

# DRA / RFQ-240131

## Request for Qualifications

Engineering and Design Consultant Professional Services for  
Main Street Promenade (More Space Main Street 2.0),  
Main Street from Dallas Street to Commerce Street at Allen's Landing for  
The Downtown Redevelopment Authority (DRA) / TIRZ No.3

Issue Date: January 31, 2024

Qualifications Due: March 5, 2024

REQUEST FOR QUALIFICATIONS | DRA / RFQ-240131

Engineering and Design Consultant for  
Main Street Promenade (More Space Main Street 2.0),  
Main Street from Dallas Street to Commerce Street at Allen’s Landing for  
The Downtown Redevelopment Authority (DRA) / TIRZ No. 3

TABLE OF CONTENTS	PAGE
GENERAL INFORMATION .....	2
BACKGROUND .....	3
PURPOSE OF THIS REQUEST .....	4
PROFESSIONAL SERVICES TO BE PROVIDED .....	4
PROJECT AREA .....	5
PROJECT SCOPE AND DELIVERABLES .....	5
CONTENT AND FORM .....	5
DIVERSITY COMMITMENT .....	6
EVALUATION AND SELECTION CRITERIA .....	7
SELECTION PROCEDURES .....	7
NOTIFICATION PROCEDURES .....	7
FEEES FOR PROFESSIONAL SERVICES .....	8
COSTS AND EXPENSES .....	8
SUBMISSION REJECTION .....	8
QUERIES PRIOR TO SUBMITTAL OF QUALIFICATIONS .....	8
ADVERTISEMENT .....	9
ANTICIPATED PROJECT SCHEDULE .....	10
EXHIBIT A (TIRZ No.3 BOUNDARY MAP) .....	11
EXHIBIT B (PROJECT AREA) .....	12

**REQUEST FOR QUALIFICATIONS | DRA / RFQ-240131**

Engineering and Design Consultant for  
Main Street Promenade (More Space Main Street 2.0),  
Main Street from Dallas Street to Commerce Street at Allen’s Landing for  
The Downtown Redevelopment Authority (DRA) / TIRZ No. 3

**GENERAL INFORMATION**

**ISSUE DATE:** Wednesday, January 31, 2024

**QUALIFICATIONS DUE:** **Tuesday, March 5, 2024 – 2:00 P.M.**

**FORMAT:** Hard copy, bound and signed, 8.5”x11” letter size;  
Digital copy as a locked Adobe Acrobat Reader (pdf) file.

**QUANTITY:** Six (6) hard copies;  
One (1) digital copy, 300 dpi; label flash drive with Firm Name

**REFERENCE NO:** **DRA / RFQ-240131**  
Display Reference No. on delivery package, transmittal and  
“Statement of Qualifications” submittal

**SUBMIT TO:** Downtown Redevelopment Authority / TIRZ No. 3  
Attn: Allen Douglas, Executive Director  
1221 McKinney Street  
Suite 4250  
Houston, TX 77010

Phone: 713-650-1470  
Fax: 713-650-1484

Respondents to this Request for Qualifications (RFQ) should mail or deliver their submittal package to the Authority offices. Failure to submit per the above guidelines may result in disqualification by the Authority. Submittals delivered by telephonic, electronic, or facsimile media will not be evaluated.

The deadline for physical receipt of the submittal is no later than 2:00 P.M., Tuesday, March 5, 2024. Qualifying submittals are to be accompanied by a one-page transmittal inside a sealed envelope affixed to the submittal package; the transmittal will be date-time stamped upon receipt by Authority staff. *Submittals received after the deadline will not be accepted or evaluated by the Authority.* Respondents to this request may submit qualifications at any time prior to the deadline.

**NOTE:** All A.M. and P.M. time references for DRA / RFQ-240131 are specific to Houston, Texas, either Central Daylight-Savings Time (CDT) or Central Standard Time (CST), contingent on the corresponding date.

---

## BACKGROUND

Main Street Market Square Redevelopment Authority, operating as the Downtown Redevelopment Authority (the “Authority”), is a public not-for-profit local government corporation, created June 30, 1999, under the laws of the State of Texas, and operating under Chapter 431, Texas Transportation Code, and Chapter 394, Texas Local Government Code. The Authority was established by the City of Houston pursuant to Resolution No. 1999-39 to aid, assist and act on the behalf of the City in the performance of the City’s obligations with respect to Tax Increment Reinvestment Zone Number Three (TIRZ No.3), City of Houston, Texas (the “Zone”) and neighboring areas.

