

**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](mailto:cassie.hoeprich@downtownhouston.org) as of February 16, 2024 with responses.

DRA / RFQ-240131  
QUALIFICATIONS PRE-SUBMITTAL CONFERENCE  
**MEETING MINUTES**

Wednesday, February 14, 2024, 2:00 PM CST

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 14<sup>th</sup> and March 27<sup>th</sup>, 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](mailto: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, <https://www.downtownhouston.org/do-business/procurement-rfp>.
    - 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

DRA / RFQ-240131 | Engineering and Design Consultant Professional Services for Main Street Promenade (More Space Main Street 2.0)

Qualifications Pre-submittal Conference

Wednesday | February 14, 2024 | 2:00 PM

	Company / Organization	Name	Email Address	Street Address	City / State / Zip	Phone Number
1	Design Workshop	Sarah Smith	ssmith@designworkshop.com	918 Congress St.	Houston, TX 77002	281-614-9580
2	Walter P Moore	Heather Guillen	hguillene@walterpmoore.com	1301 McKinney St.	HOUSTON, TX 77010	832-317-9133
3	Natalia Beard	← SWA	nbeard@swagroup.com	712 Main St.	HOUSTON, TX 77002	713-557-4101
4	SWA	SCOTT McCREARY	smccreary@swagroup.com	" "	" "	713-471-8800
5	WALTER P. MOORE	Ted T. Vuong	tvuong@walterp-moore.com	1301 MCKINNEY ST. 1100	HOUSTON, TX 77010	713-630-7430
6	TEI Planning + Design	James Llamas	James@teiconnects.com	712 Main St Suite 950	Houston, TX 77002	281 606 0233
7	Outside Voices	Leah Chambers	leah@outsidevoicesco.com	802 Main St. 77009	→	407 493 1921
8	<del>CIBELE ROMANI</del> ARUP	CIBELE ROMANI	CIBELE.ROMANI@ARUP.COM	10370 PICKMAN AVE	HOUSTON, TX 77042	397-514-2295
9	ARUP	ANNA FORRESTER	anna.forrester@arup.com	" "	" "	832-459-4966
10	Asafura Robinson	wei xiao	wei@asafurarobinson.com	2500 Summer St. Suite 3200	Houston, TX 77007	512-968-2576
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	Redevelopment Authority / TIRZ 3	Allen Douglas	<a href="mailto:allen.douglas@downtownhouston.org">allen.douglas@downtownhouston.org</a>	1221 McKinney Street, Suite 4250	Houston, TX 77010	
	Redevelopment Authority / TIRZ 3	Cassie Hoeprich	<a href="mailto:cassie.hoeprich@downtownhouston.org">cassie.hoeprich@downtownhouston.org</a>	1221 McKinney Street, Suite 4250	Houston, TX 77010	
	Redevelopment Authority / TIRZ 3	Brett DeBord	<a href="mailto:brett.debord@downtownhouston.org">brett.debord@downtownhouston.org</a>	1221 McKinney Street, Suite 4250	Houston, TX 77010	
	Redevelopment Authority / TIRZ 3	Jacque Gonzalez-Garcia	<a href="mailto:jacque.gonzalez@downtownhouston.org">jacque.gonzalez@downtownhouston.org</a>	1221 McKinney Street, Suite 4250	Houston, TX 77010	

