



REQUEST FOR QUALIFICATIONS

Project: The Energy Corridor District
Design Standards and Streetscape
Guidelines

A project of:
The Energy Corridor District
(Harris County Improvement District #4)
777 North Eldridge Parkway, Suite 270
Houston, Texas 77079

Issued: September 24, 2020

Proposals due: 5:00 p.m. on October 23, 2020



A. About the District

Vision Statement

The Energy Corridor District is recognized as a premier place to work, live, play, and invest. As a thriving destination and business center, the District is at the forefront of advancing economic vitality through integrated planning efforts and the creation of a safe, accessible, well-maintained, amenitized, and distinctive environment.

Mission Statement

Our mission is to promote, develop, maintain, and enhance the Energy Corridor District through implementation of projects, services, and initiatives in the realm of public safety, transportation and mobility, infrastructure, streetscape, and economic development. Through active leadership, advocacy, and collaborative efforts, the District works to accelerate area improvements for long-term economic vitality.

District Stakeholders

- Land/Property Owners
- Employers (of all sizes)
- Business Owners
- Commercial Leasing/Real Estate Professionals/Property Management
- Community (Residents), including associations
- Employees (and Visitors)
- Federal, State, and Local Public Agencies
- Federal, State, and Local Elected Officials
- Media/Publications

The Energy Corridor District (District) is an advocate for one of Houston's premier business centers and destinations. Established in 2001 by the Texas Legislature as Harris County Improvement District #4, The District was created to promote, develop, encourage, maintain employment, commerce, transportation, housing, recreation, arts, entertainment, economic development, safety, and the public welfare within its boundaries[1].

Home to the headquarters and regional offices of prominent global firms within the energy sector and beyond, the District consists of over 2,000 acres, stretching along IH-10 from Kirkwood Road to west of Barker Cypress Road, and extending south along Eldridge Parkway to south of Briar Forest Drive. The District also offers access to assets such as Buffalo Bayou, Terry Hershey Park, various recreational trails, and adjacency to over 26,000 acres of parks and open space.

The District is committed to positively impacting the service area through leadership that collaboratively implements and accelerates projects, services, and initiatives. Our purpose is not to reduce public sector responsibilities, but to leverage public and private resources through partnerships for the purpose of improving and enhancing the District. This commitment is executed through the District's core services* of:

- Advocacy, Economic Development, Leadership, and Marketing
- Beautification and Maintenance
- Planning, Infrastructure, and Identity
- Public Safety and Security
- Transportation and Mobility

**Core services are listed in alphabetical order.*

Core Services and District Goals

- *Advocacy, Economic Development, Leadership, and Marketing*
 - Serve as the reliable go-to resource for stakeholders by gathering and maintaining relevant data, facts, and information regarding the District.
 - Proactively represent and advocate for the District's interests. Foster collaboration and partnerships with city, county, state, and federal elected officials and public agencies to advance key issues, funding, projects, and initiatives.
 - Promote and market the District to stakeholders through development of key messages and implementation of targeted initiatives, communications, and events.
 - Consistently and proactively engage, interact with, and request input from District stakeholders.

