

HARRIS COUNTY REDEVELOPMENT AUTHORITY – TAX INCREMENT REINVESTMENT ZONE NUMBER TWENTY-FOUR(TIRZ 24)

ISSUE DATE: December 15, 2023

TO: Engineering Design Firms

FROM: Harris County Community Services Department (Harris Co. Redevelopment Authority, RDA) and Greater Houston Tax Increment Reinvestment Zone No. 24 Executive Director), Mr. Rene Martinez

SUBJECT: Request for Statements of Qualifications for Professional Engineering and Project Management Services Referred to as Design Engineering and Urban Design Team

The Harris County Redevelopment Authority (the “RDA”, Administrator for TIRZ 24 (the “Zone”) is requesting Statements of Qualifications (SOQ) from interested Professional Engineering, Urban Design, and Project Management Teams with demonstrated expertise involving development of mixed use and residential uses of various scales in a redevelopment and greenfield context for capital improvement program management, project consultant oversight, placemaking and envisioning development scenarios for land planning and vertical improvements and infrastructure and development costs, engineering design and construction management services and contract warranty monitoring.

To be considered for this project, with a contract between a selected team and the Harris County Redevelopment Authority (RDA), your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your SOQ by 4 p.m. on January 16, 2024**. The submission date for questions, clarifications, or requests for general information is **4 p.m. on December 27th**. to the RDA/TIRZ 24 Executive Director. **A virtual pre-proposal meeting will be held for questions regarding the Engineering Design Firm Services RFQ on December 19th. at 1PM via Microsoft Teams**. Any requests received after this date will be returned and not addressed. Note that all questions, clarification, or requests for general information are to be **in writing via email** or other mail carriers to the contact identified below. The RDA reserves the right to conduct interviews based on the submissions.

An HC RDA committee will review the SOQs using the evaluation criteria developed for this RFQ. Said evaluation criteria is included in this RFQ. The selection committee may interview one or more firms to further evaluate qualifications. The HC RDA will select the consultant for this contract. M/WBE goal requirements will also be required for this solicitation that shall include a minimum of 30% M/WBE Goal, and Utilization Plan that will be monitored by the Harris County Department of Economic Equity and Opportunity.

SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit, a digital PDF via email, one (1) original, five (5) copies, and one (1) flash drive copy of materials that demonstrate their experience in performing services of this scale and complexity. The SOQ shall be submitted by a lead firm but may contain services from sub-consultants. **Documentation should be limited to 15 single-sided pages and include the below items. Statement of Interest Letter and Resumes do not count in the 15-page limit.**

Any questions and correspondence should be directed to:

Harris County Community Services Department
Harris County Redevelopment Authority and TIRZ 24 Greater Houston TIRZ Executive Director
Mr. Rene Martinez
8410 Lantern Point Dr, Houston, TX 77054
Rene.martinez@csd.hctx.net

Contact regarding this RFQ with any HC RDA personnel or officials other than the RDA Administrator or another designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

HARRIS COUNTY REDEVELOPMENT AUTHORITY

REQUEST FOR QUALIFICATIONS

PROFESSIONAL ENGINEERING AND PROJECT MANAGEMENT SERVICES REFERRED TO AS DESIGN ENGINEERING AND URBAN DESIGN TEAM

SUMMARY

This RFQ solicitation is issued by the Harris County Redevelopment Authority for projects to be undertaken by the RDA related to both the Greater Houston Tax Increment Reinvestment Zone No. 24, and the Harris County RDA that may fall outside the Zone boundaries and within Harris County. The RDA seeks Statements of Qualifications from an Professional Engineering, Urban Design, and Project Management Teams with demonstrated expertise involving development of mixed use and residential uses, and capital projects therein of various scales in a redevelopment and greenfield context for capital improvement program management, project consultant oversight, placemaking and envisioning development scenarios for land planning and vertical improvements and infrastructure and development costs, engineering design and construction management services and contract warranty monitoring. Demonstrated knowledge of tax increment financing entities, and financing structures for capital projects is required.

Further, all applicants shall reveal any known or potential conflicts of interest in working for the HC RDA and TIRZ No. 24.

