline Contract Administration
- Improve Process through Experience



Procurement Process



■ Selection Types

Type	Announced	Submittal	Effort by Firms	Committee Appointed
Simplified Selection (Type 1)	No	▪ On-file PWE 100	▪ On-going (PWE100) ▪ Submit on at least one type II RFQ as a Prime	Dir/PWE
RFQ (Type II)	Yes	▪ Qualification	▪ SOQ	Dir/PWE
RFP (Type III)	Yes	▪ Qualification ▪ Proposal	▪ SOQ ▪ Technical Proposal ▪ Interview	Dir/PWE



Procurement Process



Information presented based on FY15

■ RFQ Posted on Website

- <http://selections.publicworks.houstontx.gov>

■ Consultant Registers to Download

- Provide contact information prior to downloading

■ COH emails SOQ Submission Table



Procurement Process



Thank you for your inquiry for RFQ No.: XXXX. Please submit your SOQ PDF as follows:

- Reply to this email with the SOQ Submission Table below filled-out in the body of your email reply.
- Attach the SOQ PDF as an attachment to your email reply. ***Please be sure that your PDF file size does not exceeded more than 7 MB***
- Please reply to this email no later than **deadline** .

SOQ Submission Table

RFQ No.: XXXX							
Firm Name	Firm DbA Name (If Applicable)	Principal Name	Total Employees	No. of Employees in Houston	No. of Employees in Texas	MBE ⁽¹⁾ (A/B/H)	WBE (Y/N)
Prime:							
Sub1:							
Sub2:							
Sub3:							
Sub4:							
Sub5:							
Sub6:							
Sub7:							
Sub8:							
Sub9:							
Sub10:							

Note(1): A = Asian, B = Black, H = Hispanic.
 A = Asian, B = Black, H = Hispanic.
 Not Required



Procurement Process



■ SOQ Submittal

- Electronic
- Submission table (body of email)
- SOQ pdf document (attach)
- Max file size 7MB
- Email subject: <RFQ number>_<Firm Name>.pdf
 - Example: "E15-01_ABC Services.pdf"

■ By Exception Only

- Department Technical Issues
- One (1) hard copy and CD of the SOQ
- A Print out of the Undeliverable Notification



Procurement Process



■ Format

- 8 pages max
- Landscape orientation
- Font: 11pt Arial
- Line Spacing: 1.5

■ Disqualification

- Including a Sub-Consultant who is on more than 10 Prime Consultant teams for an RFQ
- More than eight (8) pages (excluding admin docs)



** Follow detailed instructions on the RFQ **



Procurement Process



■ Required with Submittal

- SOQ Submission Table (body of email; not an attachment)
- Transmittal Letter
- Sub-Consultant Commitment Letter(s)
- Conflict of Interest Questionnaire
- Updated PWE100
- Pay or Play POP-1 Acknowledgement Form
- Statement of Qualifications (**only 1 per RFQ**)



Procurement Process



■ Content of Qualifications - Engineering

- Specific technical capabilities
 - Identification and qualifications of employees and sub-consultants
 - Demonstrated - similar project
 - Experience
 - Timeliness
 - Cost effective solutions
 - Effective Construction Phase Services
 - Knowledge of local conditions
 - MWBE goals
- ❖ *Review each RFQ carefully for additional Content of Qualifications*



Procurement Process



■ Content of Qualifications - Pre-Engineering

- Specific technical capabilities
- Identification and qualifications of employees and sub-consultants
- Conceptual approach
- Demonstrated - similar scopes
 - Experience
 - Timeliness
 - Cost effective solutions
 - Knowledge of local conditions
 - MWBE goals

❖ *Review each RFQ carefully for additional Content of Qualifications*



Procurement Process



■ Content of Qualifications - Construction Management and Inspection

- Specific CM&I capabilities
- Last five years experience
- Identification and qualifications of employees and sub-consultants
- Demonstrated - similar projects
 - Manage construction per contract docs
 - Manage costs and schedule
 - Coordinate construction activities and minimize impacts to the public
 - Resolving construction conflicts and ensuring safety
 - Knowledge of local conditions
 - MWBE goals

