REQUEST FOR QUALIFICATIONS | DRA / RFQ-240131
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

Addendum 01

RFQ ISSUE DATE: January 31, 2024

ADDENDUM 01 ISSUE DATE: Friday, February 16, 2024

STATEMENT OF QUALIFICATIONS DUE: 2:00 PM CST, March 5, 2024

Addendum 01

Meeting Minutes from the February 14, 2024 Pre-Submittal Conference, attendance roster, and
presentation material are attached as Addendum 01. Red text in the Meeting Minutes indicates
topics verbally detailed during the Pre-Submittal Conference.

Questions submitted by email to Cassie Hoeprich at cassie.hoeprich@downtownhouston.org as
of February 16, 2024 with responses.
Location: Downtown Redevelopment Authority (DRA) / TIRZ No.3
1221 McKinney Street, Suite 4250
Houston, TX 77010

Reference: Request for Qualifications for 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

1. Introductions & Consultant Attendees Sign-in Roster
   A. Conference called to order at 2:10 PM CST
   B. 1-page attendance roster attached.

2. Overview of DRA / RFQ-240131
   A. Project Overview Presentation – attached.
      a. Project Timeline – Construction to begin by early Spring 2025 for completion before the FIFA World Cup 2026™.
      b. Recent planning initiatives can be found on downtownhouston.org website under Priority Projects and linked in the RFQ.
      c. Basis of Design serves as a comprehensive overview of the planning process to date and will be a starting point for the engineering phase.
      d. 3 Big Shifts
         i. The governing structure for management of the promenade is still in-progress with the City.
         ii. The outcome of the completed promenade will lead to a 3x level of investment and care in comparison to today.
      e. Final design to be considerate of gateway at Allen’s Landing and address, through design, the corridor’s adjacency to the bayou.
      f. Public engagement has and will continue to be an important pillar of the project.
   B. Project Scope Explanation – attached.
      a. This graphic explains the rationale for the extended project scope beyond the original Main Street: More Space area.
      b. Orange area labeled More Space 1.0 (Commerce – Rusk)
         i. Area formally approved by City Council in March 2023 for closure to vehicular traffic.
      c. Light blue area labeled Basis of Design (northside Commerce – McKinney)
i. Area studied through the Basis of Design that includes the connection to Allen’s Landing on the northern end (where the pavers meet the grass) and Main Street fountain, 1000 Main, on the south end.

ii. The 800 block of Main and 900 Main east still need City Council approval for closure to vehicular traffic.

d. Purple area labeled RFQ (northside Commerce – Dallas)
   i. Project area included in RFQ. McKinney-Dallas is already closed to vehicular traffic with a flush sidewalk condition extending from the building face to METRO rail. The level of construction investment will not be equivalent to the blocks north of McKinney.
   ii. The goal is to create a seamless programmatic experience across the 11-blocks.

e. Legend
   i. Navy – indicates existing areas that have an extended flush-sidewalk condition and are closed to vehicular traffic today.
   ii. Yellow – indicates existing areas with an outdoor dining space in the travel lane today.

C. General Information
   i. Issue Date
   ii. Qualifications Due
   iii. Format
   iv. Quantity
   v. Submission

D. Background
   i. DRA/ TIRZ No. 3 (Exhibit A)
   ii. More Space: Main Street 2.0 Basis of Design
   iii. Existing Conditions & Nighttime Vulnerability Assessment (NVA)
   iv. Lighting Design Masterplan Report
   v. Plan Downtown: Converging Culture, Lifestyle & Commerce

E. Purpose of this Request
   i. Overarching RFQ Goal: developing design solutions to enhance the streetscape and infrastructure of Main Street relative to the broader Downtown context and experience
   ii. Project schedule.

F. Professional Services To Be Provided
   i. Identify and select a consultant firm or team to prepare and issue:
      a. Client and stakeholder engagement.
      b. Project design management; document production.
      c. Issue sealed construction documents (drawings and specifications).
      d. Provide estimate of probable costs.
      e. Construction administration services, including project close-out.
   ii. Professional services to be provided will respond to the More Space: Main Street 2.0 Basis of Design report.
G. Project Area
   i. north Main Street corridor, originating at the 100 block (Commerce intersection) and terminating at the 1100 block (Dallas Street intersection)
   ii. See Exhibit B

H. Project Scope and Deliverables
   i. Design implementation of recommendations advanced in the January 2024 report - More Space: Main Street 2.0 Basis of Design.
   ii. High-level scope and deliverables:
        a. Survey of existing conditions.
        b. Roadway and sidewalk construction.
        c. Storm drainage.
        d. Public realm enhancements and amenities.
        e. Signage.
        f. Pedestrian lighting.
        g. Pedestrian wayfinding.
        h. Landscaping, irrigation, and tree protection.
        i. Traffic control and regulation.