BACKGROUND

Summary:

The Harris County Redevelopment Authority is a nonprofit public corporation established on November 29, 2012, by Commissioners Court, pursuant to Subchapter D of Chapter 431 of the Texas Transportation Act and has a seven (7) member board of directors appointed by Commissioners Court and the County Judge that operates countywide. It was established to aid, assist and act on behalf of Harris County in the performance of its governmental functions and is tasked with 1) promoting and encouraging community development and redevelopment, maintaining employment, and commerce on behalf of the County and 2) the administration and implementation of the Greater Houston Tax Increment Reinvestment Zone 24 ("TIRZ 24") and Chapter 381 Agreements within Harris County. Currently, the Authority is responsible for a 381 Agreement with Harris County Improvement District 18 for the master planned Springwoods Village in north Harris County.

TIRZ No. 24 the "Zone" was created on December 12, 2012, by Ordinance No. 2012-1048, pursuant to Chapter 431 of the Texas Transportation Act., as amended, for the purposes of development and redevelopment in the areas of the City generally known as the (1) eastern end of the central business district and (2) the area around NRG (formerly Reliant) Stadium. It has an eleven (11) member board of directors that also includes members from the HC RDA and appointees from the city of Houston. The Zone was created as a condition of Harris County joining TIRZ No. 15 (East Downtown) which was created for the Dynamo Stadium area. The TIRZ Zone No. 24 was created to facilitate the redevelopment and development of 7,588 acres of parcels plus rights of way which will attract private investment, including the redevelopment of approximately 4,200 acres of vacant and underdeveloped land such as oil field properties and vacant salt/sand mines.

The EHRA Engineering Study completed in 2023 identified over \$ 1.2B in infrastructure needs to serve these 4,200 acres of vacant or underdeveloped land in the Southern Sector (area south of TMC, the NRG complex area, So. of Loop 610 bounded by Hwy 288 to the East, So. Main to the West, and Almeda-Genoa to the South) .and 193 acres in the Cullen Area, East of the Gulf Freeway and near UH Main Campus. This engineering study identified short-term and long-term capital improvements based on infrastructure assessments necessary to open up water sewer and roadway improvements for the Southern Sector and Cullen area and identified \$12B in development potential related to reuse of undeveloped and underdeveloped land. The results of the EHRA Study revealed opportunities for revitalization and redevelopment if and when infrastructure can be available to the Zone. The successful Team should include engineering, urban design, stakeholder engagement in support of Capital Projects as well as project management experience to guide and lead the revitalization of the Zone over the next 20 to 30 years.

The introduction of the new infrastructure, water, sewer, and roads, also opens up approximately 4,200 acres of vacant and underdevelopment land that can be developed into housing, mixed-use, and life science industries for the area in support of the Texas Medical Center, TMC. The Design Engineering and Urban Design firm shall be made up of team members who should be prepared to work with the RDA on the implementation of the short and long-term CIP priorities as well as generate ideas and strategies to lead and facilitate revitalization and redevelopment and mixed-income housing of various scales and types (single and multi-family or combinations therein). Further, the selected Team will work with the RDA countywide on targeted investment opportunities and current and future potential tax increment financing opportunities and other forms of public finance structures. The assignments will be based on an authorized Notice to Proceed from the RDA. The TIRZ budget includes the creation of a County Permanent Affordable Housing Fund (Chapter 311.010(b) to be funded by an RDA Bond issue, and includes a minimum of 250% proposed annual County tax increment to be set aside to support the goals outlined in Harris County's 10-year Housing Strategy submitted to County Commissioners in November 2021, developed in coordination with a consulting team led by Rice University's Kinder Institute, and the Harris County Community Services Department. The Design Engineering and Urban Design members of the Team should be prepared to assist the RDA in facilitating those transformational land uses. Further, it is anticipated that as projects are reviewed there will need to be a separate Urban Design element for the review of proposed developer requests or to even identify opportunities for redevelopment that could be facilitated by the RDA depending on market conditions.