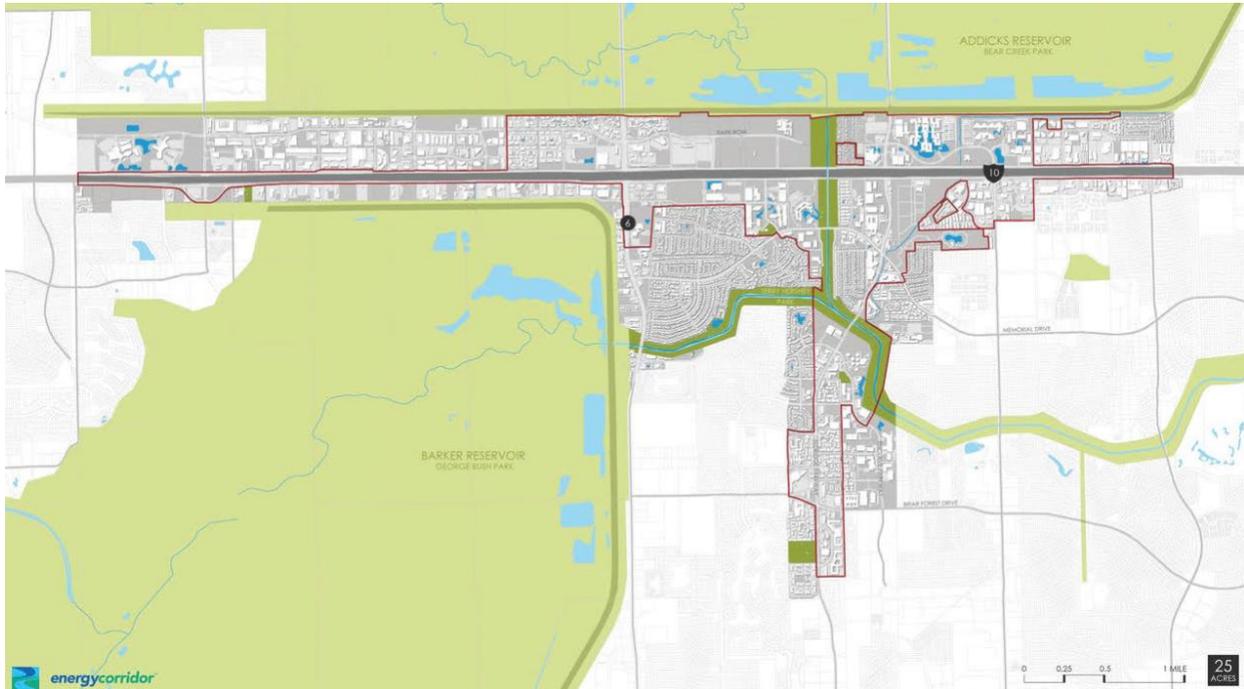
- *Beautification and Maintenance*
 - Invest in quality and manicured landscaping and hardscaping that features seasonal plantings to enhance the visual appearance and improve curb appeal; provide consistent upkeep.
 - Maintain esplanades and public right-of-way to include trash and debris removal, irrigation repairs, etc.; complete installation and maintain sidewalks, crosswalks, curbs, etc., where applicable.
 - Maintain District property in esplanades and public right-of-way to include signage, bus shelters, lighting, bollards, bike racks, etc.

- *Planning, Infrastructure, and Identity*
 - Lead strategic District master planning and visioning efforts incorporating the development of sound infrastructure and flood resiliency for the long-term success of the District.
 - Develop, implement, maintain, and manage uniform design standards and identity features focused on enhanced streetscape, urban, environmental, flood resiliency, and crime-prevention design.
 - Develop, maintain, and manage a District-centric Capital Improvement Plan that considers both short- and long-term above ground, underground, and flood resiliency infrastructure objectives and investments for the District's advocacy and implementation purposes.
 - Advocate, engage, and coordinate infrastructure planning and execution of public projects with city, county, state, and federal agencies that impact the District; leverage District interests and collaborate, where possible.

- *Public Safety and Security*
 - Promote a safe and secure environment through regular District security patrol with an emphasis placed on cultivating relationships and instilling cooperation with stakeholders.
 - Advocate and advance partnerships that supports the District's public safety interests.
 - Host security and public safety events, meetings, and initiatives that increase awareness of safety measures.

- *Transportation and Mobility*
 - Assess, advocate, partner and/or lead initiatives to implement, maintain, or expand public or private multi-modal transportation and mobility options to, from, or within the District.
 - Advocate for and assist with traffic mitigation efforts in and around the District to improve the flow of traffic within the District.