# QUALIFICATIONS PRE-SUBMITTAL CONFERENCE

FEBRUARY 14, 2024



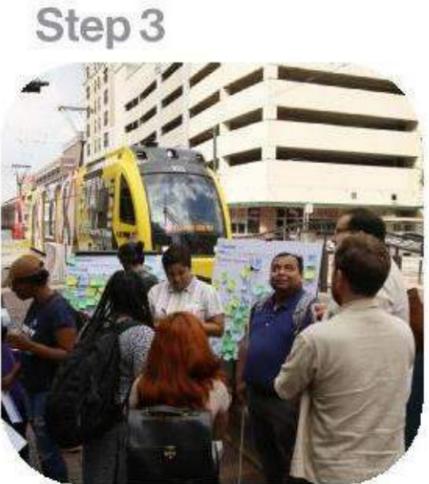
Downtown  
Redevelopment  
Authority

# PROJECT TIMELINE



**2021-2022**  
MORE SPACE 1.0

**2023**  
CITY COUNCIL DECISION



**WE ARE HERE**

**2023**  
ENGAGEMENT +  
BASIS OF DESIGN

**2024**  
DESIGN + ENGINEERING



**2025**  
CONSTRUCTION

**2026**  
WORLD CUP

# RECENT PLANNING INITIATIVES

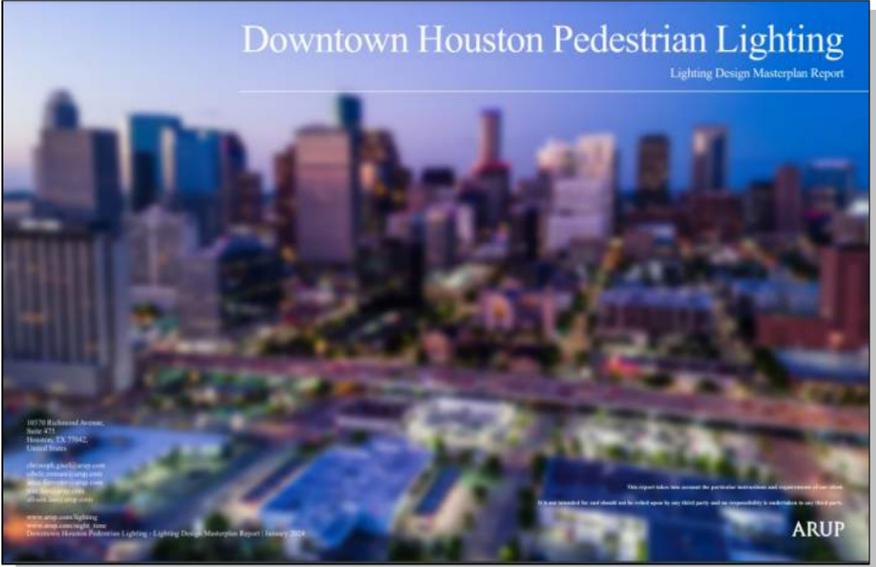
**Priority Projects**

**Downtown Houston Pedestrian Lighting Analysis & Masterplan**

Downtown Houston+ commissioned and developed an analysis and lighting design masterplan for Downtown Houston. The reports identified, measured, and proposed lighting solutions for key nodes, corridors, and important public spaces and public art. Guided by stakeholder concerns and feedback, the final masterplan was published in early 2024 and recommended eight lighting toolkits to be implemented at priority locations across Downtown Houston.

**More Space: Main Street 2.0**

The More Space: Main Street 2.0 project is the evolution of the More Space: Main Street initiative that began as a temporary way to support our businesses during the COVID-19 pandemic. In March 2023, City Council approved the program's permanent establishment, closing portions of Main Street to vehicular traffic, creating safe, walkable space for pedestrians and room for Main Street-facing activities. Downtown Houston+ is leading design and engineering efforts to permanently transform the Main Street between Allen's Landing and Main Street Plaza into a permanent, well-managed and programmed Main Street Promenade.



