



**TAX INCREMENT REINVESTMENT ZONE NUMBER TWENTY-SIX,
CITY OF HOUSTON, TEXAS
AND
SUNNYSIDE REDEVELOPMENT AUTHORITY, CITY OF HOUSTON, TEXAS**

ISSUE DATE: January 17, 2023
TO: Professional Design and Engineering Firms
FROM: TouchPoint Strategies LLC (RDA/Zone Administrator)
SUBJECT: Request for Statements of Qualifications for Design and Master Planning Services for Sunnyside Park Project

Tax Increment Reinvestment Zone Number Twenty-Six, City of Houston, Texas and Sunnyside Redevelopment Authority, City of Houston, Texas (the “RDA/Zone”) are requesting Statements of Qualifications (SOQ) from qualified firms for Design and Master Planning Services associated with its Sunnyside Park Project (the “Project”) and as needed for redevelopment of appropriate infrastructure facilities throughout the Zone boundaries. Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in this RFQ.

Issue Date:	January 19, 2023
Deadline for Submitting Questions:	February 2, 2023 @ 5:00 PM
Addendum #1:	February 3, 2023 @ 5:00 PM
SOQ Submittal Due:	February 10, 2023 @ 4:00 PM

If you are interested in being considered, please **submit your SOQ by 4 p.m. on Friday, February 10, 2023**. The submission date for questions, clarifications, or requests for general information is **5 p.m. on Thursday, February 2, 2023**, to the RDA/Zone Administrator. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be **in writing via email**.

A committee consisting of Projects Committee of the RDA and professional staff will rate the SOQs using the evaluation criteria developed for this RFQ. Said evaluation criteria are attached to this RFQ. The selection committee may interview one or more firms to further evaluate qualifications. The selection committee will present their recommendations to the RDA/Zone

Board of Directors who will select the consultant for this project.

Any questions and correspondence should be directed to:

Sunnyside RDA
info@sunnysidetx.org

Contact regarding this RFQ with any RDA/Zone personnel or officials other than the RDA/Zone Administrator or another designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

REQUEST FOR STATEMENT OF QUALIFICATIONS
Tax Increment Reinvestment Zone Number Twenty-Six, City of Houston, Texas
And
Sunnyside Redevelopment Authority, City of Houston, Texas
Design and Master Planning Services for Sunnyside Park Project

I. INTRODUCTION

A. GENERAL INFORMATION

Tax Increment Reinvestment Zone Number Twenty-Six, City of Houston, Texas and Sunnyside Redevelopment Authority, City of Houston, Texas (the “RDA/Zone”) is requesting SOQs from qualified firms to assist in the development and administration for the following project:

On-Call Design and Master Planning Services for the Sunnyside Park Project

There is no expressed or implied obligation for the RDA/Zone to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. In no event will the RDA/Zone or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise be obligated to reimburse, the costs incurred in preparation of any SOQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the SOQ submittals. The SOQ submittals will become the property of the RDA/Zone upon submission and all proposals shall be subject to the Texas Public Information Act.

The RDA/Zone reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the RDA/Zone and serve the best interests of the RDA/Zone. The RDA/Zone further reserves the right to terminate this process and to cancel or modify this solicitation process at any time.

B. SUBMITTAL REQUIREMENTS

To be considered, **1 (one) electronic copy (via e-mail)** of the SOQ must be received, as outlined in Section III of this RFQ, by **4 p.m. on Friday, February 10, 2023**. The RDA/Zone reserves the right to reject any or all SOQ’s submitted.

Sunnyside RDA
info@sunnysidetx.org

C. EVALUATION AND SELECTION

SOQ’s submitted will be evaluated by a committee consisting of the RDA/Zone board of directors and administrator. During the evaluation process, the RDA/Zone reserves the right, where it may serve the RDA/Zone’s best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

REVIEW OF PROPOSALS:

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this RFQ. Said evaluation criteria are attached to this RFQ.
3. If necessary, the committee may invite one or more responsive firms to make a presentation before the committee.
4. After completing the evaluation process, the committee will recommend the firm deemed the most qualified to RDA/Zone Board of Directors for consultant selection.
5. RDA/Zone Board of Directors will consider the committee recommendation at its earliest convenience.
6. Following consultant selection, de-briefing meetings with RDA/Zone staff will be available only if time permits and will be by appointment with the RDA/Zone Administrator.

