

**CITY OF HOUSTON**  
OFFICE  
of  
**BUSINESS OPPORTUNITY**

**Goal Modification  
Request Form**

To: Assistant Director  
Office of Business Opportunity

Solicitation Number: Q25536

Estimated Dollar Amount: \$ 3,294,000.00

From: Angela Aaron/Staff Analyst

Requestor's Name/Title

PWE

Department

Type of Solicitation: Bid ☐ Proposal ☒ Other ☒

**Name and Intent of this Solicitation:** The Small Contractor Rotation Program is a two year pilot program designed to utilize and build the capacity of MWSBE construction contractors that are already working in the relevant trades. \*\*\*Please see attachment for additional comments.\*\*\*

**PREVIOUS CONTRACT (if any):** Yes ☐ No ☒

Goal on Last Contract: \_\_\_\_\_ Was Goal Met: Yes ☐ No ☐

If goal was not met, what percentage did the vendor achieve? \_\_\_\_\_

Why wasn't goal achieved: \_\_\_\_\_

**PLEASE SELECT THE TYPE OF GOAL MODIFICATION REQUESTED FROM THE OPTIONS BELOW (Waiver, Reduced Goal, Goal Revision After Advertisement, OR Cooperative or Inter-Local Agreement)**

**WAIVER**

I am requesting a waiver of the MWBE Goal: Yes ☒ No ☐

**Reason for waiver:**

- ☐ A public or administrative emergency exists which requires the goods or services to be provided with unusual immediacy;
- ☐ The service or goods requested are of such a specialized, technical or unique nature as to require the City department to be able to select its contractor without application of MWSBE provisions (such as contracts for expert witnesses, certain financial advisors or technical consultants);
- ☐ If application of MWSBE provisions would impose an unwarranted economic burden or risk on the City or unduly delay acquisition of the goods or services, or would otherwise not be in the best interest of the City; or



☐ If the possible MWSBE participation level based on MWSBE availability would produce negligible MWSBE participation.

☒ Other: Contractors selected for the pilot program are MWSBEs. The Program allows for the preselected SMWBE to bid on work orders valued below \$1 million.

Detailed Explanation of waiver reason: \*\*\*Please see attachment for additional comments.\*\*\*

#### REDUCED GOAL (To be completed by the department prior to advertisement)

I am requesting a MWBE contract-specific goal below the following citywide goals:

Construction (34%); Professional Services (24%); Purchasing (11%)

Yes ☐ No ☐ If yes, complete a Contract-Specific Goal Setting Worksheet and submit with this form.

#### GOAL REVISION AFTER ADVERTISEMENT

I am requesting a revision of the MWBE Goal: Yes ☐ No ☐

Original Goal: \_\_\_\_\_ New Proposed Goal: \_\_\_\_\_

Advertisement Date: \_\_\_\_\_ Number of Solicitations Received: \_\_\_\_\_ Estimated Dollar Amount: \$ \_\_\_\_\_

Detailed reason for request: \_\_\_\_\_

#### COOPERATIVE OR INTER-LOCAL AGREEMENT


Is this a Cooperative/Inter-Local Purchasing Agreement? Yes ☐ No ☐ Goal Requested: \_\_\_\_\_

If yes, what type: \_\_\_\_\_ Yes ☐ No ☐

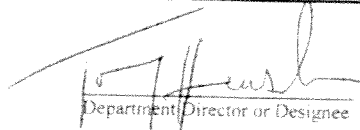
Did Department explore opportunities for using certified firms? Yes ☐ No ☐ N/A ☐

If no, please explain why not: \_\_\_\_\_

Concurrence:


  
Department Initiator

1/21/16  
Date

  
Department Director or Designee

1/21/16  
Date

Approved by:

  
OBO Assistant Director or Designee

1/25/16  
Date

**Attachment to Goal Modification Request Form**

**Solicitation No. Q25536**

Name and Intent of Solicitation cont'd:

Financial partners, including a bonding company, have committed resources for the success and benefit of the Program. The Program's success will help build relationships between all parties involved as well as provide the Department of Public Works & Engineering with a larger pool of prime contractors for future projects.

Reasons for waiver cont'd: The amount of each work order in the Program will not rise to the \$1 million threshold that would otherwise warrant the MWSBE goal requirement for construction contracts. The maximum amount of each work order is \$25,000.

Additionally, the design of the program is such that it encompasses the spirit of the MWSBE Program which is to increase the participation of and to promote the growth and success of MWSBEs.