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

# BASIS OF DESIGN MANUAL

Existing Conditions

Stakeholder Engagement

**Basis of Design**

Design Recommendations

## BASIS OF DESIGN

### Supporting Diagrams

#### Fire (cont...)

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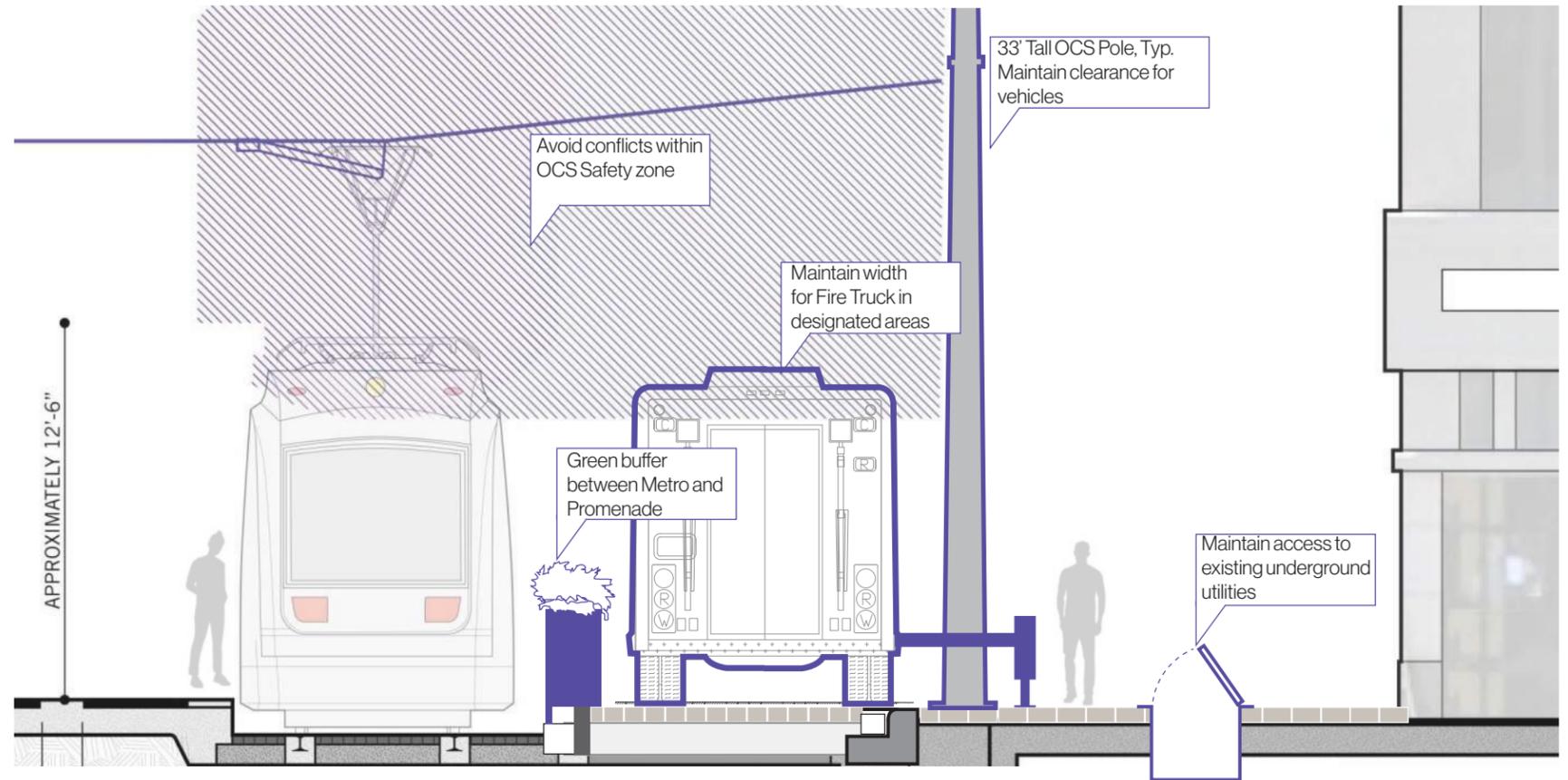
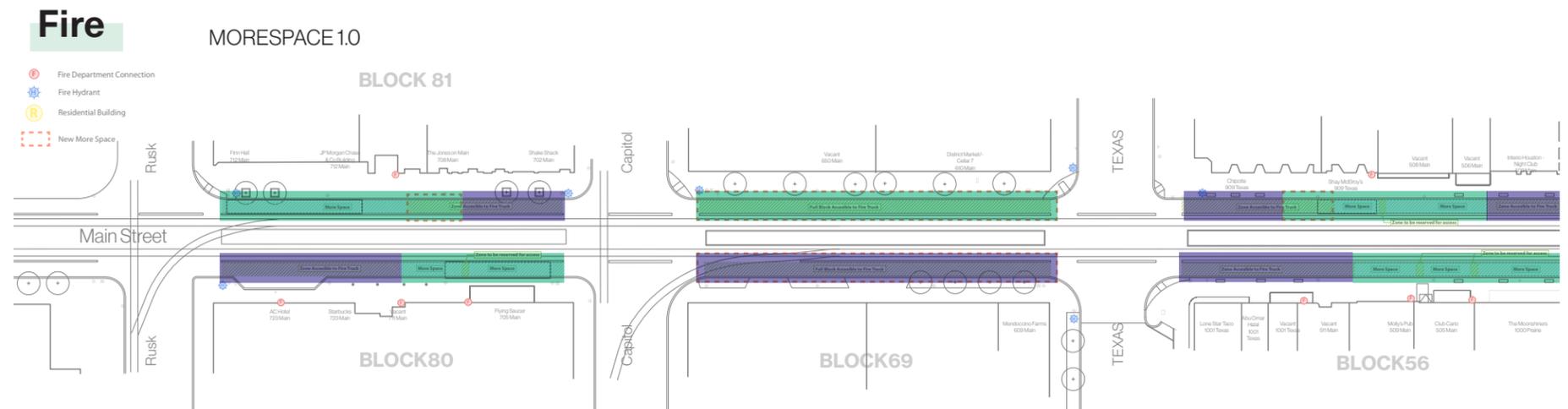