II. NATURE OF SERVICES REQUIRED

A. GENERAL

The RDA/Zone is soliciting the services of qualified consulting engineering firms to accomplish the services outlined in this RFQ. This project is to be performed in accordance with the provisions contained in this RFQ.

B. SCOPE OF WORK TO BE PERFORMED: TECHNICAL EXPERTISE

Task 1 – Design and Master Planning Phase I (Sunnyside Park Project)

The RDA/Zone Administrator will serve as the RDA/Zone's representative and liaison between the consultants, contractor, approval agencies and other vendors on specific Program project(s). RDA/Zone Administrator, in general, shall coordinate all Project matters during the design phase and construction phase. The RDA/Zone Administrator shall advocate for the RDA/Zone interests of quality, timely and cost-sensitive design and construction while maintaining professional relationships with all parties. The RDA/Zone Administrator will be responsible for aligning the project with the RDA/Zone's goals and objectives and overseeing the delivery of the project at the best and lowest price in the marketplace and highest degree of functionality and quality. The RDA/Zone Administrator may replace the design engineer, contractor and other consultants at the request of the RDA/Zone Board. The RDA/Zone Administrator will also not act with legal authority on behalf of the RDA/Zone.

The RDA/Zone Administrator will assist the RDA/Zone and contractor with advancing the Design, Bidding and Construction of the expansion of Program. The RDA/Zone

Administrator will be tasked with working with a team of RDA/Zone staff, contractor and consultant engineer to execute the project(s) on-time and within budget. The selected representative must demonstrate the ability to advocate for the RDA/Zone while maintaining professional relationships with the engineers and contractors during the project.

1. SCHEMATIC DESIGN

- Project includes the rehabilitation or reconstruction of the existing Sunnyside Community Center and rehabilitation of Sunnyside Park.
- Conduct initial project kickoff meeting with the RDA/Zone's project committee and design team. During this meeting, a recommended project schedule will be presented for consideration. Tasks will be addressed, and project goals and objectives reaffirmed. The partner shall prepare an agenda, take minutes, and distribute the minutes.
- Review the following documents/plans, as provided the RDA/Zone Administrator:
 - Sunnyside demographics
 - Sunnyside TIRZ Project Plan
 - Sunnyside Strategic Framework
 - Sunnyside Complete Communities Action Plan
 - Sunnyside Neighborhood Plan
 - Attend up to three meetings and receive input on the project from Houston Parks and Recreation, Non-Profit Partners, community organizations and citizens.
- During initial meetings with the committee, the design team will confirm previous design intentions and preliminary program needs, improvements, limits of work, and team member roles.
- Review the preliminary site assessment of the subject property, including, confirming preliminary site attributes, such as topography, floodplain data, accessibility, Traffic Impact Analysis, drainage features, existing landscape features/vegetation, tree canopy requirements, and suitability for intended use.
- Review previous conceptual plans and program to further develop schematic design plans and renderings.
- Receive feedback on goals and vision from recommended stakeholders, if any.
- Develop schematic views of the proposed park expansion and new development.
- Develop schematic designs of desired site improvements, including landscaping, architecture, hardscape, parking (and overflow), and any selected amenities such as trails, playgrounds, etc.
- Confirm sustainable development opportunities and associated natural systems to be considered as part of the schematic design.

- Develop rendered illustrations of proposed park amenities and improvements.
- Update OPC in association with more fully developed schematic design of facilities, site structures, landscapes, and other drainage improvements.
- Meet with City staff for review and comment of schematic designs, rendered illustrations, and updated OPC.
- Upon administrator's direction, present selected rendered illustrations of schematic designs to the City's elected officials, Parks Board, City boards or committees, and selected stakeholders.
- Revise schematic designs as directed by administrator.
- Upon request, prepare and present revised schematic designs to additional City selected audience(s).
- Upon approval of schematic design and OPC by the committee, proceed with final design phase.

