

REQUEST FOR QUALIFICATIONS (RFQ)

Planning and Design Services for Pease Streetscape/Gateway Design RFQ-2017-08-SH-EaDO-001

INTRODUCTION

Scenic Houston and the East Downtown Management District are seeking Statements of Qualification (SOQs) from qualified landscape architect and planning firms to develop a Preliminary Design for Pease Streetscape and Gateway Project. As part of the proposal, firms are asked to submit a statement of qualifications, which includes their experience in planning, design, and contract administration for similar projects in scope and size. Considerations should be made for, concept layout, construction cost estimations, schedules and any other items necessary to successfully complete the project.

Statement of Qualifications Due:

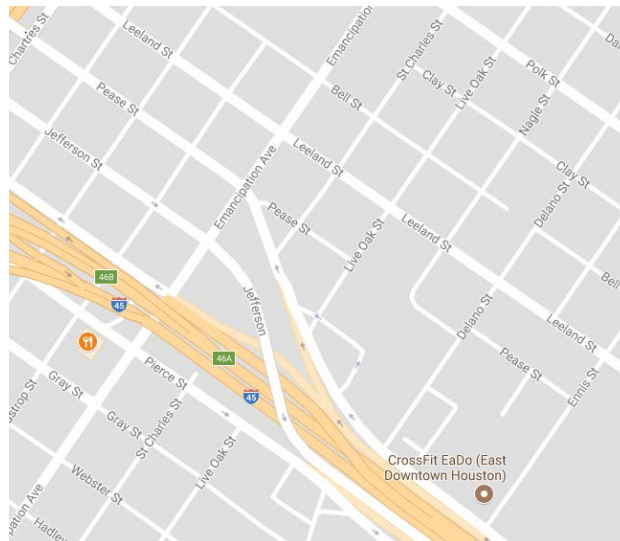
Friday, October 27, 2017

DESCRIPTION OF PROJECT

The Pease Gateway Project Design Phase will develop a conceptual layout for developing the public land between Ennis Street and Chartres Street. See the exhibit below for a representation of the project limits. The selected consultant shall meet with the East Downtown Management District and Scenic Houston Pease Project Committee to identify design elements as well as use their expertise to develop conceptual layouts and schematics, cost estimates and schedules. The consultant shall consider and incorporate needs identified by the Pease Project Committee. The plan should incorporate but is not limited to the following:

- Identification of publicly owned property along the corridor
- Coordination with adjacent neighborhoods and recommendations for adjacent property owners
- Sidewalk facilities and other pedestrian improvements
- Street Furniture
- Traffic calming design improvements
- Effective Management of Multi-modal traffic
- Utilization of existing topography to the greatest extent possible
- Landscape concepts utilizing drought tolerant and native plants, trees and grasses
- Irrigation
- Gateway identification markers or features
- Lighting
- Future Proofing
- Other innovative and unique equipment and features to develop a creative and artistic gateway to downtown
- Project should be scalable and it should be designed to be implemented in several phases if necessary

Pease Project Area



TECHNICAL EXPERTISE

Interested firms or teams shall have extensive knowledge, expertise, and experience to include, but not limited to the technical areas of landscape architecture, environmental assessment, erosion control, and coordination with state and federal resource agencies.

It is essential that the firm be experienced in design and planning of streetscapes and gateways.

Firms associating with other firms in order to bring specific expertise and experience to the project is acceptable.

SELECTION PROCESS

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the Committee. By submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the following section, acknowledges, and accepts that determination of the “most qualified” firm may require subjective judgments by the Committee.