Figure 5: Outrigger



# PROJECT POTENTIAL



- LEGEND**
- 1 Warehouse District
  - 2 Ballpark District
  - 3 Harris County District
  - 4 Historic District
  - 5 Theater District
  - 6 Avenida Houston
  - 7 Harris County Plaza
  - 8 Allen's Landing
  - 9 Market Square Park
  - 10 Sesquicentennial Park
  - 11 Lynn Wyatt Square
  - 12 Tranquility Park
  - 13 Sam Houston Park
  - 14 Buffalo Bayou Park
  - 15 Trebly Park
  - 16 Root Square
  - 17 Discovery Green
- ↔ Main Street Project
  - Destinations
  - Lightrail Routes
  - Buildings with Residences
  - Parks
  - Bikeways (current, planned)



# 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



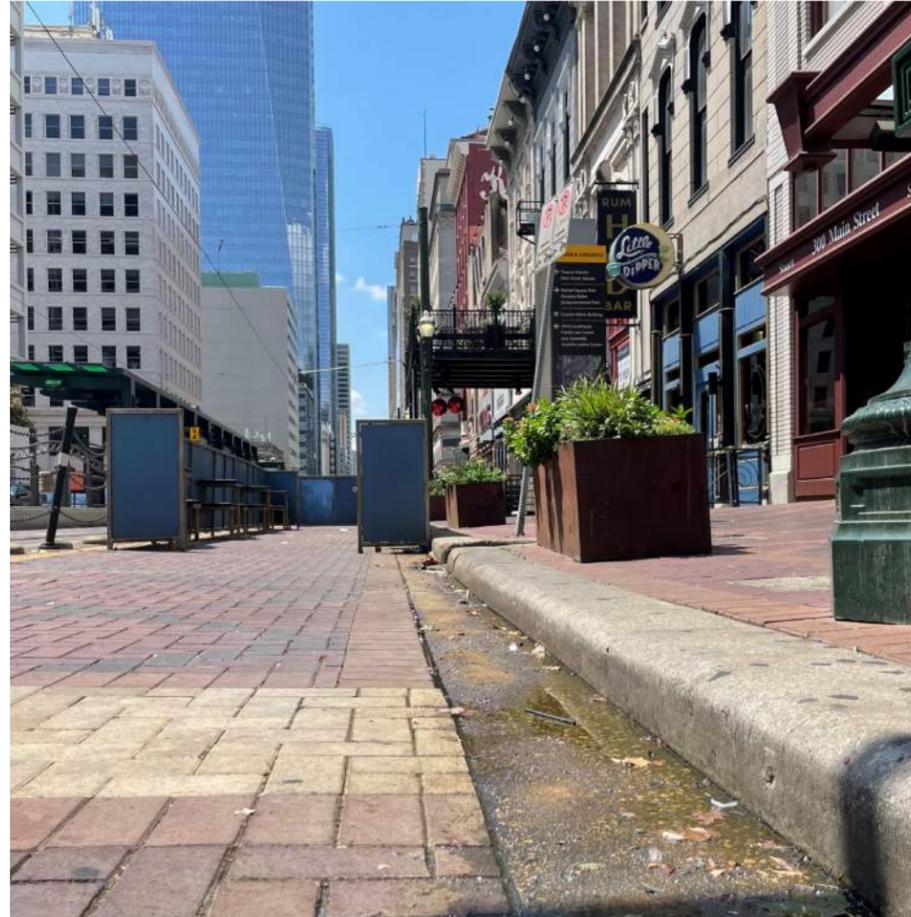
# KEY CONSIDERATIONS

## 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

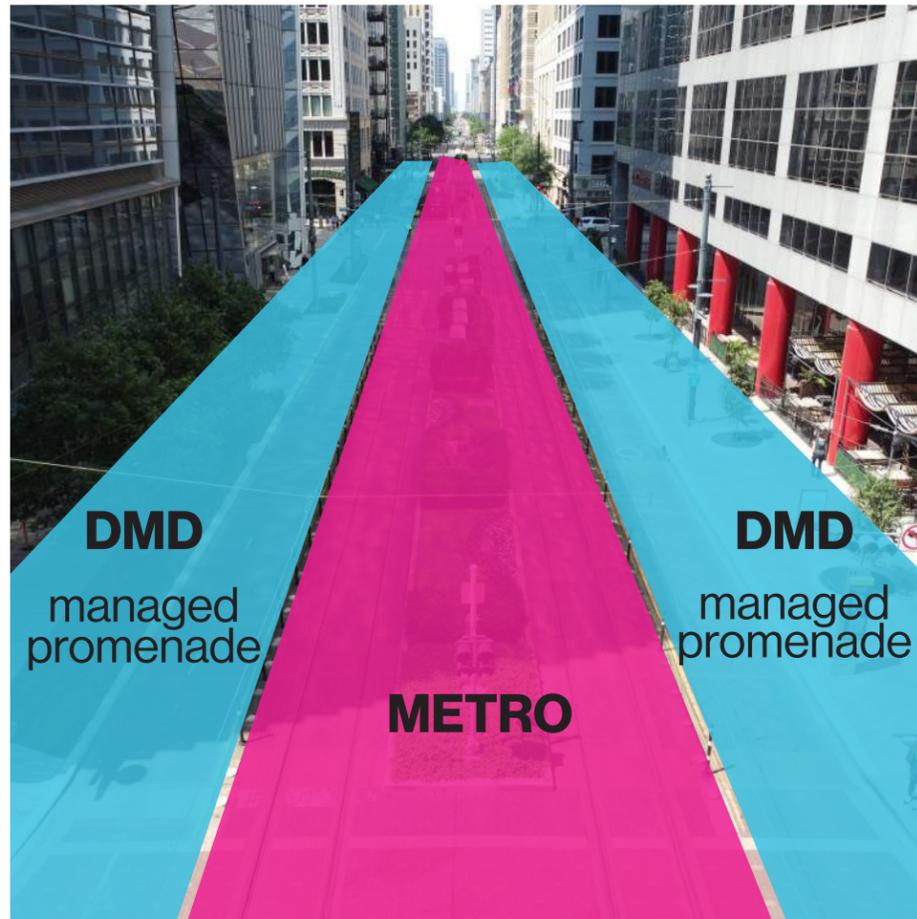


Strong interest in creating a District Identity and place.