I. Content and Form (Qualifications to be submitted)
   i. Submittal Requirements, 25 page (max) portfolio, 6 hard copies, 1 digital PDF copy, portrait format, spiral bound continuous pagination, to include the following:
      i. Letter of Interest.
      ii. Understanding of DRA / RFQ- 240131.
      iii. General Qualifications.
      iv. Team structure and organization, including MWDBE participation and experience with proposed subconsultants.
      v. Key Personnel, resumes, identification of Project Manager.
      vi. Past project experience of similar scope and services.
      vii. References.
   ii. Tabulated to five sections per the Evaluation Criteria.
   iii. Qualifications Due: Tuesday, March 5, 2024, 2:00 PM CST

J. Diversity Commitment: MWDBE goal of 20%

K. Evaluation and Selection Criteria - Language update made to selection criteria b. and c. to ensure Evaluation and Selection Criteria best align with Content and Form in the RFQ. Update is as listed in the Meeting Minutes.
   i. Evaluation panel will confer and select up to 3 top qualifiers per the qualification’s submittal:
      a. 10% = Letter of Interest, Understanding of Project, and Statement of Qualifications.
      b. 30% = Team Composition (including MWDBE participation).
      c. 25% = Key Personnel (design, project management, stakeholder engagement experience).
      d. 25% = Engineering & Urban Design Expertise, evidenced by past experience.
      e. 10% = Past Client References.
L. Selection Procedures
   i. Up to 3 short-listed firms invited to interview; notifications issued
      Friday, March 8, 2024; interviews conducted Wednesday, March 13,
      2024.
   ii. DRA will notify the selected consultant based on qualifications
       submittal and interview performance on Thursday, March 14, 2024.
   iii. Request for Scope and Fee Proposal and Agreement negotiations will
        be promptly conducted with the selected consultant between March
        14th and March 27th, pending DRA Board approval on April 09, 2024.
M. Notification Procedures
   i. All responding qualifiers will be notified once the selected consultant
      is Board approved and under contract.
N. Fees for Professional Services
   i. Consultant selection based on qualifications and interview.
   ii. Fees will be negotiated based on further definition of project scope,
       design duration and deliverables.
O. Costs and Expenses
   i. No reimbursements provided by DRA to responding qualifiers who
      elect to participate in this RFQ.
P. Queries Prior to Submittal of Qualifications
   i. Qualifications Pre-submittal Conference: Wednesday, February 14,
      2024, 2:00 P:M
   ii. Requests for Clarification Due: Wednesday, February 21, 2024,
       2:00 PM
   iii. All queries to be submitted in writing by email to Director of Planning
        & Economic Development, Cassie Hoeprich:
        cassie.hoeprich@downtownhouston.org
   iv. RFQ and associated Addenda including the attendance roster from the
       Qualifications Pre-submittal Conference, will be available for
       download on the Organization’s website,
   v. Final Addendum Issued by: Friday, February 23, 2024, 5:00 PM
Q. Advertisement
R. Anticipated Project Schedule

3. Questions and Answers
   Q. Has a construction budget/range been established?
      A. A budget range of between 5-10 million dollars has been established
         depending on the level of amenities implemented through design.
   Q. Is the MWDBE participation goal of 20% a suggestion or requirement? If
      required, how will it affect scoring?
      A. Utilization of certified Minority, Women, and Disadvantaged Business
         Enterprise (MWDBE) firms is a primary consideration of the Authority but is
not a requirement and will not solely determine the selected Consultant. The Proposer shall make a good faith effort in helping the Authority achieve its goal of awarding 20% of the total value of the contracted services to MWSDBE consultants. Percentage of MWDBE participation is considered in the evaluation process. Points are awarded on a sliding scale with meeting and exceeding the threshold awarded favorably.

4. Adjournment
   A. Qualifications Pre-submittal Conference adjourned at 2:44 PM CST
<table>
<thead>
<tr>
<th>Company / Organization</th>
<th>Name</th>
<th>Email Address</th>
<th>Street Address</th>
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<tbody>
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QUALIFICATIONS PRE-SUBMITTAL CONFERENCE
FEBRUARY 14, 2024
PROJECT TIMELINE

Step 1: 2021-2022 MORE SPACE 1.0

Step 2: 2023 CITY COUNCIL DECISION

Step 3: 2023 ENGAGEMENT + BASIS OF DESIGN

Step 4: WE ARE HERE

Step 5: 2024 DESIGN + ENGINEERING

Step 6: 2025 CONSTRUCTION

2026 WORLD CUP
RECENT PLANNING INITIATIVES

Downtown Houston Pedestrian Lighting Masterplan

More Space: Main Street 2.0 Basis of Design

Plan Downtown: Converging Culture, Lifestyle & Commerce
BASIS OF DESIGN MANUAL

Existing Conditions
Stakeholder Engagement
Basis of Design
Design Recommendations

9-months of Engagement, Technical Analysis, & Concept Design
Fire (cont...)

