

DRA / RFQ-180312

Request for Qualifications

Professional Services for
Engineering and Design Consultant for
Bagby Street Capital Improvements from
Franklin Street to Gulf Freeway in Downtown Houston for
The Downtown Redevelopment Authority (DRA) / TIRZ No.3

Issue Date: March 12, 2018
Addendum 01 Issued: March 22, 2018
Addendum 02 Issued: March 29, 2018
Qualifications Due: April 9, 2018

REQUEST FOR QUALIFICATIONS | DRA / RFQ-180312

ADDENDUM 02

Engineering and Design Consultant for
Bagby Street Improvements from
Franklin Street to Gulf Freeway in Downtown Houston for
The Downtown Redevelopment Authority (DRA) / TIRZ No. 3

RFQ ISSUE DATE: Monday, March 12, 2018

ADDENDUM 01 ISSUE DATE: Thursday, March 22, 2018

ADDENDUM 02 ISSUE DATE: Thursday, March 29, 2018

QUALIFICATIONS DUE: **2:00 P.M., Monday, April 9, 2018**

ADDENDUM 02

Question (received March 23, 2018 / 3:22 PM):

Regarding the page margins, can the header, footer and page numbers be outside of the 1-inch margin, so long as all RFQ content is included within the margins?

Answer:

Yes, header, footer and page numbers may occupy area between paper edge and 1-inch margins.

No further questions requesting clarifications were submitted by potential qualifiers. Addendum 01 and Addendum 02 constitute a full response to questions received during the queries period.

Meeting Minutes from the March 21, 2018 pre-submittal conference are attached to Addendum 02.

DRA / RFQ-180312
QUALIFICATIONS PRE-SUBMITTAL CONFERENCE
MEETING MINUTES

Wednesday, March 21, 2018, 2:00 PM

Location: Downtown Redevelopment Authority (DRA) / TIRZ No.3
2 Houston Center, 909 Fannin, Suite 1650
Houston, TX 77010

Reference: Request for Qualifications for Professional Services for Engineering and Design Consultant for Bagby Street Capital Improvements from Franklin Street to Gulf Freeway in Downtown Houston for the Downtown Redevelopment Authority (DRA) / TIRZ No.3
DRA / RFQ-180312

1. Introductions & Consultant Sign-in Roster
2. Overview of DRA / RFQ-180312
 - A. General Information
 - i. Issue Date
 - Monday, March 12, 2018
 - ii. Qualifications Due
 - Monday, April 9, 2018
 - iii. Format
 - iv. Quantity
 - v. Submission
 - B. Background
 - Corridor is primarily City owned facilities with two private developers on either end, Brookfield and Lovett Commercial.
 - i. DRA/ TIRZ No. 3 (Exhibit A)
 - ii. Plan Downtown: Converging Culture, Lifestyle & Commerce
 - iii. Houston Theater District Master Plan
 - iv. City of Houston Bike Plan
 - v. Bagby Street Improvement Plan (March 2018 DRAFT Report)
 - vi. TxDOT's North Houston Highway Improvement Project
 - C. Purpose of this Request
 - i. Overarching Project Goal: engineer and design the infrastructure and public realm of Bagby Street for DRA and partnering downtown organizations to construct future capital improvements.
 - D. 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 management of research documentation process
 - c. Issue sealed engineered construction documents (drawings and specifications)
 - d. Provide engineer's estimate of probable costs
 - e. Construction administration services, including project close-out.

- ii. Professional services to be provided will respond to the “Corridor Recommendations” as outlined in the forthcoming Bagby Street Improvement Plan.
- E. Project Area
- i. Bagby Street 9-block corridor in Downtown Houston, from Franklin Street to Dallas Street, including light rail intersections at Capitol and Rusk Streets
 - ii. West Dallas from Gulf Freeway to Dallas Street
 - iii. Franklin Street 2-block segment from Bagby Street to Smith Street
 - iv. Commerce Street bridge between Smith and Franklin Street
 - v. Rusk Street, 1-block pedestrian bridge on north side
 - vi. Walker Street, 2-block segment from Bagby Street to Smith Street
 - vii. Lamar Street, 1-2 block segment from Bagby Street to Brazos or Smith Street, for Lamar Cycle Track interface with Bagby Street bicycle facility
 - viii. See Exhibit B.
- F. Project Scope and Deliverables
- i. Design implementation of recommendations advanced in the Bagby Street Improvement Plan.
 - ii. High-level scope and deliverables:
 - a. Survey of existing conditions
 - b. Geotechnical explorations
 - c. Demolition and protection
 - d. Public utilities
 - e. Private utilities
 - f. Roadway and sidewalk construction, with integral bicycle facilities
 - g. Bridge modifications where required
 - Structural Engineer to provide structural analysis for existing bridges located on Bagby from Texas to Prairie, and Commerce Bridge between Smith and Franklin. Also, structural drawings for new pedestrian bridge on north side of Rusk adjacent to Little Tranquillity Park.
 - h. Traffic signalization and signage
 - i. Street and pedestrian lighting
 - j. Vehicular and pedestrian wayfinding
 - k. Landscaping and irrigation
 - l. Traffic control and regulation
- G. Content and Form (Qualifications to be submitted)
- i. Submittal Requirements, 30 page (max) portfolio, 8 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-180312
 - iii. Firm’s qualifications
 - iv. Consultant team’s structure and organization, including MWSDBE participation
 - v. Key Personnel, resumes, identification of Project Manager
 - vi. Past project experience of similar scope and services
 - Neither the Downtown Redevelopment Authority nor Downtown District projects should be presented as examples of prior experience.
 - vii. References

