

DRA / RFQ-180924

Request for Qualifications

Professional Services for
Landscape Design Consultants for
Southern Downtown Park
in Downtown Houston for
The Downtown Redevelopment Authority (DRA) / TIRZ No.3

Issue Date: September 24, 2018
Addendum 01 Issued: October 8, 2018
Addendum 02 Issued: October 11, 2018
Qualifications Due: October 17, 2018

REQUEST FOR QUALIFICATIONS | DRA / RFQ-180924

ADDENDUM 02

Landscape Design Consultant for
Southern Downtown Park
in Downtown Houston for
The Downtown Redevelopment Authority (DRA) / TIRZ No. 3

RFQ ISSUE DATE: Monday, September 24, 2018

ADDENDUM 01 ISSUE DATE: Monday, October 8, 2018

ADDENDUM 02 ISSUE DATE: Thursday, October 11, 2018

QUALIFICATIONS DUE: **2:00 P.M., Wednesday, October 17, 2018**

ADDENDUM 02

Question (received October 5, 2018 / 9:28 AM):

In the section concerning professional services to be provided, the RFQ indicates two public workshops and the need for stakeholder engagement. Please clarify the role of the consultant team in terms of conducting outreach?

Answer:

The Downtown Redevelopment Authority, in collaboration with the Downtown District, will schedule the public workshops and develop the outreach strategy with the selected consultant. Similar to the process conducted with Project for Public Spaces during the Programming Phase, the DRA will determine specific stakeholders to engage, broadly promote the event through website and social media channels, and secure the workshop venue(s). For all project meetings (client, City, key stakeholders, public workshops), the selected consultant will develop the graphic materials required, including but not limited to workshop announcements, sign-in sheets, name badges, activity cards, presentation and poster graphics to communicate the design intent, and meeting minutes or workshop results.

A primary responsibility of the selected consultant is ability and capacity to facilitate client and public meetings; as such, the Statement of Qualifications should provide evidence of the consultant team's public engagement and facilitation skills which will be considered by the evaluation and selection panel under "Tab C: Design and Project Management" (25% of the evaluation score).

Question (received October 5, 2018 / 4:13PM):

Clarify that the Reference No. refers to the RFQ # not a number for a specific firm?

Answer:

Page 2 of the RFQ lists "REFERENCE NO: DRA / RFQ-180924."

Question (received October 5, 2018 / 4:13 PM):

What are the requirements for the transmittal letter?

Answer:

Each firm submitting an SOQ may utilize their office standard one-page transmittal form. Key information to provide: firm name, address, phone, and contact person (principal or project manager) with email, and contents of submittal. Indicate delivery method: courier, mail, in person, overnight service, etc. Address transmittal per the "SUBMIT TO:" line on page 2 of the RFQ.

Question (received October 5, 2018 / 4:13 PM):

When referring to capacity are you referring to ability or % of time able to dedicate to a project?

Answer:

Capacity means the following:

- design and leadership abilities to deliver the services required,
- availability of the prime- and sub-consultant team to deliver the services required (other projects will not adversely impact the delivery of this project),
- availability of the project manager to deliver the project per the schedule and budget constraints,
- generally, seeking information as to interest of the firm to engage this project with sufficient personnel dedicated to the work flow, as needed at various phases during project development.

Question (received October 5, 2018 / 4:13 PM):

Does 11pt font refer to a minimum or does all font have to be 11pt? Font variety will lend clarity to the submissions.

Answer:

Graphic legibility and visual clarity are the intent of this requirement. 11pt should be understood as a legible font size for a majority of readers. Smaller fonts are discouraged. Larger fonts or font accents may be used for variety and emphasis.

Question (received October 5, 2018 / 4:13 PM):

Can the schedule be a fold out?

Answer:

All pages in the SOQ submission are to comply for Format and Page Limit, page 6 of the RFQ. Large format fold out or double-sided pages will not be accepted or evaluated by the DRA. Document covers and divider tabs may extend up to ½" beyond the horizontal margin of 8.5"x11" portrait format.

Addendum 01, issued October 8, 2018 by email to potential qualifiers and posted to www.downtowntexas.com: Meeting Minutes for the October 2, 2018 Qualifications Pre-submittal Conference.

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.

END OF ADDENDUM 02