- Advocate for the design of safer streets for pedestrians, cyclists, and vehicles; foster cleaner air quality initiatives, where applicable.
- Expand and amplify the use of Hike and Bike Trails within and adjacent to the District; lead and partner in efforts to foster greater regional connectivity.



B. Purpose of Request for Qualifications (RFQ)

The District is requesting statements of qualifications from firms who can successfully demonstrate they have the relevant experience, qualifications, and resources to perform the professional services scope of work as described in this Request for Qualifications (RFQ). From this RFQ, the District will select the firm who has demonstrated the necessary qualifications and capacity to successfully perform and complete the project. The firm will operate under the direction of the District and will be responsible for the successful management and delivery of services.

The services outlined in the scope of work express minimum expectations of the District. Responding firms shall use their professional judgement when developing their Statements of Qualifications (SOQ) to ensure submissions reflect applicable and relevant experiences pertinent to successful completion of the scope of work.

Additionally, the District's Strategic Framework (Mission and Vision Statements, Core Services, and Goals) as described in "About the District," serve as a guide for internal day-to-day and long-term decision making and operations. This framework should be considered by responding firms in their understanding of the District's purpose, goals, and overall project scope of this RFQ.



C. Scope of Work

Objective:

The Energy Corridor District is seeking professional services to develop dynamic design standards and streetscape guidelines for the District. The developed design standards and streetscape guidelines will reflect current governmental code and ordinances; support optimal planning, design, and construction; reflect considerations of all users; achieve cost-savings for both public and private investments; minimize, with the goal of eliminating, unintended consequences for a lack of cohesive planning; all while encouraging long-term economic vitality within the District and beyond.

The District seeks to create a uniform and consistent standard throughout our boundaries. This includes standards for improvement projects and other developments in public right-of-way, easements, esplanades, travelways, shared streetscape realms, etc. This also include existing District infrastructure, such as street signage, bus shelters, and other items.

Context:

The uniform design standards and streetscape guidelines are critical to enhance the District's sense of place. The developed standards and guidelines will focus on creating a consistent and unique, but dynamic urban and environmental character for the District.

By developing design standards and streetscape guidelines, the District seeks to build upon its past investments. Existing designs related to pedestrian crossings, ornamental lighting, bollards, signage, bus shelters, as well as other streetscapes, landscape, and hardscape improvements should be reviewed and considered. Additionally, the 2015 Master Plan should be reviewed for its relevancy. The master plan outlined a long-term vision and established guiding principles with feedback received from community leaders and business stakeholders. Other previously District developed planning documents, which may be relevant to the scope of work, include the Livable Centers Plan, Memorial Drive and Eldridge Parkway Protected Intersection Project, Langham Park Master Plan, and West Houston Trails Master Plan.

Contemplation of new ideas and principles should be incorporated into the development process to ensure the resulting design standards and streetscape guidelines are reflective of the District's current vision. This process should also consider District stakeholder feedback and input prior to finalization and adoption.

The developed standards and guidelines will be publicly available and promoted to ensure they are incorporated into both new and re-development public and private projects within District boundaries. The design standards and streetscape guidelines, once developed and implemented, will continue to position the District as a high-quality economic center and premier place to work, live, play, and invest.

Deliverables:

The project deliverables shall include at a minimum:

1. A report, which includes detailed analysis and considerations for:
 - a. Government code and ordinances

- b. Support for optimal planning, design, and construction related to the developed standards and guidelines
 - c. Users interactions
 - d. How standards and guidelines would achieve cost-savings for both public and private investments
 - e. Reduction of unintended consequences for a lack of cohesive planning
 - f. How the standards will encourage long-term economic vitality within the District and beyond.
 - g. Implementation and maintenance cost
2. Design Standards and Streetscape Guidelines Catalog
 - a. Provide a catalog which depicts developed District standards and guidelines. The catalog should provide an introduction; insight into the development process; purpose and goals; listing of detailed design standards and guidelines detailed by photos, graphics, and other elements to highlight and emphasize implementation strategies and benefits; and resources and references.