- ii. Tabulated per the Evaluation Criteria
- iii. **Qualifications Due: Monday, April 9, 2018, 2:00 PM**
- H. Diversity Commitment: MWSDBE goal of 20%
- I. Evaluation and Selection Criteria
 - i. 7-member panel will evaluate and select top 3 qualifiers per the qualifications submittal:
 - a. 25% = letter of interest, understanding of project, and statement of qualifications
 - b. 25% = team composition and key personnel (including MWSBDE participation)
 - c. 20% = design and project management
 - d. 20% = engineering and design expertise, evidenced by past experience
 - e. 10% = past client references
- J. Selection Procedures
 - i. Top 3 short-listed firms invited to interview the morning of Wednesday, April 18, 2018.
 - ii. DRA will notify the consultant selected based on qualifications submittal and interview performance on April 19, 2018
 - iii. Request for Scope and Fee Proposal and Agreement negotiations will be promptly conducted with the selected consultant between April 19th and May 3rd, pending DRA Board approval on May 8, 2018
- K. Notification Procedures
 - i. All responding qualifiers will be notified once the selected consultant is Board approved and under contract
- L. Fees for Professional Services
 - i. Consultant selected based on qualifications and interview
 - ii. Fees will be negotiated based on further definition of project scope, design duration and deliverables
 - If the selected Consultant and DRA fail to come to an agreeable fee and scope proposal, the next highest ranked consultant determined by the evaluation and selection panel will be notified.
- M. Costs and Expenses
 - i. No reimbursements provided by DRA to responding qualifiers who elect to participate in this RFQ
- N. Queries Prior to Submittal of Qualifications
 - i. Qualifications Pre-submittal Conference: Wednesday, March 21, 2018, 2:00 P:M
 - ii. **Requests for Clarification Due: Tuesday, March 27, 2018, 2:00 PM**
 - iii. All queries to be submitted in writing by email to Project Director: Lonnie Hoogeboom: lonnie@downtowntirz.com
 - iv. **Addendum Issued by email: Friday, March 30, 2018, 2:00 PM**
- O. Advertisement
- P. Anticipated Project Schedule
 - 1 year design, 1-2 month permit & contractor procurement, and 2 year construction.

3. Presentation – Recommended Design

- Project includes existing light rail interface.
- 2 existing tunnels under Bagby between City Hall /City Hall Annex & Hobby Center/Tranquillity Park. During Bagby construction, coordination with GSD will be critical for tunnel rehabilitation between City Hall/City Hall Annex.
- The current plan is to keep trees in place on the Bagby & Walker edge of Tranquillity Park. HPARD will take into consideration the trees along the edge of the park during their Tranquillity Park Master Planning process.
 - There is a possibility the planning process will have advanced far enough to include tree removal as part of the Bagby scope.
- The cost estimate provided in the final report will be based on a range of finishes. CCTV drainage inspections will be discussed in further detail during Phase II with the selected consultant.
- Construction is scheduled to span two holiday cycles.
- The client will have high expectations for smart construction phasing to incorporate a number of events and public activities, and demanding Downtown traffic on a 2-way corridor.
- In parallel with the Bagby Capital Improvements Project, the DRA is funding a Western Downtown Facilities Master Planning process to help determine the City’s vision plan for the western side of Downtown.
 - Funding was provided as a sub budget line out of the Bagby Project.
 - The initial Phase I Stakeholder Meetings identified a number of planned projects in western Downtown, prompting the need for a larger vision plan.
 - Bagby will be the first project started, and will be used to set the standard for western Downtown.

4. Questions and Answers

Q. Does HUD count towards the 20% MWSDBE participation goal?

A. Yes.

Q. Is there a page number limit per section?

A. No, and the 30 page limit does not include front/back cover or tabs.

Q. Is the draft Bagby Street Improvement Plan available to potential bidders?

A. Yes, DRA will include a link to the draft report as Addendum 01.

Q. Will participation in the Bagby RFQ prevent participation in the West Downtown Facilities Master Planning RFQ?

A. No. The Bagby Capital Project is primarily geared towards civil engineer & landscape architecture consultants. The West Downtown Facilities Master Planning RFQ is primarily architecture, development and financing consultants.

Q. What is the total mileage of the Bagby project?

A. 1.2 miles

5. Meeting Adjourned at 3:00 PM

END OF MEETING MINUTES