**Agency Priorities: Access for Operations, Emergency Response, & Public Safety**

# LEADING TO 3 BIG SHIFTS

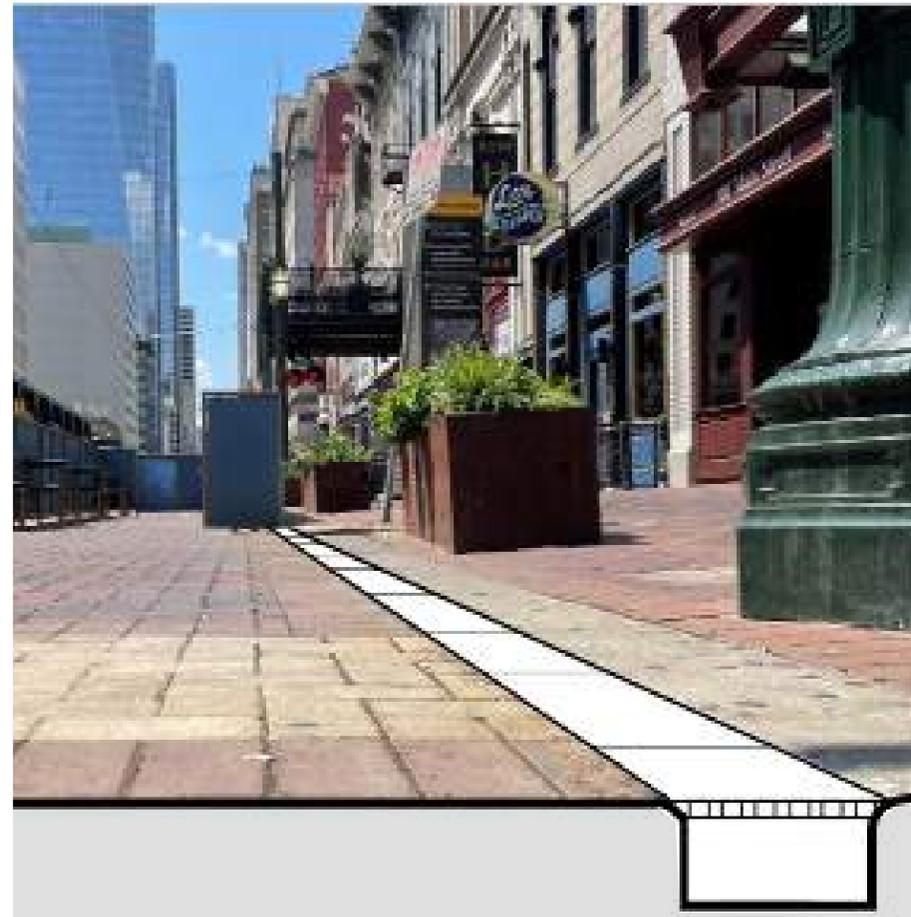
## Maintenance



### Downtown Management District

To manage the public realm

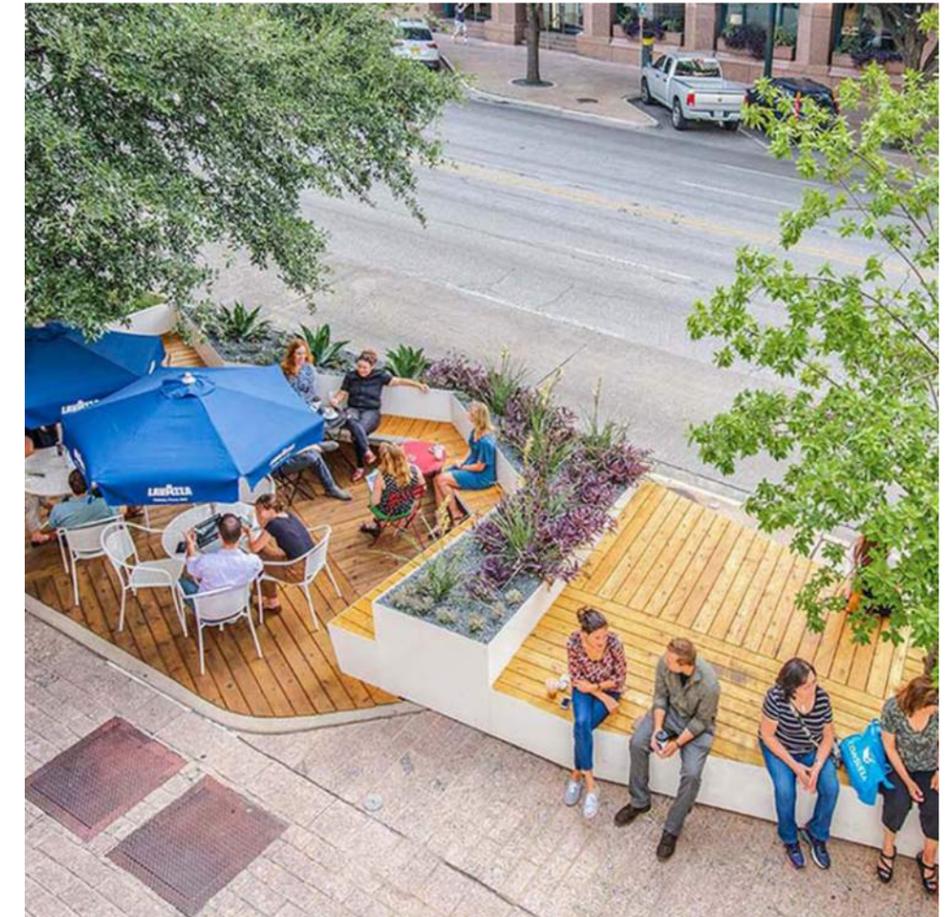
## Accessibility



### 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



Everyday services (retail, markets, etc)