The Zone was created by the City pursuant to the provisions of the Tax Increment Financing Act, Chapter 311, Texas Tax Code, as amended (the “TIF-Act”), to facilitate development of the land within the boundaries of the Zone, an area consisting of portions of the Central Business District of the City, as well as approximately 300 acres adjacent to Buffalo Bayou between Allen’s Landing and Shepherd Drive. The purpose of the Zone is to provide financial support through public-private sector partnerships enabling the construction and installation of public facilities including streets, streetlights, parks, storm drainage facilities, water and sewer utilities, among others. For geographic boundaries of the Downtown Redevelopment Authority / TIRZ No. 3, see “Exhibit A.” Additional information regarding the Authority and the Zone may be reviewed at the website: [www.downtownhouston.org](http://www.downtownhouston.org)

Significant recent planning initiatives have identified the need for capital improvements of Main Street. The following reports should be considered by firms presenting a Statement of Qualifications in response to DRA /RFQ-240131.

- The More Space: Main Street 2.0 Basis of Design was commissioned and completed in January 2024. This Basis of Design includes project context (e.g., existing conditions and sections, project potential, history of Main Street), stakeholder engagement summary, and the basis of design (e.g., questions and responses to engaged City agencies, proposed conceptual plan, expected timeline, and other design parameters). Additional information and the detailed Basis of Design can be accessed at this link: <https://downtownhouston.org/about/priority-projects/more-space-main-street-20>
- Downtown Houston+ published the Existing Conditions & Nighttime Vulnerability Assessment (NVA) and Downtown Houston Pedestrian Lighting Masterplan in January 2024. Both reports feature key findings that pertain to the Main Street Promenade project area, including improvements to the public realm, METRO light rail platforms, facades, and retail frontages. The Masterplan identifies lighting toolkits to implement for Main Street. Additional information and the detailed reports can be accessed at this link: <https://downtownhouston.org/about/priority-projects/downtown-pedestrian-lighting-study>
- Issued November 2017 by the Houston Downtown Management District, Plan Downtown: Converging Culture, Lifestyle & Commerce outlines specific recommendations associated with urban placemaking and supporting the local economic drivers of city government. Additional information and the final report can

be accessed at this link: <https://downtownhouston.org/do-business/initiatives/plan-downtown>

## **PURPOSE OF THIS REQUEST**

The Authority is seeking Statements of Qualifications (SOQ) on which to base the selection and award the contract to a qualified professional engineering and design consultant (the “Consultant”). The selected and contracted Consultant will provide professional services and documents for capital improvements for Main Street between Dallas Street and Commerce Street at the Allen’s Landing Park entrance. The overarching goal of the Main Street Promenade project is to develop and design specific capital improvements based on the general recommendations advanced in the report, More Space: Main Street 2.0 Basis of Design.

A qualifying consultant shall be a professional engineer with expertise in civil engineering. Related design or engineering disciplines required for the project include, at minimum, surveying, landscape, irrigation, hardscape, electrical engineering, structural engineering, pedestrian lighting, and cost estimating. Utilization of a public relations consultant for limited public engagement is at the discretion of the prime consultant. A qualifying firm may utilize the full expertise of internal engineering and design personnel or venture with sub-consultants. The seal and signature of a professional engineer registered in the State of Texas will be required for all documents issued in association with this project.

The contracted Consultant is to prepare and present schematic, design development and construction documentation for the corridor’s public realm improvements. Generally, the contracted Consultant will be tasked with developing design solutions to enhance the streetscape and infrastructure of Main Street relative to the broader Downtown context and experience. The engineering and design process will allow the Authority and key partners - including the City of Houston (the “City”), the Houston Downtown Management District (the “Downtown District”), and the Buffalo Bayou Partnership - to pursue a shared vision with area stakeholders for the civic redevelopment of this prominent corridor in Downtown Houston.

## **PROFESSIONAL SERVICES TO BE PROVIDED**

The scope of work and professional services to be provided by the contracted Consultant include the preparation and issuance of sealed engineered construction documents for permitting and contractor procurement to implement the Main Street Promenade project.