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Maintain width for Fire Truck in designated areas

Avoid conflicts within OCS Safety zone

Maintain access to existing underground utilities

Green buffer between Metro and Promenade

Figure 5: Outrigger
GOALS

Attract more people to Downtown

Activate public realm day and night

Comfortable spaces for all ages, abilities, users

Ease of movement/ safe environments

Establish a fun and enjoyable identity for this 7-blocks of Main Street
KEY CONSIDERATIONS

Maintenance

“Like the ideas, but who is going to take care of this?”

Accessibility

How to resolve the elevation change between drive lane and sidewalk?

Placemaking

Strong interest in creating a District Identity and place.

Agency Priorities: Access for Operations, Emergency Response, & Public Safety
LEADING TO 3 BIG SHIFTS

Maintenance
Downtown Management District
To manage the public realm

Accessibility
Raise the Street
To create a flush walking surface between drive lane and sidewalk

Placemaking
Create Outdoor Rooms
That are fun, flexible and comfortable
ENABLES THE NEW MAIN STREET EXPERIENCE

- Play spaces for families and children
- Safe crossings along corridor
- Outdoor spaces for leisure and respite
- Green space links to the bayou system
- Night-time lighting and events programming
- Community gathering plazas with shade
- Protected green buffer with cafe seating
- Opportunities for art installations + murals
- Safe crossings along corridor
- Outdoor spaces for leisure and respite
- Historic Fabric
- Existing Shade
- Canopies
- Everyday services (retail, markets, etc)
- Playscapes
- Access to Parking options
- Parkettes + pocket parks
- Branded Signs, Screens and Murals
- Pop-up markets, informal vending and temporary event spaces
- Bandstands, small stages, and temporary performance decks with seating
- Emergency Fire Access
- Clear walking routes for pedestrian access and flow
- On-street parking options along cross-streets
- Informal gathering groves and plazas
- Access to Parking options
- Food carts + informal food vending
- Safe and protected crossings
- Planting beds at block intersections
- Art elements + interactive art/ play features
- Signage and wayfinding elements
- Bar + outdoor leisure space
- Clear walking routes for pedestrian access and flow
- Private outdoor seating
- Trees + planting
- Outdoor cafe spaces with festoon lighting
- Allen’s Landing/ Buffalo Bayou Greenway Connection
- Connection to UH Downtown
CELEBRATE THE GATEWAY AT ALLEN’S LANDING
ACTIVATING MAIN STREET

Main Street Today

- Narrow sidewalks with obstacles and limited accessibility
- Pockets of vacancies and/or activity only during certain hours of the day
ACTIVATING MAIN STREET

Transformed

• Vibrant, fully accessible promenade that welcomes people and activity to the street

• Attractive amenities invite new retail tenants into vacancies and support existing tenants

• Additional maintenance by the District to care for greenery and seating
ACTIVATING MAIN STREET

Opportunity Sites

- Single building occupies entire block
- Pockets of ground floor vacancies
- No fire access required in drive lane
ACTIVATING MAIN STREET

Transformation

• Celebrated anchor activation sites
• District provides capacity for pop-up markets and seasonal events
• Draw for those who live and work Downtown as well as citywide visitors
MAIN STREET 2.0 FOR EVERYONE
Request for Qualifications Issued | January 31, 2024
Qualifications Pre-submittal Conference | February 14, 2024
Queries Due | February 21, 2024 @ 2:00PM
Final Addendum Posted | February 23, 2024 @ 5:00PM
Statement of Qualifications Due | March 5, 2024 @ 5:00 PM
Invitation to Interview | March 8, 2024
Interview of Top 3 Qualifiers | March 13, 2024
Notification to Selected Consultant | March 14, 2024
DRA Board Approval of Consultant | April 9, 2024
Notice to Proceed with Consultant | April 15, 2024
**Question:**
If selected, will there be any alternate dates offered for the interviews? We would ideally like our full team to be represented, however March 11-15, 2024 is HISD’s spring break, which will make it difficult for some team members to attend.

**Answer:**
To provide flexibility for interviewees, the Downtown Redevelopment Authority’s March 8th invitations to interview will include a request for interviewees to indicate their preferred interview format: in-person, hybrid (in-person and virtual), or virtual.

**Question:**
Does Texas HUB count toward the diversity commitment?

**Answer:**
A Texas HUB certification is aligned with this RFQ's MWDBE criteria.

**Question:**
Geotechnical services weren’t mentioned in the RFQ. It is understood this generally shouldn’t be needed, but if it is needed for certain design elements, is the intent to use geotechnical information available from previous Main Street projects?

**Answer:**
Correct. Should geotechnical information need to be made available for certain design elements, past geotechnical information from prior Main Street projects will be made available to the selected team.