The amendment to the TIRZ No. 24 Project and Financing Plan also provides the use of Chapter 380 Local Government Code power, by the city of Houston, within the boundaries of the Zone, as permitted under Chapter 311 (311.010h) for housing, community, and economic development public purpose investments. Counties have similar powers under Chapter 381 of the Local Government Code. These economic development powers will be helpful to support the life science industry expansion that is finally occurring in Houston/Harris County. The life science industry has extraordinary construction costs per square foot, which in 2023 were estimated to be \$600 per square foot compared to \$200 per square foot office construction cost.

Initially, priority capital improvements are proposed to be funded through the County RDA bond issue financing planned throughout the life of the Zone with the first bond issue and current and future tax increment revenue. Fund balance will additionally be utilized to develop projects, and tax increment revenue generated from new development that takes place. The goal of the RDA is to facilitate development through the design and construction of major, and minor roadways, including public utility systems, flood remediation infrastructure including detention facilities, public open space improvements including parks, placemaking, public art, pedestrian bridges, multi-purpose hike and bike trails, sidewalks landscaping, housing and environmental remediation as necessary, and to stimulate mixed income housing to support jobs/housing balance in employment centers. All improvements will be integrated with adjacent land uses with a primary focus on connectivity, pedestrian safety, and the visual environment within the Zone as well as within RDA boundaries.

PROPOSED OVERVIEW OF SCOPE OF WORK

The Design Engineer and Urban Design Team will create a strategy to create urban design recommendations to activate certain areas as defined. The selected team will assist the RDA in carrying out the specific design recommendations for implementation of the /HCRDA Planning and Capital Improvement Projects Program (CIP). This RFQ will entail monthly meetings and reporting requirements on the status of the program, and coordination of the architectural and engineering professionals, general contractors, and other specialists needed to complete the various components of the program. The selected Team will work closely with the Harris County and the City of Houston on all aspects of the Planning and CIP implementation process. The successful applicant will be required, by request of the RDA, to attend working meetings and attend all Board meetings where agenda items require discussion with the Board. All design and engineering work will be tracked and managed through ArcMap GIS/ArcGIS Pro software.

URBAN DESIGN AND TRANSFORMATIONAL RECOMMENDATIONS

The successful Team shall include a nationally recognized architectural design and urban design firm that shall support the Design Engineering and Urban Design Team, and may be requested on select project initiatives and projects to work independently, for recommendations on transformational placemaking within the boundaries of the TIRZ, or outside the Zone within Harris County, that will also be instrumental in the recommendations to the RDA. Examples of transformational recommendations include how to accommodate improvements to detention standards that result in successful redevelopment of higher quality land uses and revitalization of the surrounding area. Additional examples of transformation design include streetscaping, public art, and infrastructure improvements that foster revitalization of vacant and underdeveloped land within the TIRZ 24 boundaries, in in a Targeted Investment Area. The successful Team shall familiarize themselves with the County My Home is Here Study 10-year Housing Strategy, and the 2023 State of Housing in Harris County and Houston Rice Study ([2023 State of Housing in Harris County and Houston](#)), which outlines the need for affordable housing within Harris County. The Successful Team will be required to have demonstrated expertise in redevelopment, revitalization strategies, creation, and repurposing of land uses to create affordable housing in the support of transformational improvements to anchor land uses such as The Texas Medical Center (TMC), NASA, and Houston/Harris County in general. The successful Team will also review projects that are proposed to the RDA for evaluation and provide comments.

PROJECT MANAGEMENT AND SUPPORT

The successful Team shall organize and manage all project assignments and staff related to those assignments including the activities listed below:

- Direct Control of ongoing design and project management work related to CIP projects
- Plan, conduct, and document internal and external meetings related to CIP projects
- Establish quality assurance, coordination, and control procedures related to CIP projects
- Furnish the necessary technical and support staff to implement the priorities of the RDA CIP projects,

The successful Team shall provide the necessary administrative activities to support the implementation of the recommendations for CIP planning. The Design Engineering and Urban Design Team shall submit to the RDAy copies of all reports, design submittals, detailed cost estimates, recommendations, analyses, and construction documents. The selected Team will retain all documents for a period of three years and shall provide all documents to CSD at the end of the agreement term. The Team shall provide other related support services as authorized by the RDA.