A selection committee comprised of EaDo and Scenic Houston stakeholders will follow the two-step process below for selection of a design consultant:

- Step 1 – Statement of Qualifications
 - The respondents’ statement of qualifications (SOQs) will be ranked by the selection committee on the selection criteria and relative ranks established in the RFQ.
 - The selection committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services.
 - The top 2 or 3 ranked respondents may be invited to an interview where they will give a presentation and answer questions
- Step 2 – Presentation/Interview
 - The interviews will be limited to 45 minutes total
 - Each respondent shall prepare a 20-25-minute presentation briefly describing its qualifications, but focused mainly on the proposed project approach and how the firm plans to maximize impact while utilizing minimum resources
 - Following the presentation, the selection committee will lead a question and answer session designed to determine the most qualified respondent
 - The selection committee will evaluate and rank the presentations

Both the SOQ and interview rankings will be considered in order to determine the most qualified respondent for the project. Upon authorization by the East Downtown Management District and Scenic Houston Boards, the highest ranked firm will be asked to submit a fee proposal (Maximum of \$20,000+ approved expenses) to begin contract negotiations. Staff will coordinate with the selected consultant to negotiate and execute a contract for a fair and reasonable price that is within the project budget.

After the completion of the design phase, the East Downtown Management District and Scenic Houston will evaluate the feasibility of the project. If the Boards of both organizations approve, the selected firm will be asked to submit a fee proposal for Detailed Design, development of Construction Documents, Bidding and Construction Administration. Staff will coordinate with the selected consultant to negotiate and execute a contract for a fair and reasonable price that is within the project budget. Expected Project Kick Off – December 1, 2017 – Expected Design Project Completion – February 28, 2018.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Interested and qualified teams are required to submit two hard copies, and a USB drive with a PDF version of their statement of qualifications (SOQs). SOQs are limited to **20 letter size pages (front side only)** with minimum font size of 10 and portrait orientation.

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of area's needs.

Item 1: Submission Requirements: 10 points

- Submission requirements detailed in this RFQ met (deadline, page limit, deliverables, etc.)

Item 2: Qualifications and Availability: 10 points

- Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work
 - Principle in charge
 - Project Manager
 - Main point of contact
- Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the project manager.
- Identify all subconsultants

Item 3: Unique Expertise and Qualifications: 20 points

- Provide a statement of interest for the project including a narrative describing the firm and all sub-consultants' specific expertise and unique qualifications as they pertain to this particular project.

Item 4: Proposed Team Experience: 10 points

- Principle, Project Manager and all Sub-consultants who are to work on this project including licensure information.

- Names and roles of key personnel proposed to work on this project and their office locations.
- Include resume summaries for all key personnel listed above and indicate any individuals who have had previous experience on similar projects.
- Provide proposed staff availability to perform services.
- Provide the Project Manager's experience with similar size projects.
- Provide the sub-consultants' experience with similar size projects.
- Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by the principal, project manager and sub-consultants, including:
 - Project name and location
 - Services provided
 - Date of completion or project status
 - Final construction costs
 - Client name and contact person
 - History of meeting project schedules
 - History of accomplishing services within established budget, include planned vs. actual

Item 5: Project Approach: 30 points

- Explain how the team will design the project.
- Discuss proposed methodology for determining best design option
- Provide a proposed project design schedule

Item 6: Implementation and Construction Documentation, Bid Evaluation and Construction Administration Experience: 20 points

- Provide verifiable examples of at least three (3) similar projects years by the principal, project manager and sub-consultants, where Construction Documentation, Bid Evaluation and Construction Administration was provided including:
 - Project name and location
 - Services provided
 - Date of completion or project status
 - Final construction costs
 - Client name and contact person
 - History of meeting project schedules
 - History of accomplishing services within established budget, include planned vs. actual

Due Date and Contact

All responses to this Request for Qualification as well as any questions, clarifications or requests for general information are to be directed to:

Sherry F. Weesner, P.E.
Director of Projects
Scenic Houston
5615 Kirby Dr., #645
Houston, TX 77005

E-Mail: Sherry@scenichouston.org
Telephone: (713)629-0481

Statements of Qualifications are to be delivered by 2:00 PM, October 27, 2017

Two hard copies and one USB drive with a PDF of the Statement of Qualifications are required.

PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND/OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

Scenic Houston will not provide compensation or defray any costs incurred by any firm related to the response to this request. Scenic Houston reserves the right to negotiate with any and all persons or firms. Scenic Houston also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.