



May 08, 2017

Re: Request for Qualifications  
SER Jobs for Progress

On behalf of SER Jobs for Progress, we are requesting your firm to submit its qualifications to provide material testing services for the remodel of a 22,528 SF two story office building located at 1710 Telephone Rd. Houston, TX.

**SCOPE OF THE PROJECT:**

SER has received two federal Community Development Block Grant (CDBG) awards and due to funding restrictions the selected consultant will comply with all CDBG requirements, which include but are not limited to Section 3, and MWSBE requirements.

The building renovation will include roof deck remediation, foundation remediation, building envelope modifications, and the demolition of interior components including MEP systems, walls, ceilings, and finishes. Below is a link to download construction documents and specifications:

Drawings: <https://www.dropbox.com/s/4vg3z3rpoabc4e5/Latest%20Drawings.zip?dl=0>

Specs: <https://www.dropbox.com/s/ljulvxkvs7xsvhq/Project%20Specs.zip?dl=0>

**SCHEDULE:**

Material testing will begin approximately 6-8 weeks after a tentative construction start date of May 10<sup>th</sup>, 2017.

**AGREEMENTS:**

The “Professional Services Agreement” will be the basis of agreement for material testing services, and will be provided to interested bidders for review upon request.

**QUALIFICATIONS:**

Proposals shall include the information listed below. The information requested must be included in the text of proposal and be presented in the order indicated. Additional information such as exhibits may be attached. SER makes no assurances that any information or exhibits will be returned.

The written proposal shall include the following sections in the order specified here and separated by tabs:

- Proposer Information (not to exceed 2 pages)
  - Firm's History
- Proposed Approach (not to exceed 4 pages)
  - A statement of your proposed approach to the project Scope of Work. *Description* of the services and activities as they relate to the proposed scope of service that your firm proposes to provide to SER for this project.
  - Description of your firm's experience (and the *experience* of any sub-consultants), if any, with providing similar services for nonprofit organizations and also with school-related construction projects.
- Project Team
  - Organizational chart (1 page).
  - Brief resumes of each key team member (1 page for each resume).
- Professional References: Please provide 3 references of clients your firm or its principals have provided services for within the past five years for a similar scope of work. Include the name of the firm as well as the specific individual to be contacted.
- Certificates of Insurance.
- Conflict of Interest:
  - Submit a statement describing any potential conflict of interest or appearance of impropriety, relating to other clients or officers, directors, and employees of SER, which could be created by providing services to SER. Indicate what procedures will be followed to detect and notify SER and to resolve any conflicts of interest. Indicate any pending litigation and/or regulatory actions by any oversight body or entity that could have an adverse material impact on the firm's ability to serve SER.
- Commitment to the Project.

SER makes no representation that an award will be made as a result of this RFQ. SER reserves the right to award separate construction contracts for portions of the project, as in its sole discretion deems appropriate.

## **PROCUREMENT PROCEDURES & TIMELINE:**

### **REVIEW AND SELECTION PROCESS**

SER staff, Building Committee and consultants will evaluate the qualifications in response to the Request for Qualifications based on the following criteria:

1. Understanding of the scope of work and SER's overall project goals and consultant's strategy for carrying out the required work tasks to meet the project goals.

2. Past experience and performance of the project team on similar projects related to cost control, quality of work, meeting schedules and working with federal CDBG funding.
3. The consultant's experience and ability to handle owner relations and communications issues relative to all phases of the project design.
4. The present workload of the consultant (and any sub-consultants), availability of staff and ability to meet the project task schedule.
5. Familiarity with applicable practices and procedures for the type of work involved.
6. Conformance to the specified RFQ suggested format, length and requirements.
7. Organization, presentation and content of proposal.
8. Record of performance, including results of reference review.
9. Preference will be given to Section 3 eligible candidates.

Bidders will be able to tour the building where the work will be performed on May 15th at 1:30pm for a period of 1 hour. Bidders must notify Jon Cordingley of their intent to tour the building at [jcordingley@projectcontrol.com](mailto:jcordingley@projectcontrol.com) no less than 24 hours before the tour date and time to attend the tour.

SER reserves the right to conduct independent reviews and interview firms submitting proposals prior to making any selection. SER will not be liable for any costs associated with your firm preparing its response to this RFQ.

No proposer will be allowed to modify the content of proposal at any time after the submission deadline, except in direct response to a request from SER for clarification or for an oral interview, provided that no such modification will result in a substantive amendment to the proposal.

## **ACCEPTANCE OR REJECTION OF PROPOSAL**

SER reserves the right to accept or reject any or all proposals received as a result of this request. SER also reserves the right to waive any informality, technical defect of clerical error or irregularity in any proposal. Additionally, SER may, for any reason, decide not to award an agreement as a result of this RFQ. SER reserves the right to cancel this RFQ and shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal. The Building Committee and SER staff will determine the selection of Consultant based upon an evaluation of the proposals. SER reserves the right to negotiate project deliverables and associated costs.

Interested firms are invited to submit five (5) copies of their proposal no later than May 19, 2017 by 5pm to:

Kathy Fountain  
Chief Financial Officer  
SER Jobs for Progress  
201 Broadway Street  
Houston, TX 77012

Submissions will not be accepted after the deadline. Contract terms and conditions will be negotiated upon selection of the awarded contractor. All contractual terms and conditions will be subject to review by SER and will include scope, budget, schedule, and other necessary items pertaining to the project.

For questions regarding the RFQ please submit in writing to the Project Control c/o Jon Cordingley by email [jcordingley@projectcontrol.com](mailto:jcordingley@projectcontrol.com) in the subject line note: **SER- MATERIAL TESTING RFQ**

Sincerely,

Jon Cordingley  
Project Manager  
Project Control Houston