RFQ-20197219
Request for Qualifications

Langham Park Master Plan
Houston, Texas

Issued: Friday, October 19, 2018
Statement of Qualifications Due: Friday, November 16, 2018, 2:00 P.M

A project of:

Energy Corridor District (Harris County Improvement District # 4)
777 North Eldridge Parkway, Suite 270
Houston, Texas 77079
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REQUEST FOR QUALIFICATIONS
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A. GENERAL INFORMATION

ISSUED: Friday, October 19, 2018

QUALIFICATIONS DUE: Friday, November 16, 2018, 2:00 P.M.

FORMAT Hard copy, spiral bound, 8.5”x11” letter, portrait; Digital copy as a locked Adobe Acrobat Reader (pdf) file.

QUANTITY: Eight (8) printed hard copies;
One (1) digital copy, 300 dpi;

NOTE: Label CD-R or USB Flash Drive with firm name and reference number.

REFERENCE NO: RFQ-20197219

SUBMIT TO: Energy Corridor District
777 North Eldridge Parkway, Suite 270
Houston, TX 77079
Attn: Mr Robert L. Rayburn, ASLA, LEED AP
Phone: 281-851-5515
Email: rrayburn@energycorridor.org

Firms responding to this Request for Qualifications (RFQ) should mail or deliver a Statement of Qualifications (SOQ) to the Energy Corridor District (the “District”). Failure to submit per the General Information, the Content and Form, and the Evaluation and Selection Criteria may result in disqualification by the Evaluation Panel. SOQ delivered by telephonic, electronic, or facsimile media will not be received or evaluated.

The deadline for receipt of a SOQ is no later than 2:00 P.M., November 16, 2018. A one-page transmittal should be affixed to a sealed package containing the SOQ; the transmittal will be date-time stamped upon receipt by District staff. Late submittals will not be received or evaluated. Respondents to this Request may submit their SOQ at any time prior to the deadline.

NOTE: All A.M. and P.M. time references in this RFQ are specific to Houston, Texas, either Central Daylight-Savings Time (CDT) or Central Standard Time (CST), contingent on the corresponding date.
B. SUMMARY

West Houston has become one of the Houston region’s most desired places to live, learn, work and play. Approximately 1,500,000 people call it home as do many of the world’s leading energy companies. The Energy Corridor District is West Houston’s primary employment center with over 91,000 employees enjoying the opportunities and active, healthy lifestyle it offers.

The Energy Corridor is a unique suburban environment surrounded by two of the largest unspoiled natural areas of any metropolitan region in the U.S. Over 26,000 acres of parks, bayous and reservoirs, and more than 50 miles of trails lead to beautiful energy campuses, and secure, attractive neighborhoods. Living here means being within minutes from some of the region’s finest schools, world-class healthcare, first-class hotels, convenient shopping, and incomparable dining choices.

In the early 1970s, major employers with growing operations looked at relocating to suburban campus environments near new housing for additional employees. Two energy companies, Shell Oil Company and Conoco (now ConocoPhillips), led the way by constructing state-of-the-art campus facilities on Interstate 10 at Dairy-Ashford and Eldridge Parkway, respectively. Other oil and gas companies quickly followed suit, including Amoco (now BP America) and Exxon Chemicals USA, as well as a number of energy industry service companies such as M.W. Kellogg, Diamond Offshore and Atwood Oceanics.

The Texas state government established the Energy Corridor District (also known as Harris County Improvement District #4) in 2001 as a municipal management district at the request of the area's commercial property owners. Municipal management districts coordinate public and private investment, promote public safety and improve the quality of life within the district.

The Energy Corridor District’s primary purpose is to increase the value of properties in the District. Local and national property interests recognize the benefit of special districts to protect property owners’ investments and increase values. Houston’s lack of zoning emphasizes the benefit of the Energy Corridor District’s master planning initiatives, transportation and infrastructure plans, park improvements, maintenance, security and advocacy for its constituents.

C. BACKGROUND AND STUDY AREA

In 2015 District Board of Directors and Staff approved the Energy Corridor District Master Plan prepared by a team of urban and landscape planning firms, led by Sasaki Associates.

http://www.energycorridor.org/sites/ecd/media/about/master-plan/20150625_ECD_MasterPlanReport_WEB.pdf

The Master Plan defines this vision for the Energy Corridor District;

“Our vision is to be internationally recognized as a high-quality place in which to work, live and invest”.

To that end the Master Plan envisions the creation of a new central park for West Houston and the District, Langham Park. A cultural, social, environmental and recreational center of gravity, the kind of
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memorable destination that makes West Houston a preferred place to live, work, play and learn. A quality of life enhancement for residents and a tool in attracting and retaining the best and brightest.