The Authority will serve as the client to the contracted Consultant. During this engineering and design process, the Authority will be represented by staff, Board members, and key stakeholders who serve on the Organization’s Collaborative Committees (the “Committees”). The contracted Consultant will periodically report to the Committees and Board on the project’s engineering and design progress. The Consultant will present and facilitate up to three (3) design meetings with a Stakeholder Advisory Group, as assembled by the Authority. The Consultant will also present and facilitate up to two (2) public workshops.

## PROJECT AREA

The project area is defined as the north Main Street corridor, originating at the 100 block (Commerce intersection) and terminating at the 1100 block (Dallas Street intersection). See “Exhibit B” for the project area.

Light rail transit on Main Street was completed by METRO and opened in 2004. It is anticipated that the future improvements associated with Main Street will not substantially alter the light rail improvements along the center of Main Street. However, pedestrian streetscape improvements along Main Street will be integrated with existing light rail conditions, including the creation of public open space on the west and east sides of the light rail lines with new protective barriers in between the rails and the public open space.

## PROJECT SCOPE AND DELIVERABLES

In terms of an initial scope for capital improvements related to Main Street, qualifying Consultants should reference the January 2024 report – More Space: Main Street 2.0 Basis of Design, including Appendices. The recommended design advanced by the conceptual design phase establishes the project scope for detailed engineering and design of the Main Street corridor. In general terms, the following items enumerate engineering and design elements to be considered in the preparation of responses to DRA / RFQ-240131.

1. Survey of existing conditions.
2. Roadway and sidewalk construction.
3. Storm drainage.
4. Public realm enhancements and amenities.
5. Signage.
6. Pedestrian lighting.
7. Pedestrian wayfinding.
8. Landscaping, irrigation, and tree protection.
9. Traffic control and regulation.

## CONTENT AND FORM

Statements of Qualifications (SOQ) must be received and comply with the guidelines as stated in DRA / RFQ-240131. Responses must be prepared as outlined in this section with respect to form. Qualifying consultants must submit six (6) bound portfolios and one (1) digital PDF, as described under General Information (page 2). Qualified engineering and design consultants should provide the following as minimum submittal contents:

- Format and Page Limit. The SOQ is limited to a maximum of twenty-five (25) pages, and must adhere to these general standards: single-spaced, single-sided, 11-point font, minimum one-inch margins, portrait format, spiral bound, and divider tabs per the evaluation and selection criteria (page 7). The page count does not include the SOQ front and back covers or divider tabs. Continuous pagination in the bottom right corner is to be formatted.

- Letter of Interest. A cover letter signed by the person(s) authorized to bind and make representations on behalf of the responding firm. Include the firm name, mailing address, telephone number, fax number, email address and firm website.
- Understanding of DRA / RFQ-240131. The qualifying consultant should concisely communicate its capability, experience, knowledge, and expertise in the interpretation and understanding of the project scope and delivery. Key issues that must be addressed by the engineering and design process include but are not limited to project management, client and City engagement, stakeholder engagement, existing conditions documentation, engineering and design solutions, and construction document deliverables including drawings, specifications, cost estimation, and services for the bidding and construction phases.
- General Qualifications. Provide a brief description of the firm, including legal structure and headquarters location. State the length of time the firm has been in business under its current name, as well as previous name(s). Provide pertinent information related to the consultant's expertise to deliver a complex urban streetscape project.
- Team Structure. A respondent to this Request may be comprised of a sole entity, joint venture, or prime and sub(s), to include the disciplines of civil engineering, surveying, landscape design, irrigation design, hardscape design, electrical engineering, structural engineering, pedestrian lighting design, and cost estimating. Identify past history and experience in working with proposed subconsultants.
- Key Personnel. Identify key professionals who will be assigned to this project, including their *relevant experience*. Provide brief and applicable resumes. Confirm the consultant's capacity to provide the range of professional services, as requested. Specifically, the qualifying consultant should describe the project manager to be assigned to this project, and their ability to lead the design process that will deliver sealed engineered construction documents in a timely manner for permitting, bidding, and construction.
- Experience. Responding consultants should demonstrate a strong working knowledge of the existing local conditions. Present the consultant's engineering and design experience over the past ten (10) years with the development of complex urban corridors that encompass a range of adjacent land uses. No fewer than five (5) illustrative projects of prior experience and similar scope should be presented in the Qualifications submittal.
- References. Provide a minimum of three (3) references for past streetscape engineering and design projects of similar size and scope. Include the company name and contact name(s) including phone numbers and email addresses. Neither the Authority nor Downtown District may be listed as references.