DESIGN PHASE SERVICES

The Design Engineering and Urban Design Team will assist the RDA in the planning and design process including consultant selection, contract negotiation, and design management. The selected Team will serve a critical role as the owner's representative in reviewing the detailed design submittals. In addition, the successful Team will assign an Executive In-charge, and Project Manager(s) related to the separate Southern Sector, and Cullen Areas, which shall have extensive design engineering and urban design experience to assist in the development of the items listed below:

- Request for qualifications
- Advertising of projects
- Conducting pre-submittal conferences
- Evaluating statements of qualifications received by the RDA
- Aiding in recommendations to award design services contracts
- Provide a public engagement/stakeholder participation plan for each CIP project

The assigned Executive In-Charge, and Project Manager(s) for the Southern Sector and Cullen sector will be responsible for the day-to-day oversight of the individual consultants' design activities. These assigned personnel will ensure that the individual consultants are in compliance with their design contract requirements and are making the stated contractual progress towards completion of the project and address mitigation measure necessary to correct any delays.. The assigned leadership team will coordinate appropriate design reviews and evaluate the design relative to standard engineering practices and constructability. Urban Design studies may be authorized by the Board to work on various geographic areas within the Zone, to recommend improvements that will activate this 4,200 acres of vacant and underdeveloped acreage over the next 20-plus years, or projects outside the Zone.

PRE-CONSTRUCTION PHASE SERVICES

The successful Team shall provide construction bidding services for projects authorized by the RDA. The bidding process must comply with both the City of Houston and Harris County to be worked out upon successful selection. The overall bidding services that the Team shall provide will include compliance with all bid documentation, providing necessary copies of bid documents, assisting with the bid advertisement, conducting a pre-construction conference, preparing written addenda, performing the bid tabulation evaluating bids, and making recommendations for awards. The Team will prepare all construction contracting documentation, including primary contracts, special conditions, bid, performance, and payment bonds, warranties, and MWBE requirements, all in compliance with the City of Houston and Harris County requirements.

CONSTRUCTION MANAGEMENT SERVICES

The successful Team will provide overall construction management services for the assigned projects planned, designed, and contracted by the RDA. The RDA may request the Team to prepare cost and scope for providing construction management, engineering, and inspection services. The funding for all construction management services shall be included as a part of the construction funding authorizations for each specific construction contract. The Team shall coordinate between local municipal authorities, governmental agencies (COH, METRO, Flood Control, TxDOT, etc.), utility companies, and others involved in each project. The Team will be required to provide evidence that all required permits, licenses, and certificates have been obtained. The Team shall provide this information to outside agencies and other construction contractors to coordinate the assigned project. The Team shall work with the

construction contractors to develop acceptable construction schedules compatible with contract requirements. The Team shall monitor the construction contractor's daily progress, anticipate schedule-related delays, problems, and analyze alternatives to regain time lost on schedule delays. The Team shall prepare a monthly progress report for all projects under construction. The progress report shall present an assessment of the current status of each project and the work remaining. Additionally, the report shall identify problems or variances and provide a sound basis for management decisions. The Team shall meet with the RDA to review the contract status, provide information, and make pertinent recommendations for each project. The Team shall review all progress payment requests submitted by the contractor and make recommendations for payment to the RDA. The Team shall establish and maintain files for all construction-related project documents, including contracts, drawings, specifications, correspondence, requests for information, submittals, shop drawings, and other documents. The Team shall maintain detailed financial records for each project including payment requests and supporting documentation.

INSPECTION SERVICES

The successful Team shall provide engineering and inspection services to determine work and material furnished are in general conformance with the drawings and specifications. The Team shall coordinate the sampling and testing of materials to be performed by independent quality control testing agencies under direct contract with the RDA. The Team shall review the contractor's traffic control methods with submitted traffic control plans and identify noncompliance issues. The Team shall provide a substantial completion inspection for each project and prepare, for RDA approval, a Certificate of Substantial Completion and a list of work to be completed or corrected. The Team shall provide a final inspection of each project in conjunction with the RDA and design consultants. The Team shall prepare a Certificate of Final Completion and other closeout documentation for approval by Harris County, the City of Houston, and the RDA. The Team shall perform a warranty compliance survey for constructed facilities. The Team shall furnish the RDA with a written report enumerating items that require repair or replacement as provided under the correction period provisions of the Construction documents. The Team shall maintain adequate records for monitoring the effective dates and expiration dates of the warranties.