Terry Hershey Park is a popular and important park in The Energy Corridor. The trails and landscape connect the entire Buffalo Bayou system with the Addicks and Barker Reservoirs, and include a range of active and passive park and recreation spaces. The master plan recommends building upon these great assets and evolving a portion of the park into a world-class regional destination for The Energy Corridor and West Houston. Langham Park would occupy a thirty (30) acre site north of Interstate 10 and South of the Addicks Reservoir / Cullen Park levee on either side of Langham Creek. While the park may grow south sometime in the future the immediate focus of Langham Park is North of Interstate 10. (Refer Appendix A)

While the District will develop, maintain and operate Langham Park the land area it occupies is under the jurisdictions of the US Army Corps of Engineers, Texas Department of Transportation, Harris County Precinct 3, Harris County Flood Control District and CenterPoint Energy. Park planning and design will need to be responsive to the interests and missions of these entities.

D. PURPOSE OF THIS REQUEST

The District is seeking the submission of Statements of Qualifications in response to RFQ-20197219 from Consultants qualified to create a Master Plan for Langham Park. The Master Plan will serve as a development framework that guides the District and a broad range of stakeholders towards the phased construction of the park.

The Master Plan is intended to provide the District with these outcomes:

1. A definition of desired programmatic elements and activities within the park coupled with a holistic vision that is designed in a manner that results in a world-class destination for West Houston and the District.

2. A strategy for the phased implementation of the park identifying costs and optimum sequencing of envisioned improvements.

3. A consensus plan that can be supported by the District, public jurisdictions, residents and businesses.

4. Plans, graphics and data that will allow the District to attract potential funding partners and sources.

E. PROJECT SCOPE

The Master Plan shall define:

• Park programming and activities
• The character and aesthetic of the park
• Environmental and archeological preserves
• Park architecture
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- Vehicular, shuttle, bike and pedestrian connectivity and amenities
- Interpretative and educational elements
- Grading and drainage design
- Water quality, conservation and storm water management
- Planting design
- Lighting
- Public art
- Crime Prevention Through Environmental Design (CPTED) and other public safety and enjoyment initiatives.
- Implementation Phasing Plan
- Cost Estimation for each phase of construction incorporating both construction and project soft costs.

F. SCOPE OF SERVICES

The scope of services outlined below expresses minimum expectations of the District. The Consultant shall use their professional judgement in developing a process that will yield the best outcome for the District.

STEP ONE – PRELIMINARY MASTER PLAN

1. Project Initiation Meeting – meet with the District, local business partners and public agency representatives to gather project information, review master planned program elements, discuss project schedules, site and jurisdictional opportunities and constraints, stakeholder objectives, park goals and aspirations. Public agency involvement must include the US Army Corps of Engineers, Texas Department of Transportation, Harris County Public Infrastructure, Harris County Precinct Three and the City of Houston.

2. Site Analysis – photo document the site and conduct an analysis of existing conditions that will influence design including the results of archeological studies, topography, hydrology, solar orientation, trees, land ownerships and jurisdictions.

3. Programming – through District demographic studies, case studies, scale comparisons of similar contemporary parks around the world and their program elements distill recommended program elements that might be relevant to the project, site and aspirations of Langham Park that should include maintenance and operation considerations.

4. Design Vision & Principles - define the vision and values that will guide the park’s design.

5. Preliminary Master Plan – Develop the preliminary master plan for the park including an illustrative plan, sections, programming, functional and character diagrams, reference images, models, draft perspectives, preliminary phasing strategy and order of magnitude cost estimate.

6. Preliminary Master Plan Presentation – Present the preliminary master plan to the District and stakeholders for input and approval.
STEP TWO – FINAL MASTER PLAN

1. Final Master Plan – based on input from the Preliminary Master Plan presentation prepare the final Master Plan including an illustrative plan accompanied by enlarged plans of key areas, sections and reference images as needed to communicate the design intent.

2. Perspectives – Prepare four (4), minimum, final perspectives of key areas of the design

3. Park Systems Diagrams – Prepared diagrams illustrating proposed park program elements / attractions / activities, interpretive and educational opportunities, park architecture, circulation, hydrology, sustainability, hardscape and landscape typologies.

4. 50% Progress Review – conduct a progress review with District staff to discuss the proposed Park System components in advance of developing the Phasing Strategies.

5. Phasing Strategy – Prepare diagrams illustrating the recommended implementation increments and their sequencing.

6. Estimate of Probable Cost - Prepare cost estimates for each phase as well as total costs

7. Final Maintenance Demands – diagrammatically communicate the levels of maintenance required within the proposed park.

8. 75% Progress Review – conduct a progress review with District staff at the 75% completion point.

9. Final Master Plan Presentation – Present the final Master Plan to; 1) the District and Stakeholders; 2) the District Board, and 3) Potential funding partner.