❖ *Review each RFQ carefully for additional Content of Qualifications*



Anticipated Selections



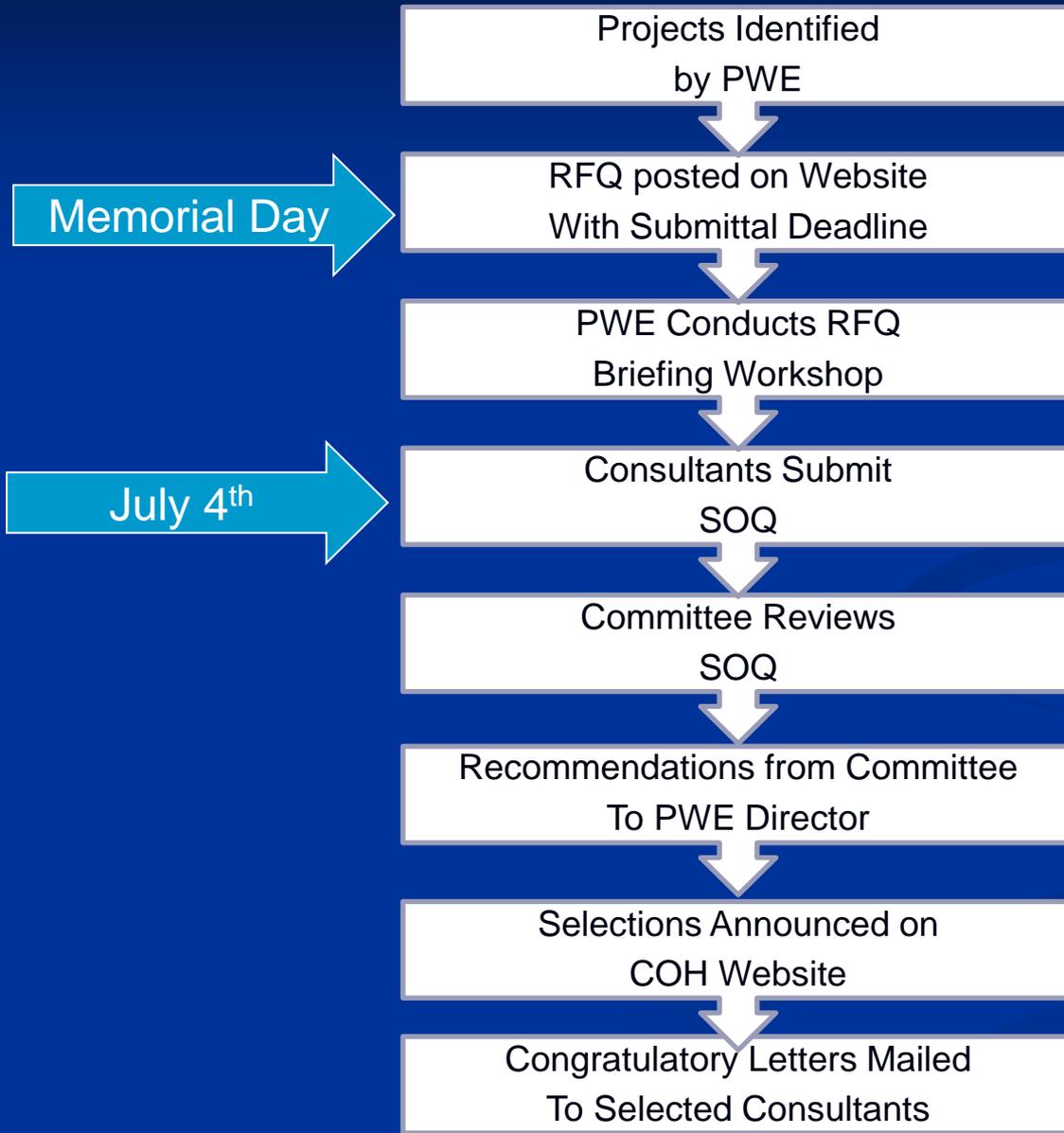
Discipline	Selections	Projects
Planning (Pre-Engineering)	3-5	Major St./Traffic, Local St., Storm
Storm	9-11	Traditional Storm Sewer, LDP
Neighborhoods	2-4	Local St., Sidewalk, OL/Panel Repl
Street & Traffic	6-8	MT, Intersection, Traffic Signal
Wastewater	13-15	WWTP, LS, NSSI, Sub-Svcs
Water	11-13	WTP, TL, Well Sys, Lake Houston Dam

Discipline	Selections	Projects
CM&I	5-7	Water, Wastewater, Paving/Drainage, TL, MT w/TxDOT
Geo-Environmental	2-3	General Env., Asbestos, Lead
Operational & Support	6-8	Pre-Eng W/WW, W/WW Model related, Misc.
TOTAL	57-74	

* Type I selections are considered at the Department's discretion



Procurement Process





Procurement – Statistics FY13-15



Number of RFQ's	36	
Number of Prime Selections	65	48% of All Prime Submitters
Number of Firms Selected as a Prime or Sub	134	56% of All Prime or Sub Submitters
Number of SOQ's Submitted	695	
Number of Firms Submitting as Prime	136	
Number of Firms Submitting Only as Subs	215	
Number of Firms Submitting as a Prime or Sub	241	



Ideal Team



- Technical Skills, Experience
- Working Knowledge of IDM, Specs, Code Enf., Policies, Procedures
- Schedule & Budget
- ID Road Blocks Early; Mitigates
- Local Knowledge
 - Rainfall, Soil Conditions, HCFCD, TxDOT, Context Sensitive Design, Rebuild Houston
- Honors MWBE Requirements
- Good Working Relationship





Winning SOQ



■ Administrative

- Deadline, Forms, Format, QA/QC

■ Technical

- Relevant Experience/Capabilities
- Project Approach
- Team - RFQ Specific
- Org Chart
- Demonstrated/Specific/Examples
- Local Knowledge
- MWBE





Winning SOQ



- Clear, Concise, Well Presented
- Firm - Project Matched
- Past Performance
- Working Relationship
- 3 on 3



How to Submit a Winning SOQ



Questions?