2. DESIGN DEVELOPMENT

- Proceed with design development services (Civil Engineering, Structural Engineering, MEP Engineering, Landscape Architecture, and Irrigation) to further develop committee approved final schematic design to prepare design development drawings.
- Prepare Preliminary Civil Engineering, Structural Engineering, MEP Engineering, Architecture, Landscape Architecture Drawings, and Irrigation Design Development Drawings.
- Facilitate a pre-development meeting with the City of Houston to confirm relevant development and code requirements, including fire lane access requirements, tree planting or preservation requirements, driveway access, etc.
- Prepare draft/outline specifications, which include the following: lighting/plumbing fixtures, door hardware, exterior/interior finishes, equipment, and furnishings for review and approval by City committee.
- Meet with key City staff to review design development drawings and outline specifications at regular intervals.
- Revise drawings, details, Outline Specifications, and updated OPC as applicable.
- Present final design development drawings, outline specifications, and updated OPC.
- Upon administrator's direction, present selected rendered illustrations of schematic designs to City's elected officials, Parks Board, City boards or

committees, and selected stakeholders.

- Upon approval of the design development phase and OPC by the City, the selected partner will proceed with construction document Phase.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) electronic (via e-mail) copy of materials that demonstrate their experience in performing a project of this scale and complexity. The SOQ shall be submitted by a lead firm but may contain services from subconsultants.

Documentation should be limited to 15 single-sided pages and include the below items.

Statement of Interest Letter and Resumes do not count in the 15-page limit.

1. RDA/Zone is interested in the experience of the firm's Project Principal, Project Manager and relevant staff members on engagements similar to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the RDA/Zone for this project.
2. Prime firm and any subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with RDA/Zone Administrator and the sponsoring department, and how subconsultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
3. RDA/Zone is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, RDA/Zone may consider history of firm in complying with project programs, schedules, and budgets on previous projects within the RDA/Zone.
4. Areas of experience which will be evaluated are identified in the project description. The RDA/Zone is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per subconsultant meeting these criteria which have been completed in the past five years. In addition, the RDA/Zone may consider the history of firms in complying with project programs, schedules, and budgets based on previous RDA/Zone projects.
5. RDA/Zone is interested in team's (including subconsultants) local experience within the boundaries of RDA/Zone, as may be evidenced by existence of local offices, residency, or work in the area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience.

6. RDA/Zone is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Describe how the project(s) will be formatted from start to completion, and any SBE and/or M/WBE goals in the team structure.

Submittals shall be delivered electronically to:

info@sunnysidetx.org

All submittals must be received no later than 4 p.m., Friday, February 10, 2023.

IV. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ will not be considered by the RDA/Zone.

IV. RESERVATION OF RIGHTS

In connection with the RFQ, the RDA/Zone reserves all rights (which rights may be exercised by the RDA/Zone in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the RDA/Zone, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the RDA/Zone will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive irregularities or permit corrections to data submitted with any response to this RFQ until such time as the RDA/Zone declares, in writing, that a stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms

responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.

12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ submittal to the public as required under the Texas Public Information Act.
14. Authorize firms to substitute key personnel until the RDA/Zone declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
16. Exercise any other right reserved or afforded to the RDA/Zone under this RFQ or applicable law. The RDA/Zone reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the RDA/Zone.

The RDA/Zone shall not, under any circumstances, be bound by or be liable for any obligations with respect to the project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the RDA/Zone have been executed and authorized by the RDA/Zone, and then only to the extent of such agreements.

PROFESSIONAL SERVICES CONSULTANT SELECTION EVALUATION CRITERIA

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the RDA/Zone. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (including up to 30 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. **Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

Consideration Item 1: <u>Experience of Project Manager and Project Principal (Past 10 Years)</u> (Project Manager – 20 points; Project Principal – 10 points)
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RDA/Zone is interested in the experience of the Project Manager and Project Principal, on projects like the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime

firm and may be the same individual. Project Manager must be licensed as a professional engineer or surveyor in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years, and local experience within the boundaries of RDA/Zone, as may be evidenced by existence of local offices, residency or work in the area during the past five (5) years.

30 Points Maximum

Consideration Item 2: Experience and Availability of Proposed Staff

Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. RDA/Zone may desire to visit team's business addresses on a regular basis to follow progress of the work.

10 Points Maximum

Consideration Item 3: Team's Structure and Project Approach

RDA/Zone is interested in team's understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with RDA/Zone Administrator and the City of Houston Public Works & Engineering Department, and how and subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.

30 Points Maximum

Consideration Item 4: Interview (Optional)

The RDA/Zone may determine that it is necessary to interview short-listed firms prior to making a recommendation to the RDA/Zone Board of Directors. Generally, staff may interview the top firms based on the results of the Evaluation Committee.

30 Points Maximum

END OF DOCUMENT