## DIVERSITY COMMITMENT

Utilization of certified Minority, Women, and Disadvantaged Business Enterprise (MWDDBE) firms is a primary consideration of the Authority but will not solely determine the selected Consultant. The goal for the Authority is to award 20% of the total value of the contracted services to MWDDBE consultants.

## EVALUATION AND SELECTION CRITERIA

Qualifying engineering and design consultants will be evaluated and selected to interview based on the organizational and multi-disciplinarian qualifications and strengths of the prime consultant and the team composition. Primarily, a proven track-record of successful urban design and engineering with a specialization in streetscape and public realm improvements plus client satisfaction will be foremost in the evaluation and selection process.

Qualified engineering and design consultants will be evaluated and selected based on the following criteria:

- 10% - A. Letter of Interest, Understanding of Project, and Statement of Qualifications.
- 30% - B. Team Composition, Key Personnel (including resumes and overall diversity commitment).
- 25% - C. Design and Project Management (including stakeholder engagement).
- 25% - D. Engineering & Urban Design Expertise (past work experience of similar scope).
- 10% - E. Client References (past work experience of similar scope).

## SELECTION PROCEDURES

Based on the Statement of Qualifications submitted and evaluated per the preceding criteria, up to three (3) top qualifiers will be invited to participate in an interview, to be held Wednesday, March 13, 2024. The specific time and conditions of interview will be distributed by the Authority on Friday, March 8, 2024. One of the interviewing qualifiers will be identified by the evaluation panel to advance as the selected Consultant, pending approvals by the Authority's Board and agreement negotiations.

On Thursday, March 14, 2024, following the interviews, the Authority will notify the selected Consultant and issue a draft "Standard Agreement for Professional Services." The selected Consultant is to review in detail with the Authority the forthcoming final report, More Space: Main Street 2.0 Basis of Design.

The Authority will request a Project Scope and Fee Proposal, including reimbursable expenses and estimated duration of services to be provided, from the selected Consultant. A draft Proposal shall then be presented for review and acceptance by the Authority, subject to negotiation. The selected Consultant's Project Scope and Fee Proposal will then be attached as contractual exhibits to the Agreement between the Authority and Consultant for final execution, following approval by the Authority Board. In the event the Authority and the selected Consultant cannot arrive at a mutually agreed upon Project Scope and Fee Proposal, then the Authority will begin contract negotiations with the next highest ranked qualifying Consultant following the results of the interview.

## NOTIFICATION PROCEDURES

All engineering and design consultants who submit a valid Statement of Qualifications in response to DRA / RFQ-240131 will be notified by email once the selected Consultant is under agreement with the Authority. The Authority will retain all copies of submitted materials, with no portion or excerpt returned to any engineering or design consultant.



## FEES FOR PROFESSIONAL SERVICES

Consultant selection will be based on qualifications, and subsequently on interview performance. The fees for professional services will be negotiated as mutually equitable and justified between the Authority and the contracted Consultant evaluated and selected as “most qualified” for this project.

## COSTS AND EXPENSES

All costs and expenses incurred by any firm submitting qualifications for DRA / RFQ-240131 shall be borne solely by the consultant. In no event shall the Authority have any financial remuneration to any consultant for the preparation or submittal of a Statement of Qualifications, or for subsequent interviews, meetings, and negotiation activities prior to executing an agreement with the Authority.

## SUBMISSION REJECTION

The Authority reserves the right to accept or reject all or part of any submission. The Authority also reserves the right to waive any technical defects or minor irregularities, which in its discretion, is in the best interest of the Authority.

All firms submitting qualifications shall be aware that the SOQ and the responses thereto are in the public domain; therefore, firms shall identify specifically any information contained in the statement of qualifications which is to be considered confidential or proprietary and exempt from disclosure. Blanket statements that entire submittals are confidential shall be unacceptable.

## QUERIES PRIOR TO SUBMITTAL OF QUALIFICATIONS

For those interested in responding to DRA / RFQ-240131, a Qualifications Pre-submittal Conference will be hosted at the Authority’s office at 1221 McKinney Street, Suite 4250 at 2:00 PM, Wednesday, February 14, 2024. Attendance at this conference is optional, but highly recommended, and limited to two (2) individuals per firm.