The selected firm may be retained by the District to perform other Planning and Engineering Professional Services at the request of the organization.

D. General RFQ Information

Issued: September 24th, 2020

Statements of Qualifications (SOQ) Due: 5:00 p.m. on October 23rd, 2020

Format: One (1) Digital copy as a PDF file

Submit to: fdemarie@energycorridor.org with Subject line: *The Energy Corridor District SOQ for The Energy Corridor District Design Standards and Streetscape Guidelines*

E. Statement of Qualifications (SOQ) Submittal Requirements

The District is requesting SOQs from firms who can successfully demonstrate they have the relevant experience, qualifications, and resources to perform the professional services as described in this RFQ. Responding firms must ensure their SOQ includes the following:

1. *Letter of Interest* – Responding firms must submit a one (1) page letter consisting of a statement of interest in the project and availability of the firm to provide the service.
2. *Statement of Qualifications* –
 - a. Provide an understanding of the firm’s capabilities to perform the project.
 - b. Demonstrate the firm’s capabilities and qualifications by providing a minimum of three projects of similar scope completed by the firm and/or key individuals within the firm over the past five (5) years. If possible, include projects delivered for jurisdictions of similar size.
 - i. At a minimum, the SOQ should describe specifics such as the project’s name, client’s name, project description, period of performance/completion timeframe for which the project was pursued and completed, order of magnitude, and applicable results yielded from the project’s implementation. A point of contact for each project should be included.

3. *Proposed Approach* – Demonstrate the firm’s understanding of the scope of work by providing an outline of its recommended approach to accomplish the scope of work. The outline should not exceed two (2) pages.
4. *Proposed Project Team* – Provide a list of the proposed project team members and, if applicable, consultants and sub-consultants external to your firm. Include a listing of relevant professional qualifications and experiences for each individual on the project team.
5. *References* - Include three (3) to five (5) references from clients/agencies for which your firm has performed similar or relevant work. Include names, titles, complete address, phone numbers and email addresses.

F. Evaluation and selection criteria

The District will review and evaluate all submittals received by the designated closing date and that meet the submittal requirements outlined in the RFQ. The submitted SOQs will be evaluated according to the following criteria:

- Demonstrated capabilities and qualifications of the firm
- Demonstrated qualifications and relevant experiences of the project team
- Demonstrated experiences with projects of a similar scope of work
- Proposed approach, which demonstrates a clear understanding and the ability to accomplish the District’s minimum requirements
- Additional creative solutions proposed by the consultant that exceed the expressed minimum requirements of the RFQ
- Any other considerations the District deems relevant

Based on the evaluation, the District may select a firm or establish a short-list of firms for further consideration and evaluation. The selected firm(s) may be offered the opportunity to participate in an interview/presentation to further demonstrate capabilities, qualifications, experiences, and proposed approach to accomplishing the scope of work.

At the completion of the RFQ evaluation process, the District may work with a selected firm to negotiate a proposal to accomplish the outlined scope of work.

G. RFQ Procurement Schedule

- Issuance of RFQ – Friday, September 25th, 2020
- Questions Submittal - Monday, October 5th, 2020
- Response to questions (posted on the District’s website) - Friday, October 9th, 2020
- SOQ Submission date – Friday, October 23rd, 2020
- Interviews (if any) – Starting Monday, November 2nd, 2020
- Firm Selection – Friday, November 13th, 2020

The District reserves the right to make any changes to the schedule. In the event of a change of schedule, an addendum shall be posted on the District’s website.



H. Submission of Questions from Potential Offerors

The District will consider questions related to the District requirements outlined in this RFQ. Questions must be submitted in writing and emailed to Fabiana Demarie at fdemarie@energycorridor.org by the due date identified in the procurement schedule. The District's response to submitted questions will be posted to the District's website by the date identified in the procurement schedule.

I. Notification Procedures

Responding firms will be notified by electronic mail of the selected firm once approved and under contract with the District.