

DRA / RFQ-180924
QUALIFICATIONS PRE-SUBMITTAL CONFERENCE
MEETING MINUTES

Tuesday, October 2, 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 Landscape Design Consultants for
Southern Downtown Park in Downtown Houston for
the Downtown Redevelopment Authority (DRA) / TIRZ No.3
DRA / RFQ-180924

1. Introductions & Consultant Attendees Sign-in Roster
 - A. Conference called to order at 2:00 PM. Attendees introduced themselves and the firms or organizations represented.
 - B. 2-page attendance roster attached.

2. Overview of DRA / RFQ-180924
 - A. General Information
 - i. Issue Date
 - ii. Qualifications Due
 - iii. Format
 - iv. Quantity
 - v. Submission
 - B. Background
 - i. DRA/ TIRZ No. 3 (Exhibit A) The site is adjacent to but outside of the TIRZ No.3 boundaries. The lease and improvements for the park project are an acceptable use of tax increment funds because it provides a clear benefit to the Zone, supporting the growth of residential, commercial and retail development.
 - ii. Plan Downtown: Converging Culture, Lifestyle & Commerce
 - iii. Southern Downtown Public Realm Plan
 - iv. City of Houston Bike Plan
 - C. Purpose of this Request
 - i. Overarching RFQ Goal: procure design consultant to develop construction / bidding documents to implement park improvements.
 - ii. Phase I & Phase II Environmental Site Assessment (Weston Solutions, Inc.). Environmental reports are available on the DRA/TIRZ No.3 website. This is an on-going project. Weston Solutions is monitoring four wells through 2019.

- iii. Public Space Planning for Southern Downtown Park (site programming report prepared by Project for Public Spaces - PPS).
 - iv. Restaurant operator Request for Proposal. **Foodservice was the most requested park amenity by stakeholders.**
 - v. Project schedule.
- 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 design management; document production.
 - c. Issue sealed construction documents (drawings and specifications). **Registered professionals in the state of Texas per the respective design and engineering disciplines.**
 - d. Provide estimate of probable costs.
 - e. Construction administration services, including project close-out.
 - ii. Professional services to be provided will respond to the PPS Public Space Planning report. **It is not necessary for responding firms to incorporate a public space programmer into their team structure. The DRA/TIRZ No.3 and Downtown District will ensure the programming recommendations are incorporated into the park design and operations.**
- E. Project Area
- i. $\frac{3}{4}$ block (Block 333) bounded by Fannin, Leeland, San Jacinto and Bell Streets. **The DRA/TIRZ No.3 will provide the capital for the project and maintain the ground and restaurant leases. The Downtown District will perform maintenance activities and program the park.**
 - ii. See Exhibit B and Exhibit C.
- F. Project Scope and Deliverables **It is important to note this facility will have a potentially short life, between 30 to 50 years, per the lease agreement currently in place and options to extend the lease agreement.**
- i. Design implementation of recommendations advanced in the Public Space Planning.
 - ii. High-level scope and deliverables:
 - a. Landscape and irrigation design.
 - b. Building design: Café, Patio, 2nd level Terrace and Assembly Room, and Storage Shed. **Storage Shed use will be split between programming materials and park maintenance and operation supplies.**
 - c. Sidewalk reconstruction, with street trees. **The scope of the project will not extend beyond the bordering sidewalk curb.**
 - d. Site survey.
 - e. Geotechnical explorations, for structural design.
 - f. Demolition of existing structure, parking and sidewalk surfaces
 - g. Tree protection and mitigation.
 - h. Public utilities: water, sanitary, and storm drainage. **It was noted that onsite detention will most probably be a development requirement.**

- i. Private utilities: mechanical, plumbing, electrical, and communications.
 - j. Street and pedestrian lighting.
 - k. Traffic control and regulation.
- G. Content and Form (Qualifications to be submitted)
 - i. Submittal Requirements, 25 page (max) portfolio, 8 hard copies, 1 digital PDF copy, portrait format, spiral bound continuous pagination, to include the following: **Cover pages and Divider tabs do not count towards the page number total.**
 - i. Letter of Interest.
 - ii. Understanding of DRA / RFQ-180924.
 - iii. Consultant's qualifications.
 - iv. Consultant team's structure and organization, including MWSDBE participation.
 - v. Key Personnel, resumes, identification of Project Manager. **Brief and relevant resumes requested.**
 - vi. Past project experience of similar scope and services.
 - vii. References.
 - ii. Tabulated to five sections per the Evaluation Criteria. **(See item I below.)**
 - iii. **Qualifications Due: Wednesday, October 17, 2018, 2:00 PM**
- H. Diversity Commitment: MWSDBE goal of 20% **The prime consultant can count towards the goal.**
- I. Evaluation and Selection Criteria
 - i. 7-member panel will evaluate and select top 3 qualifiers per the qualifications submittal:
 - a. 20% = letter of interest, understanding of project, and statement of qualifications.
 - b. 25% = team composition and key personnel (including MWSBDE participation). **The DRA/TIRZ No.3 will recognize City of Houston MWSBDE certifications, as administered by the Office of Business Opportunity (OBO).**
 - c. 25% = design and project management.
 - d. 20% = design and engineering expertise, evidenced by past experience.
 - e. 10% = past client references.
- J. Selection Procedures
 - i. Top 3 short-listed firms invited to interview; notifications issued Tuesday, October 23, 2018; interviews conducted mid-day Monday, October 29, 2018.
 - ii. DRA will notify the selected consultant based on qualifications submittal and interview performance on Tuesday, October 30, 2018.
 - iii. Request for Scope and Fee Proposal and Agreement negotiations will be promptly conducted with the selected consultant between October 30th and November 6th, pending DRA Board approval on November 13, 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 selection based on qualifications and interview.
 - ii. Fees will be negotiated based on further definition of project scope, design duration and deliverables.
- 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: Tuesday, October 2, 2018, 2:00 P:M
 - ii. **Requests for Clarification Due: Tuesday, October 9, 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: Thursday, October 11, 2018, 2:00 PM**
- O. Advertisement
- P. Anticipated Project Schedule