Historic Fabric Existing Shade Canopies

Playscapes

Branded Signs, Screens and Murals

Parklettes + pocket parks

Access to Parking options

Signage and wayfinding elements

Safe and comfortable buffers to light-rail

Emergency Fire Access

On-street parking options along cross-streets

Family-friendly spaces

Informal gathering groves and plazas

Allen's Landing/ Buffalo Bayou Greenway Connection

Pop-up markets, informal vending and temporary event spaces

Bandstands, small stages, and temporary performance decks with seating

Safe and protected crossings

Food carts + informal food vending

Planting beds at block intersections

Clear walking routes for pedestrian access and flow

Art elements + interactive art/ play features

Bar + outdoor leisure space

Private outdoor seating

Trees + planting

Outdoor cafe spaces with festoon lighting

UH Connection to UH Downtown



Protected green buffer with cafe seating



Wide, uninterrupted pedestrian sidewalk



Opportunities for art installations + murals



Green space links to the bayou system



Night-time lighting and events programming



Community gathering plazas with shade

# 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

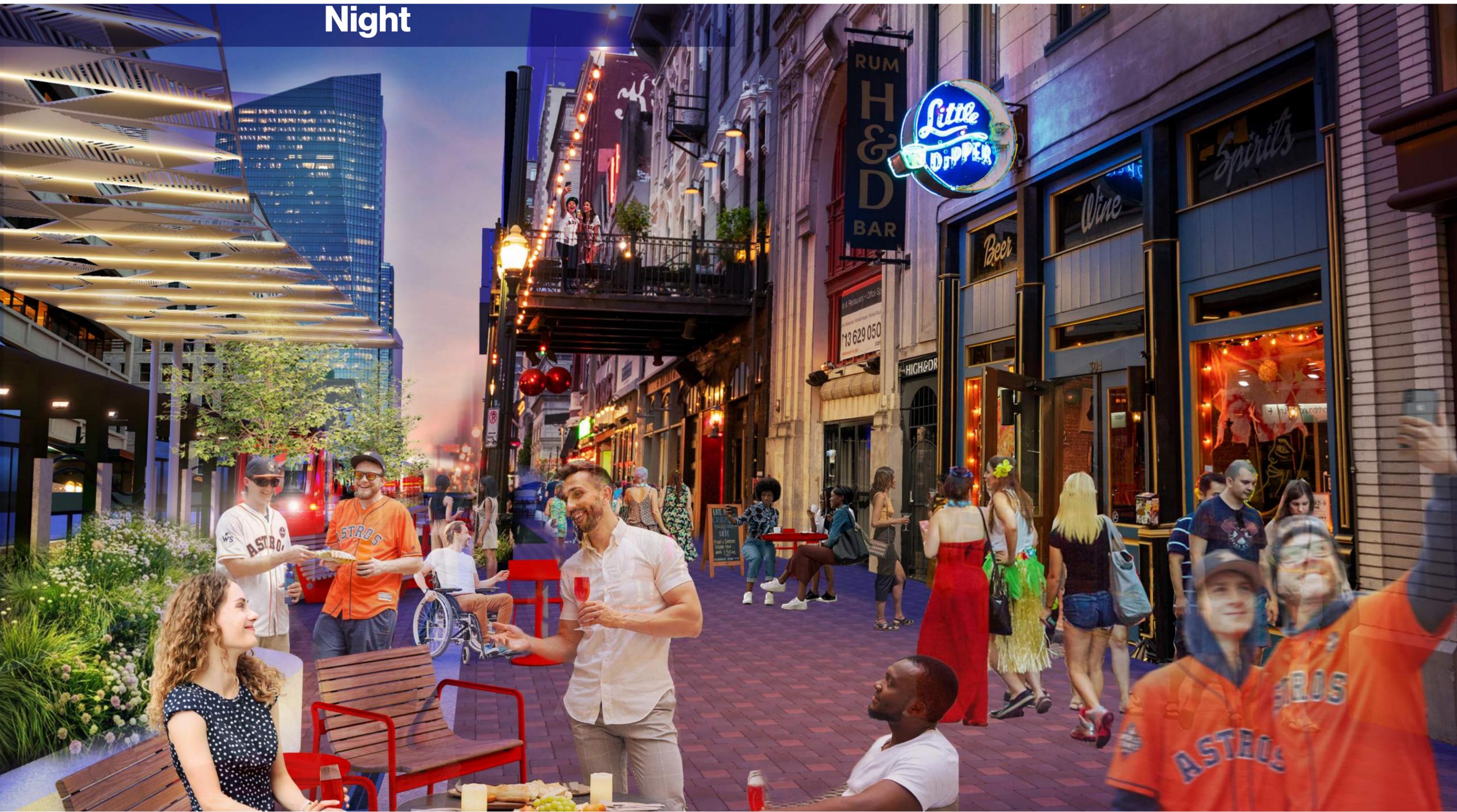
- Celebrated anchor activation sites
- District provides capacity for pop-up markets and seasonal events
- Draw for those who live and work Downtown as well as citywide visitors

# ACTIVATING MAIN STREET



# THE NEW MAIN STREET

Night



# THE NEW MAIN STREET

Day



# 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**

# MAIN STREET: MORE SPACE 2.0 - PROJECT SCOPE EXPLANATION

02.14.24



**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 8<sup>th</sup> 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.