

## TAX INCREMENT REINVESTMENT ZONE NUMBER TWELE (TIRZ 12) CITY PARK TIRZ

**ISSUE DATE:** September 10<sup>th</sup>, 2021  
**TO:** Administrative Services  
**FROM:** TIRZ 12 City Park Board of Directors  
**SUBJECT:** Request for Statements of Qualifications for Administrative Services

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### **Introduction:**

The City Park TIRZ (TIRZ #12) Board of Directors is seeking responses to a Request for Qualifications from firms that have experience in providing professional administrative services. The administrator will serve as the principle administrator of the Zone on a part-time basis, averaging 40 hours per month. As the Zone grows and implements more projects, there will be an opportunity to change this position to a full-time position.

Qualified candidates interested in the position should have a college degree and significant experience in relevant public and/or private positions, experience in working with the City of Houston, a proven record of directing, managing, and overseeing activities of entities involved with contracting with third parties. Necessary skills include verbal and written communications, organization, leadership, networking, facilitating, negotiating, and computer literacy. The candidate should demonstrate a working knowledge and appreciation of urban development, local government, and finance.

The Zone Administrator will provide strategic leadership in the following areas:

### **Administration:**

- Prepare annual five-year Capital Improvement Plan, including scheduling and attending required meetings with the City, preparing clear and concise project descriptions of each project, and preparing an assessment of projects planned or undertaken by other entities that may affect Zone projects.
- Maintain a calendar of required administrative matters, including City requirements for capital improvement projects, tax increment calculation and payment time frames, and other general operations matters.
- Maintain and ensure adherence to annual calendar, including insurance renewals, payment of bills, audit deadlines, statutory and bylaw compliance requirements, and administer Board of Director duties and service issues.
- Coordinate with the Board Chairman, Directors, bookkeeper, legal counsel, other consultants, City officers and staff, and other related government entities to ensure timely compliance and action on Zone requirements.
- Provide timely input and direction on meeting agendas and meeting materials for Board of Directors meetings in coordination with legal counsel. Attend regular and special Board of Director meetings.
- Schedule meetings, prepare agendas and meeting materials, and attend meetings of Board committees and workshops. Coordinate with legal counsel to ensure proper notice requirements are met for all meetings and workshops.

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- Provide contractual oversight of consultants, including contract compliance, and timely receipt of work product, reports and invoicing.
- Coordinate with the City to prepare revenue projections and increment analysis.
- Prepare annual operating budgets.
- Develop and institute general cost controls and compliance measures for projects, including monitoring expenditures monthly per project and preparing quarterly reports with bookkeeper, accountant, and engineer to summarize budget expenditures and forecast the completion of each task.
- Work with consultants and City staff to ensure sufficient funds are available to meet financial obligations at all times.
- Continuing research and analysis of Zone statistics and performance indicators.
- Coordinate with the appropriate public agencies, including but not limited to the City, Houston Parks Board, Harris County Flood Control District and Texas Department of Transportation on projects and agreements.
- Prepare an analysis of and documentation required for annexations, interlocal agreements or other local government contracts.
- Prepare amendments to financing and project plans.
- Coordinate with property owners, developers, City staff and other required public agencies to facilitate developer agreements.
- Monitor requirements set forth in Development Agreements.
- Implement all policies and procedures approved by the Board of Directors.
- Respond to records or other requests for information from the City.

### **Projects Management:**

- Monitor progress on capital improvement projects and other efforts being planned, designed or constructed by or on behalf of the Zone.
- Oversee the activities of outside engineers and construction contractors, maintaining construction schedules and preparing activity reports.
- Prepare project descriptions and requests for proposals/qualifications for individual projects and provide analysis and assistance in review of such proposals/qualifications.
- Assist in the process of developing and approving projects and awarding contracts.
- Meet with representatives of governmental entities to determine the approval process for each project, the estimated duration of such approval process and the sequence of permits required.
- Develop and maintain the approvals and design portion of a development schedule and assist the design professionals involved in securing all necessary approvals.
- Review progress payments requested by design professionals and make recommendations on payment to the Board of Directors or the appropriate Board committee.
- Oversee the activities of engineers and construction contractors, maintaining construction schedules and preparing activity reports.

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### **Selection Process:**

This Request for Qualifications will be made publicly available on the City of Houston website (see link below), as well as distributed to select firms that have expressed interest in providing administrative services for the Zone.

*RFQ document will be posted to the site below:*

[www.houstontx.gov/ecodev/tirz/TBD\\*](http://www.houstontx.gov/ecodev/tirz/TBD*)

It is the intent of the selection committee to review all submissions and narrow them down to two or three final candidates. Final selection will be made of the shortlisted firms.

### **The submission schedule is proposed as follows:**

RFQ Issued	September 10 <sup>th</sup> , 2021
Responses Due date	October 15 <sup>th</sup> , 2021 at 5:00pm CST
Review Responses	October-November 2021
*Interviews	November, 2021
Selection	December, 2021

\* Interviews may be requested at the discretion of the selection committee.

### **Contact Information:**

For additional information or to submit a response to this RFQ, please contact Brian Jackson at 832-393-0871 or at [Brian.jackson@houstontx.gov](mailto:Brian.jackson@houstontx.gov) .

The Zone strives to achieve the City's Minority, Women and Disadvantaged Business participation goals in its contracting needs.