3. Questions and Answers

Q. Is the kitchen construction included in the budget? If so, is that designer a member of the responding design team?

A. Yes, kitchen construction is included in the budget. A separate kitchen design consultant is not a selection priority at the outset. The Authority or the Downtown District will issue a request for proposal for a restaurant operator for the park space in January 2019. The Authority has also engaged a foodservice consultant to provide guidance on this aspect of the park. It may be a supplemental requirement to provide kitchen design consultancy, pending the selection of the restaurant operator.

Q. Is Houston Art Alliance approval required for any art component in the park?

A. No, it is not. Temporary and semi-permanent art installations will be managed by the DRA/TIRZ No.3 and the Downtown District.

Q. Will all work described in this RFQ be included in one construction package?

A. Yes. The demolition of the Goodyear building that currently stands on the lot is to be included. Weston Solutions has studied the structure. Underground tanks were removed in the 1990's. The Authority has a contingency for unforeseen demolition and construction conditions.

Q. Is it five reference projects total or five for the prime for the submittal package? Can the reference projects include work done for other downtown organizations?

A. Five reference projects total are requested in the submittal package. It is up to the discretion of the applicants how to select the projects to include. Do not include any prior DRA/TIRZ #3, Houston Downtown Management District or Central Houston, Inc. work. Work done for any other organization is acceptable, including the City of Houston, Houston First Corporation, or Buffalo Bayou Partnership.

Q. Do MWSBDE certifications need to be included in the submittal packet?

A. No, a statement of participation is sufficient.

Q. Regarding “capacity of the qualifying firm,” what does this entail?

A. Capacity means the ability of the selected consultant to provide the services identified, including the experience and availability of the assigned project manager to lead the design and engagement process.

4. **Adjournment**

A. Qualifications Pre-submittal Conference adjourned at 2:50 P.M.

	Company / Organization	Name	Email Address	Street Address	City / State / Zip	Office Phone	Cell Phone
1	OJB Landscape Architecture	Allison Walling	awalling@ojb.com	711 Louisiana St	Houston, TX 77002	713-529-9919	512-653-4300
2	OJB	ANDREW ALBERS	aalbers@ojb.com	711 LOUISIANA ST	HOUSTON, TX 77002	713-529-9919	832-782-0652
3	DESIGN WORKSHOP	AMY HARBERT	aharbert@designworkshop.com	300 MAIN ST.	HOUSTON, TX 77002	713-227-0862	561-346-0445
4	Design Workshop	Sarah Delcambre	sdelcambre@designworkshop.com	300 Main St.	Houston, TX 77002	713-227-0862	225-218-0631
5	TBC PARTNERS	BLAKE COLEMAN	BLAKE.COLEMAN@TBCPARTNERS.COM	3060 POST OAK	HOUSTON, TX 77056	713-439-0027	240-334-9324
6	IDS Engineering Group	Carol Harrison	CHarrison@idseg.com	13430 Northwest Freeway, Ste 700	Houston, TX 77040	832-590-7178	713-206-7100
7	ASAKURA ROBINSON	ABIGAIL PHILLIPS	ABIGAIL@ASAKURAROBINSON.COM	1902 WASHINGTON AVE	HOUSTON, TX, 77007	713-337-5830	651-341-9604
8	ASAKURA Robinson	Keiji Asakura	keiji@asakurarobinson.com	1902 Washington	Houston 77007	713-337-5830	713-725-3889
9	PAGE	JOHN CLEGG	jclegg@pagethink.com	1100 LOUISIANA STE #1	HOUSTON, TX 77002	713-871-8484	617-233-7047
10	ROGERS PARTNERS	TYLER SWANSON	tswanson@rogersarchitects.com	718 RICHMOND AVE	Houston, TX 77006	646-442-8778	832-977-9366
11	TERRAIN	BRAD COWAN	bcowan@TERRAINstudio.NET	1320 MCGOWEN ST.	HOUSTON, TX 77004	713-401-9734	832-423-4601
12	HOWESON DESIGN	ANDREW GRESSETT	aggresett@gmail.com	25 KINGSTON ST.	BOSTON, MA, 02111	617-536-0380	281-773-2556
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	Redevelopment Authority / TIRZ 3	Ryan Leach	rleach@downtowntirz.com	909 Fannin Street, Suite 1650	Houston, TX 77010	713-752-0827	
	Redevelopment Authority / TIRZ 3	Lonnie Hoogeboom	lonnie@downtowntirz.com	909 Fannin Street, Suite 1650	Houston, TX 77010	713-752-0827	
	Redevelopment Authority / TIRZ 3	Brett Debord	brett@downtowntirz.com	909 Fannin Street, Suite 1650	Houston, TX 77010	713-752-0827	
	Redevelopment Authority / TIRZ 3	Emily Barnes	emily@downtowntirz.com	909 Fannin Street, Suite 1650	Houston, TX 77010	713-752-0827	
	Redevelopment Authority / TIRZ 3	Laurette Canizares	laurette@downtowndistrict.org	909 Fannin Street, Suite 1650	Houston, TX 77010	713-650-3022	