REQUIREMENTS FOR SUBMITTAL OF QUALIFICATIONS

All respondents shall review and complete the following requirements specific to this RFQ. In order to be eligible for consideration, the RDA must be able to determine whether the respondent will perform the contract satisfactorily.

Respondents, at a minimum, must:

1. Be able to comply with performance schedules as defined by the RDA Projects Committee, taking into consideration all existing business commitments.
2. The Team must have an outstanding record of previous experience in program management, design engineering projects on time and on budget, and urban design transformational solutions in urban environments. Specific experience participating in civil, structural, hydrology, and hydraulics engineering, project and program implementation of multi-disciplinary public capital improvement projects should be demonstrated in the response. . Demonstrated expertise involving development of mixed use and residential uses, and capital projects therein of various scales in a redevelopment and greenfield context for capital improvement program management, project consultant oversight, placemaking and envisioning development scenarios for land planning and vertical improvements and infrastructure and development costs.
3. Demonstrated familiarity with rules and regulations of local, state, and federal government entities and agencies, including the City of Houston, Harris County, Harris County Flood Control District, Texas Commission on Environmental Quality, Texas Parks & Wildlife Department, Texas Department of Transportation, the Army Corps of Engineers,

METRO, and TxDOT.

4. Be available to physically attend meetings with RDA, its committees and agents, the City of Houston and Harris County staff, and property owners on an ongoing basis.
5. Have the necessary technical and management capability to perform the work.
6. Be an established firm or Team with subcontractors that regularly engaged in the type of services required by this solicitation.
7. Be able to submit evidence of any information related to financial, technical, and other qualifications and abilities required to perform. A respondent may be requested to submit additional written evidence verifying that the minimum criteria necessary to satisfy the needs of the RDA can be met.

Submittal of qualifications shall follow the format described below and shall include the following information. **Documentation should be limited to 15 single-sided pages and include the below items. Statement of Interest Letter and Resumes do not count in the 15-page limit:**

- Cover letter including statement of general approach
- Qualifications of firm
- Qualifications of the proposed Team/Staff
- Other evidence supporting the firm's qualifications

Each submittal should be organized using the following outline:

a) Cover Letter:

A cover letter not exceeding three (3) pages in length shall summarize key points and the firm's approach to performing the required services. If the respondent considers any of the terms or scope of required services to be unacceptable, the respondent should identify them and cite appropriate reasons in the submitted cover letter. These exceptions will be considered in the evaluation.

b) Qualifications of firm. This section shall include:

1. Description of the Team and each Firm within the Team's history, size, and qualifications, including five (5) relevant examples demonstrating an understanding of the solicitation by the HCRDA.
2. A description of the firm's past and current assignments that are related to the type of services required by this solicitation, including the client and status of the project in each case. Also, identify which of the firm's employees proposed for assignment in this project have worked on similar assignments for other clients. Please indicate the capacity in which each employee served on previous engagements.

c) Qualifications of professional staff. The requirements of this section shall include:

1. A letter confirming which key staff members indicated in the organization chart will be assigned to this project; and
2. A project staffing plan including resumes, roles, and responsibilities for all "proposed key" staff members who will be assigned to this project, and ability to undertake multiple concurrent projects and manage fast track capital projects

construction solutions. .

d) References and past project descriptions

The RDA requests your cooperation in minimizing the bulk of your statements. Succinct submittals will be positively received.

EVALUATION AND FINALIST SELECTION CRITERIA

The RDA will review qualification submissions. The evaluation will be based on the qualification’s submissions and the following evaluation criteria. While these factors form the principal criteria for the selection of finalists, the RDA will consider any evidence provided that further demonstrates the unique skills or experience of the selected Team and its ability to contribute to the RDA program.