G. FINAL DELIVERABLES AND MEETINGS

1. Summarize the Final Master Plan into booklet form and provide one (1) digital file in PDF form and ten (10) printed copies of the booklet. The format of the Final Master Plan will be developed and designed by the selected Consultant.

2. For all meetings the Consultant will prepare minutes including attendance rosters, topics addressed, and decisions processed to advance the project, including actionable tasks for both the Consultant and the District. Draft minutes will be submitted to the District Project Manager for review and approval; the District will distribute the meeting minutes to appropriate parties.

H. QUALIFICATIONS SUBMITTAL REQUIREMENTS
The District is requesting submittals from qualified landscape architectural, planning, architectural and engineering firms, however the District foresees landscape architecture as the prime discipline. Qualified firms are those that have completed a project of a similar scope and scale in the previous ten (10) years. Candidates can choose to include design disciplines in their proposing team they feel necessary to achieve intended outcomes. All interested candidates must submit information about their firm that identifies the following qualifications. Please adhere to the following page limitations – each side of a double-sided sheet counts as one page, twenty (20) pages maximum.

1. **Letter of Interest & Statement of Qualifications** - Firm introduction, service(s) offered and years of experience (minimum of three years). Understanding of the RFQ and District expectations. Please clearly list the main point of contact and his/her contact information (name, address, phone, email). **2 pages maximum.**

2. **Experience Listing** - Projects of similar scale and/or scope completed by the firm of key individuals within the firm during the past ten (10) years. Experience with parks master planning, design and construction in the Houston Region, and more specifically in flood prone sites, is a plus. **2 pages maximum.**

3. **Comparable Project Profiles** - Profile no more than four (4) comparable projects two (2) pages per project. Provide images for each comparable project; for each project, please note:
   a. Project name and location.
   b. Brief project description/scope of work, and your role and scope of work.
   c. Date completed.
   d. Total area, and
   e. Construction cost.
   f. References (contact name, title, company, relation to project, and phone number).
   g. Sustainability component. **8 pages maximum.**

4. **Local Experience** - List your experience with related projects in the District, the City of Houston, and public jurisdictions related to the project and stakeholders. **2 pages maximum.**

5. **Design Team** – Provide a design team organization chart along with resumes of key design team members. **4 pages maximum.**

6. **References** – Provide three (3) Client references from past work experience of a similar scope and scale. **1 page.**

7. **Insurance Capabilities** - Provide information regarding firm’s current insurance coverage for general liability, workers’ compensation, professional liability, excess/umbrella, automotive coverage, commensurate with the project type. **1 page.**
I. EVALUATION AND SELECTION CRITERIA

Qualified respondents will be evaluated and selected based on demonstrated experience with similar land use and financial planning. The Qualifications will be evaluated by a 7-member panel and scored on the following criteria:

- **15%** – Letter of Interest, Statement of Qualifications, Understanding of RFQ.
- **25%** – Experience with projects of a similar scope and scale.
- **20%** – Team Composition, Key Personnel
- **15%** – Knowledge of Local Conditions
- **15%** – Project Management, including stakeholder engagement.
- **10%** – Client References (past work experience of similar scope).

The District may elect to interview up to three (3) respondents with the highest cumulative scoring evaluation. Or may elect to forego interviews. The conditions for the interview will be distributed in advance to each short-listed consultant. Following the interviews, if any, a final Consultant will be selected by the Evaluation Panel. The selected Consultant will be requested to provide a Scope of Services and Fee Proposal for review and approval.

Contract negotiations between the District and the selected Consultant are projected to take place in **late-December 2018** such that the services can commence in **January 2019**.

J. DIVERSITY COMMITMENT

Utilization of certified Minority, Women, Small and Disadvantaged Business Enterprise (MWSDBE) firms is a primary consideration of the District, but will not solely determine the selected Consultant. The goal for the Authority is to award **20%** of the total value of the contracted services to MWSDBE consultants. MWSDBE firms should be clearly identified in the SOQ, including an estimated percentage of services to be provided. Consultant diversity will be evaluated under the “Team Composition, Key Personnel” criteria.

K. QUALIFICATIONS PRE-SUBMITTAL CONFERENCE AND QUERIES PRIOR TO SUBMITTAL OF SOQ

For consultants interested in responding to RFQ-180314, a non-mandatory, Pre-submittal Conference will be hosted at the District’s office at 777 North Eldridge Parkway, Suite 270 at 2:00 PM, **Thursday, October 18, 2018**. Attendance at this conference is limited to two individuals per firm.