“Requests for Clarification or Additional Information” from potential qualifiers will be considered by the Authority during the queries period and *only* by written request via electronic mail submitted to Director of Planning & Economic Development Cassie Hoeprich – [cassie.hoeprich@downtownhouston.org](mailto:cassie.hoeprich@downtownhouston.org) – on or before 2:00 PM, Wednesday, February 21, 2024. In response to appropriately submitted queries, all potential qualifiers who attend the Pre-submittal Conference will receive Addendum via electronic mail by 5:00 PM, Friday, February 23, 2024; any Addenda issued in response to DRA / RFQ-240131 will also be posted on the Organization’s website: <https://www.downtownhouston.org/do-business/procurement-rfp>. Telephone queries will not be addressed by the Authority.

**ADVERTISEMENT**

DRA / RFQ-240131 has been advertised in the *Houston Business Journal*, *Houston Defender Newspaper*, and *Southern Chinese Daily News* for a two-week period beginning February 1, 2024. The RFQ and associated Addenda per the project schedule below, including the attendance roster from the Qualifications Pre-submittal Conference, will be available for download on the Organization's website, <https://www.downtownhouston.org/do-business/procurement-rfp>. The following block text communicates the advertisement.

**REQUEST FOR QUALIFICATIONS  
ENGINEERING AND DESIGN CONSULTANTS FOR  
MAIN STREET PROMENADE CAPITAL IMPROVEMENTS  
IN DOWNTOWN, HOUSTON FOR  
THE DOWNTOWN REDEVELOPMENT AUTHORITY / TIRZ NO.3**

The Downtown Redevelopment Authority (the "Authority") will receive Statements of Qualifications (SOQ) from engineering and design consultants for the preparation and issuance of engineered construction and bidding documents for capital improvements to be constructed on Main Street in Downtown Houston, Texas. Statements of Qualifications will be received until 2:00 P.M., local time on Tuesday, March 5, 2024, by Allen Douglas, Executive Director, Downtown Redevelopment Authority, 1221 McKinney Street, Suite 4250, Houston, Texas 77010. Qualifications received after this time will not be accepted.

Beginning Wednesday, January 31, 2024, this project's Request for Qualifications (RFQ) may be reviewed and downloaded as an electronic file from the Organization's website:

<https://downtownhouston.org/do-business/procurement-rfp>

Only queries or requests for information submitted via email will be addressed by the Authority. Please submit written queries or requests for information directly to the Director of Planning & Economic Development Cassie Hoeprich at [cassie.hoeprich@downtownhouston.org](mailto:cassie.hoeprich@downtownhouston.org) on or before 2:00 PM, Wednesday, February 21, 2024. Please note that telephone or mail queries or requests for information will not be addressed by the Authority.

Additionally, a qualifications pre-submittal conference is scheduled for 2:00 PM, Wednesday, February 14, 2024, to be held at the Authority's offices at 1221 McKinney Street, Suite 4250, Houston, Texas 77010.

Based on the Qualifications submitted, an evaluation and selection committee will identify up to three qualifying consultants for a second-stage interview to be held in mid-March. The Authority will award the contract to the selected consultant based on the qualifications and interview performance.

## ANTICIPATED PROJECT SCHEDULE

DAY	DATE	ACTION	AUTHORITY	CONSULTANTS
TH-F	February 1-2, 2024	Advertisement #1		
TH-F	February 8-9, 2024	Advertisement #2		
W	January 31, 2024	Issue: Request for Qualifications (RFQ)		
W	February 14, 2024 (2:00 PM)	Qualifications Pre-submittal Conference		
TH-W	February 1-21, 2024	Queries Period		
W	February 21, 2024 (2:00 PM)	Queries Due		
F	February 23, 2024 (5:00 PM)	Issue Addendum		
TH-T	February 1- March 5, 2024	Qualifications Preparation		
T	<b>March 5, 2024 (2:00 PM)</b>	<b>Due: Statement of Qualifications (SOQ)</b>		
W-TH	March 6-7, 2024	Evaluation Period		
F	March 8, 2024	Invitation to Interview		
W	March 13, 2024	Interview 3 Qualifiers		
TH	March 14, 2024	Notify Selected Consultant		
TH	March 14, 2024	Review Draft Form of Agreement		
TH	March 14, 2024	Request Project Scope & Fee Proposal		
M	March 18, 2024	Scoping Meeting with Consultant		
W	March 27, 2024	Project Scope & Fee Proposal Due		
TH-W	March 28 - April 3, 2024	Agreement Negotiations		
T	April 9, 2024	DRA Board Approval of Consultant		
W	April 10, 2024	Notify All RFQ Respondents		
W-F	April 10-12, 2024	Execute Agreement		
M	April 15, 2024	Notice to Proceed with Consultant		