Criteria	Relative Importance
Qualifications of the firm – Past and Present Clients with Similar Projects	Most Important
Qualifications of Team members professional staff – Individuals identified are qualified in terms of education, training, or experience in their respective professions and have prior experience on similar projects. List five (5) relevant projects undertaken within the last 3-years.	Most Important
Urban Design experience and past work that resulted in transformational urban design of solutions. Provide experience and documentation on development success including real property improvement that resulted in increased revenue generation, types of projects and relevance to the RFQ.	Most Important
Understanding the Scope – CIP design engineering, Mixed-Income, Affordable Housing, and urban design strategies that complement the CIP projects that have been selected as priorities by the Board.	Important
Diversity – The Firm reflects the multicultural diversity of the Houston Community and complies with the MWBE standards of the City of Houston and Harris County programs.	Important
Stated Conditions in Cover Letter – Any concerns or conditions stated in the cover letter that may impact the team’s ability to meet the schedule, proposal deliverable requirements or ultimate provision of ongoing services, and reveal any potential conflicts of interest with other projects/entities within the RDA boundaries.	Important
Engineering design solutions that subscribe to the Harris County standards of Low Impact Design (LID).	Important
Urban design transformational solutions that were implemented that produced increased development value in a redevelopment and greenfield context locally and nationally (cite 5-examples).	Important
Past experience working TIRZ, Local Government Corporations, or Management Districts.	Important

All design products must be produced through the use of ArcGIS Pro, AutoCAD, or similar software compatible with the CSD systems.

Important

COMPENSATION FOR SERVICES

Fees for services will be negotiated with the Board of Directors of the RDA or its designee, once the consultant firm is selected. Before the award of the Contract, RDA may require the selected consultant firm to submit financial, technical, and other qualifications deemed appropriate by the RDA to verify the abilities of the selected consultant firm.

The RDA, as well as the selected consultant, may exercise the right to cancel the contract without cause with a written thirty-day (30) notice.

It is a goal of RDA to meet the City of Houston's and Harris County's Affirmative Action Program goals. The RDA will make good faith efforts to carry out this policy through awards of contracts and subcontracts to disadvantaged businesses and minority and women-owned business enterprises.

AWARD OF CONTRACT

- a) The RDA reserves the right to choose the consultant whose submittal of qualifications to this solicitation will be most advantageous to its goals.
- b) The RDA reserves the right to reduce the scope of the project and evaluate only the remaining elements from all statements.
- c) The RDA reserves the right to reject specific elements contained in all statements and to complete the evaluation process based only on the remaining items.
- d) The RDA reserves the right to reject any or all submittals or qualifications and to waive informalities and minor irregularities in submittals received.
- e) The RDA reserves the right to (1) cancel the entire Request for Qualifications; (2) and issue a subsequent Request for Qualifications.
- f) The response to this Request for Qualifications will by reference become part of any formal agreement between the selected consultant and the RDA.

A written notice of award will be issued to the successful respondent upon selection.

ADDENDUM

**ADDRESS FOR RFQ SUBMISSIONS RFQ DUE: Jan. 15, 2024 AT 4:00 PM CST AT THE CSD OFFICES
In care of Rene Martinez, Executive Director of the RDA, and TIRZ No. 24, 8410 Lantern Point Dr, Houston, TX 77054**

CONFLICT OF INTEREST AND DISCLOSURE

Firms seeking to do business with the RDA are responsible for maintaining compliance with the applicable provisions of Chapter 176, Local Government Code, related to disclosure of conflicts of interest. The Conflict of Interest Questionnaire is available for download from the Texas Ethics Commission website at www.ethics.state.tx.us/forms/CIO.pdf and should be submitted to the RDA under separate cover.

Firms also must be in compliance the provisions of Section 2252.908, Local Government Code, pertaining to the disclosure of certain ownership interests by filing Form 1295 with the Texas Ethics Commission. Form 1295 may be obtained at www.ejhc.state.tx.us/tecl1295-Info.htm.

HARRIS COUNTY

Firms will be required to be in compliance with all terms and conditions applicable to consultants as set forth in the Tri-Party Agreement between the RDA, Harris County and the City of Houston.

OPEN RECORDS

Once submitted, all RFQ responses will be deemed the property of the RDA and may be subject to release under the Texas Open Records Act. Financial statements will be returned upon request.