The District will consider “Requests for Clarification or Additional Information” from potential respondents during the queries period and only by written request via electronic mail submitted to Robert Rayburn — rayburn@energycorridor.org — on or before 2:00 P.M. Friday, **November 16, 2018**. In response to appropriately submitted queries, all respondents who attend the Qualifications Pre-submittal Conference will receive an Addendum via electronic mail by **4:00 P.M., Friday, November 09, 2018**. Telephone queries will not be addressed by the District at any time following the issuance of RFQ-20197219.
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Any responding consultant who has not attended the Qualifications Pre-submittal Conference may access addenda at www.energycorridor.org, but assumes the risk that its SOQ may be disqualified for omissions resulting from insufficient receipt of information that may be communicated by the District during the Qualifications Pre-submittal Conference or issuance of subsequent addenda.

L. NOTIFICATION PROCEDURES

All respondents who submit a valid SOQ in response to RFQ-20197219 will be notified by electronic mail of the selected Consultant once approved and under agreement with the District. The Authority will retain all copies of submitted Statements of Qualifications, with no portion or excerpt returned to any respondent.

Submission of a valid SOQ in response to RFQ-20197219, including the award of contract to the selected Consultant, does not preclude any respondent from pursuing or receiving future work that may result from the recommendations advanced by the District.

M. PROJECT BUDGET

Consultant selection will be based on qualifications, merit, evidence of past comparable performance, and knowledge of local conditions. Fees for professional services will be submitted as a Scope of Services and Fee Proposal upon request by the District following selection of the qualified Consultant. Costs associated with the services and final deliverables, including all reimbursable expenses, are to be included as part of the Scope of Services and Fee Proposal. The budget currently authorized by the District’s Board of Directors is set at $125,000; commensurate fees for professional services rendered will be negotiated within this limit with the selected Consultant.

N. COSTS AND EXPENSES

To any consultant responding to RFQ-20197219 and submitting an SOQ, all costs and expenses incurred to produce an SOQ shall be borne solely by the respondent. In no event shall the District have any financial remuneration to any respondent for the preparation or submittal of an SOQ, or for subsequent interviews, meetings and negotiation activities required to execute an agreements with the District.

O. ADVERTISEMENTS

RFQ-20197219 has been advertised in the print editions of Houston Business Journal and the Houston Chronicle for the two-week period beginning October 19, 2018. The Request for Qualifications and associated Addenda per the procurement schedule below, including the attendance roster from the Qualifications Pre-submittal Conference, are available for download on the Authority’s website, http://www.energycorridor.org. The following block text communicates the advertisement.

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PLANNING SERVICES FOR LANGHAM PARK MASTER PLAN

THE ENERGY CORRIDOR DISTRICT (the “DISTRICT”) will receive Statements of Qualifications (SOQ) from consultants for a Langham Park Master Plan to be managed by the DISTRICT, in Houston, Texas. SOQs will be received until 2:00 P.M., local time on Friday, November 16, 2018, by Robert L. Rayburn, Energy Corridor District, 777 N. Eldridge Parkway, Suite 270, Houston, Texas 77079. Qualifications received after this time will not be accepted. Respective of this advertisement, telephone, mail, email queries or requests for information will not be addressed by the DISTRICT.

Beginning Friday, October 19, 2018, this project’s Request for Qualifications (RFQ) may be reviewed and downloaded as an electronic file from the Authority’s website: http://www.energycorridor.org. A qualifications pre-submittal conference is scheduled for 2:00 PM, Tuesday, October 30, 2018, to be held at the DISTRICT’S office. Following this conference, queries or requests for information will be addressed by the DISTRICT, pursuant to the instructions provided in the RFQ.

Based on the Qualifications submitted, an evaluation and selection committee will identify up to three consultants for a second-stage interview to be held in early-December. The DISTRICT will award the contract to the selected consultant based on the qualifications and interview performance. The ENERGY CORRIDOR DISTRICT will administer the logistics of governmental and public engagement during the planning process and work directly with the selected consultant. As the project’s funding entity, the DISTRICT will serve as the Client to the selected consultant.

P. CONSULTANT PROCUREMENT AND ANTICIPATED PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issuance of RFQ-20197219</td>
<td>October 19, 2018</td>
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<tr>
<td>Pre-Submittal Meeting</td>
<td>October 30, 2018</td>
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<tr>
<td>SOQ Submission Date</td>
<td>November 16, 2018</td>
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<tr>
<td>Interviews (If any)</td>
<td>December 04, 2018</td>
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<tr>
<td>Consultant Selection</td>
<td>December 18, 2018</td>
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<tr>
<td>Finalize Agreement</td>
<td>January 08, 2019</td>
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<tr>
<td>Begin Work</td>
<td>January 15, 2019</td>
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Q. EXHIBITS
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EXHIBIT A

Boundary Map for the District
EXHIBIT B

Langham Park Study Area – Thirty (30) acres