EXHIBIT A

Tax Increment Reinvestment Zone No. 3 – Boundary Map

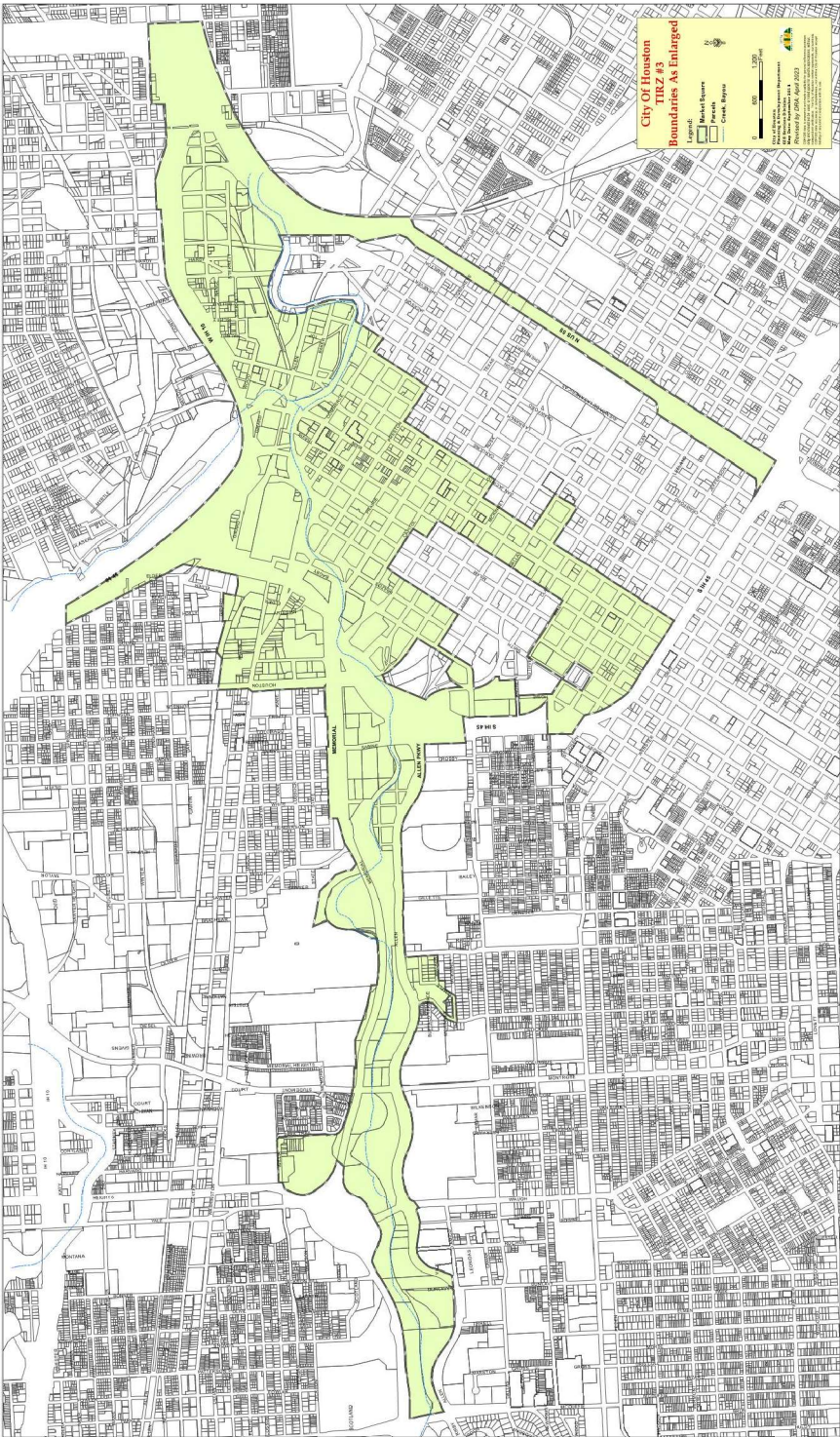


EXHIBIT B

Main Street Promenade – Project Area

