

**TAX INCREMENT REINVESTMENT ZONE NUMBER TWENTY-SEVEN
(TIRZ 27)**

ISSUE DATE: January 23, 2019
TO: Civil and/or Traffic Engineering Firms
FROM: Knudson, LP (Zone Administrator)
SUBJECT: Request for Statements of Qualifications for Engineering Services

TIRZ 27 (the "Zone") is requesting a Statement of Qualifications (SOQ) from qualified engineering consulting firms for professional engineering services associated with its Pedestrian/Bike Mobility Program (the "Program") as needed for projects and construction design standards. 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 the RFQ. If you are interested in being considered, please **submit your SOQ by 4 p.m. on Tuesday, February 19, 2019**, and the submission date for questions, clarifications, or requests for general information is **2 p.m. on Tuesday, February 12** to the 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** or other mail carrier to the Zone Administrator identified below.

A committee consisting of TIRZ 27 directors 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 Zone Board of Directors who will select the consultant for this project.

Any questions and correspondence should be directed to:

Knudson, LP
Montrose Zone Administrator
8588 Katy Freeway
Suite 441
Houston, TX 77024
dwilliams@knudsonlp.com

Contact regarding this RFQ with any TIRZ 27 personnel or officials other than the 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

TIRZ 27 – Montrose Zone

Engineering Services as needed for the Pedestrian/Bike Mobility Program

I. INTRODUCTION

A. General Information

The TIRZ 27 (Zone) is requesting SOQs from qualified consulting engineering firms to assist in the development and administration for the following project:

Engineering Services as needed for the Pedestrian/Bike Mobility Program

There is no expressed or implied obligation for the TIRZ 27 to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. In no event will the 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 Zone upon submission and all proposals shall be subject to the Texas Public Information Act unless the respondent clearly and prominently identifies a submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Texas Attorney General in accordance with the law.

The 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 Zone and serve the best interests of the Zone. The 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, **5 (five) hardcopies and 1 (one) flash drive copy** of the SOQ must be received, as outlined in Section III of this RFQ, by **4 p.m. on Tuesday, February 19, 2019**. The Zone reserves the right to reject any or all SOQ's submitted.

C. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of the Zone board of directors and staff. During the evaluation process, the Zone reserves the right, where it may serve the 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 Zone Board of Directors for consultant selection.
5. Zone Board of Directors will consider the committee recommendation at its earliest convenience.
6. Following consultant selection, de-briefing meetings with Zone staff will be available only if time permits and will be by appointment with the Zone Administrator.

II. NATURE OF SERVICES REQUIRED

A. General

The 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

The Zone is currently in the planning phase of determining one or more accessibility and streetscape improvement and/or enhancement projects in accordance with its approved Pedestrian/Bike Mobility Program (the "Program"). The first phase, which will include the evaluation of existing conditions and determination of design standards is projected to begin planning in Spring 2019. Future phases will include the rehabilitation of the existing sidewalks and intersections, the addition of approved streetscape elements and interaction with existing City of Houston / METRO mobility projects within the Zone.

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

The Zone Administrator will assist the Zone and contractor with advancing the Design, Bidding and Construction of the expansion of Program. The Zone Administrator will be tasked with working with a team of 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 Zone while maintaining professional relationships with the engineers and contractors during the project

Specific Work includes but is not limited to:

- Engineering Services associated with the Zone's Pedestrian/Bike Mobility Program and other engineering services as required.
- This solicitation envisions a work authorization specific contract, and not a general engineering consulting contract. Any work product, meetings or consultations will be subject to a specific task order.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, four (4) copies and one (1) flash drive 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. 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 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 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. 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, Zone may consider history of firm in complying with project programs, schedules, and budgets on previous projects within the Zone.
4. Areas of experience which will be evaluated are identified in the project description. The 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 Zone may consider the history of firms in complying with project programs, schedules, and budgets based on previous Zone projects.

5. Zone is interested in team's (including subconsultants) local experience within the boundaries of TIRZ 27, 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. 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 to:

Knudson, LP
Montrose Zone Administrator
8588 Katy Freeway
Suite 441
Houston, TX 77024
dwilliams@knudsonlp.com

All submittals must be received no later than 4 p.m., Tuesday, February 19, 2019.

IV. ADDITIONAL MATERIALS

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

IV. RESERVATION OF RIGHTS

In connection with the RFQ, the Zone reserves all rights (which rights may be exercised by the 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 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 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 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 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 Zone under this RFQ or applicable law. The Zone reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the Zone.

The 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 Zone have been executed and authorized by the 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 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)
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 TIRZ 27, 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: <u>Experience and Availability of Proposed Staff</u>
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. 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: <u>Team's Structure and Project Approach</u>
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 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: <u>Interview (Optional)</u>
The Zone may determine that it is necessary to interview short-listed firms prior to making a recommendation to the Zone Board of Directors. Generally, staff may interview the top firms based on the results of the Evaluation Committee.
30 Points Maximum