



# REQUEST FOR QUALIFICATIONS

Project: The Energy Corridor District  
Strategic Action Plan

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:

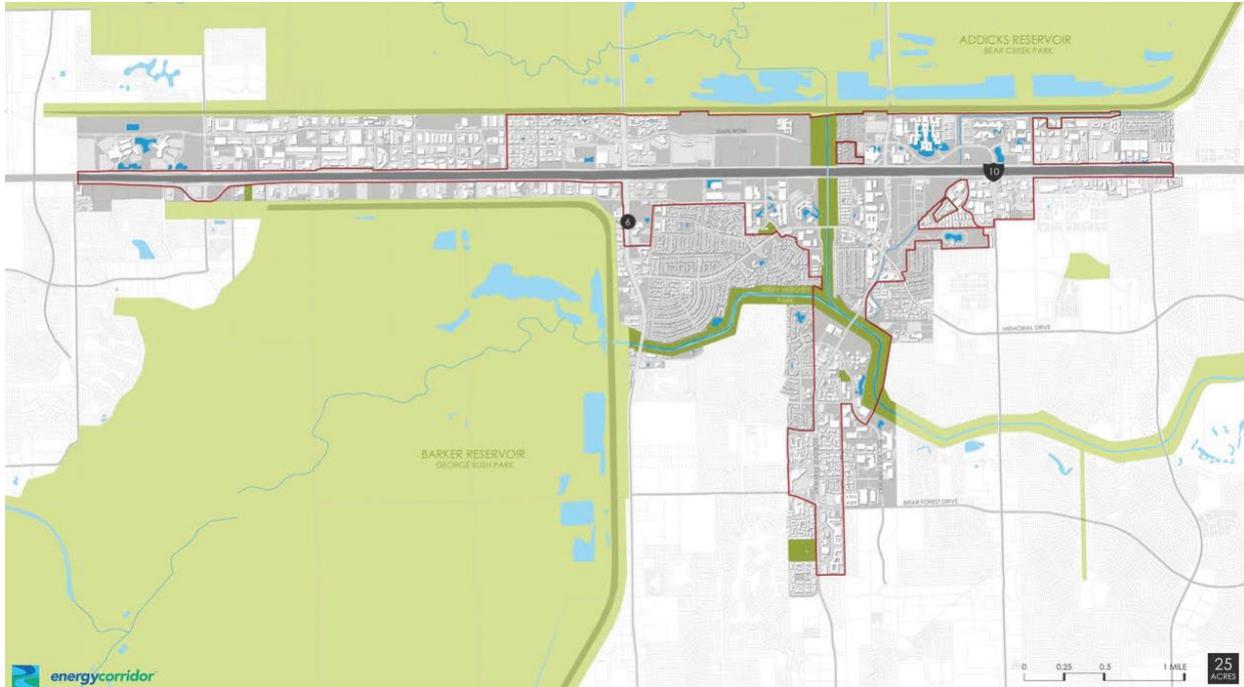
- Advocacy, Economic Development, Leadership, and Marketing
- Beautification and Maintenance
- Planning, Infrastructure, and Identity
- Public Safety and Security
- Transportation and Mobility

*\*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. Introduction

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 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 to develop a Strategic Action Plan, which should consist of a District Capital Improvement Plan and tool, to identify, analyze, and establish strategies to address the short- and long- term needs and gaps of the District's built environment and infrastructure. The Strategic Action Plan should include considerations for, but not limited to, stormwater and drainage, transportation (roadway, transit, etc.), water supply and resources, and other above ground and underground infrastructure improvements. The plan will be used as an internal planning and implementation tool to support the District's core service and goals related to Planning, Infrastructure, and Identity.

### *Context:*

The Strategic Action Plan, incorporating the Capital Improvement Plan and tool, will help to shape the District's planning and infrastructure efforts of enhancing, restoring, or prolonging existing infrastructure and/or implementing new infrastructure that adapts to the future needs of the District. The plan should build upon the success already achieved by the District, while helping to position the organization to identify and address future infrastructure requirements. Additionally, applicable aspects of the District's 2015 Master Plan should be reviewed for relevancy and incorporated as necessary.

The Strategic Action Plan should produce recommended actions to help guide organizational decisions, address funding barriers, create partnerships, increase organizational effectiveness, and help to position the District for long-term economic vitality through the development of sound infrastructure.

The selected firm is strongly encouraged to identify infrastructure needs and opportunities not previously identified by the District. Likewise, City of Houston, Harris County, Harris County Flood Control District, TXDOT, METRO, and other public or private entity infrastructure projects, including capital projects that are planned or nearing construction should be considered. These projects may represent the opportunity for the District to develop partnerships with public agencies or other entities to help accelerate the project for the District's benefit and/or leverage District resources with other available funding sources to maximum the project's impact on the District.

### *Deliverable:*

The selected firm shall develop a Strategic Action Plan, which should also consist of the development of a Capital Improvement Plan and tool. The plan should identify, analyze, and establish strategies to address the short- and long- term needs and gaps of the District's built environment and infrastructure. Additionally, the plan shall include considerations for, but not limited to:

- Policy and Funding Considerations and Strategic Planning Guidance
  - Organizational planning guidance
  - Identification of implementation barriers
  - Identification of funding strategies and sources
  - Recommended actions to implement and maintain the Strategic Action Plan

- Development of a planning tool for long-term management of Capital Improvement Plan
- Project Identification, Implementation, and Partnerships
  - Project names and descriptions (to include rationale for implementation)
  - Implementation strategies and road map
    - Determination of Short- and Long-Term project implementation
  - Project selection and phasing guidance
  - Order of Magnitude per project, including cost-benefit considerations
  - Specific funding strategies for each project
  - Identification of partnership opportunities, including public agencies or others

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 24<sup>th</sup>, 2020

*Statements of Qualifications (SOQ) Due:* 5:00 p.m. on October 23<sup>rd</sup>, 2020

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

*Submit to:* [fdemarie@energycorridor.org](mailto:fdemarie@energycorridor.org) with Subject line: *SOQ for The Energy Corridor District' Strategic Action Plan.*

#### **E. Statement of Qualifications (SOQ) Submittal Requirements**

The District is requesting SOQ 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 25<sup>th</sup>, 2020
- Questions Submittal - Monday, October 5<sup>th</sup>, 2020
- Response to questions (posted on the District's website) - Friday, October 9<sup>th</sup>, 2020
- SOQ Submission date – Friday, October 23<sup>rd</sup>, 2020
- Interviews (if any) – Starting Monday, November 2<sup>nd</sup>, 2020
- Firm Selection – Friday, November 13<sup>th</sup>, 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 requirements outlined in this RFQ. Questions must be submitted in writing and emailed to Fabiana Demarie at [fdemarie@energycorridor.org](mailto:fdemarie@energycorridor.org) by the due date identified in the procurement schedule. The District's response to submitted questions will be posted to its 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.