

# REQUEST FOR PROPOSAL | HDMD / RFP- 240412

## ADDENDUM 02

Planning Firm as Consultant for the  
**Placemaking & Connectivity Action Plan** for the  
Houston Downtown Management District (HDMD)

RFP ISSUE DATE: Friday, April 12, 2024

ADDENDUM 02 ISSUE DATE: Tuesday, May 07, 2024

PROPOSAL DUE: **Monday, May 13, 2024, 2:00 P.M. CDT**

Responses to additional queries submitted to the Downtown District by 2:00 PM May 3, 2024, per the RFP guidelines, are attached and incorporated as Addendum 02.

**Question (received May 03, 2024 / 12:08 PM):**

Does Downtown Houston prefer meetings to be in-person, virtual, hybrid, or a mix of all?

**Answer:**

The format of meetings stands to be defined by the location of the Authorized Consultant, purpose of the meeting, and the intended audience. The Downtown District anticipates a mixture of meeting types.

**Question (received May 03, 2024 / 12:08 PM):**

Number of meetings within the stated six-month timeframe will be a large component of effort and time management. Is there a target number of meetings that Downtown Houston could identify, to make team comparisons easier to process?

**Answer:**

The number of meetings stands to be defined through the negotiations process. Proposers should anticipate at minimum bi-weekly meetings with the client, 2 working meetings with the Collaborative Committees, 1 public workshop, 10 meetings with partnering organization staff & leadership, and 2 presentations to the Board of Directors.

**Question (received May 03, 2024 / 12:08 PM):**

Will Downtown Houston arrange venues and logistics for meetings, other than content and facilitators?

**Answer:**

The Downtown District will secure venues for all stakeholder engagement. The authorized consultant will be responsible for producing the content for meetings with input from the District. The District will be a participant in all engagements efforts and available to assist with facilitation, but this will primarily be the responsibility of the Authorized Consultant.

**Question (received May 03, 2024 / 12:08 PM):**

Will Downtown Houston host a project website?

**Answer:**

Yes. See the organization's Incentives + Programs page for examples.

<https://downtownhouston.org/do-business/incentives-programs>

**Question (received May 03, 2024 / 12:08 PM):**

What type of electronic base maps and/or existing conditions will be available to the selected consultant team?

**Answer:**

See the organization's Research + Reports page for example maps and data. Additional maps and information visualizing pedestrian density and trends produced via [Placer.ai](#) will be made available to the Authorized Consultant. Maps and data will primarily be provided in AI, PDF, or Excel format.

**Question (received May 03, 2024 / 12:08 PM):**

Is there a draft form of agreement or standard contract format available for review?

**Answer:**

The District will provide the Selected Consultant with a Professional Services Agreement for review in the negotiations phase.

**Question (received May 03, 2024 / 12:08 PM):**

Can you expand on the roles and responsibilities expected of HDMD and the consultant as it pertains to stakeholder and public engagement?

**Answer:**

Please see response above to meeting logistics. The Houston Downtown Management District and Downtown Houston+ staff are one and the same.

**END OF QUESTIONS RECEIVED**