

**Request for Qualifications (RFQ)  
For  
Planning Services  
For the Updating of the 2001 Houston  
Parks and Recreation Department  
Master Plan**

**Houston, Texas**

**City of Houston  
Building Services Department  
Design & Construction Division**

**April 24, 2006**

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
PLANNING SERVICES  
For the Updating of the 2001 Houston Parks and Recreation Department  
Master Plan**

**HOUSTON, TEXAS**

**I. PURPOSE**

The City of Houston, Building Services Department (BSD), on behalf of the Parks and Recreation Department (PARD), invites the submittal of Statements of Qualification (SOQs) from specialized firms interested in updating the 2001 HPARD Master Plan in Houston, Texas. The team of planners, architects, engineers, and/or landscape architects will provide all services necessary to update the current Master Plan with a minimum planning period of ten years. The updated plan is being prepared to continue guiding the future growth, development, and redevelopment of the HPARD system. The plan covers the entirety of Houston's existing corporate limit plus immediately adjacent areas within the extraterritorial jurisdiction. The updated plan will meet the guidelines of the Texas Recreation and Parks Account Program administered by the Texas Parks and Wildlife Department (TPWD).

**II. PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held at 2:30 p.m. on Thursday, May 4, 2006 , in City Hall Annex, 900 Bagby, Second Floor Conference Room to discuss this solicitation. Attendance at the meeting is **mandatory**. All attendee will register at the meeting and those firms with representatives who sign the meeting attendance log will receive any addenda published after that date.

Before the pre-submittal meeting date the City will welcome any written questions submitted to:

Philip J. Golembiewski, P.E., City Engineer  
Building Services Department  
900 Bagby Street, 2<sup>nd</sup> Floor  
Houston, Texas, 77002

Questions can also be faxed to his attention at 713-437-6859 or emailed to [Philip.Golembiewski@cityofhouston.net](mailto:Philip.Golembiewski@cityofhouston.net). During the course of the pre-submittal meeting, the City will answer previously submitted questions, and questions from the attendees.

The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ. Addenda will only be provided to firms registering with the Building Services Department.

### III. OBJECTIVE

The Building Services Department proposes to retain a highly qualified planning firm or joint venture to provide the services described herein. Those firms or joint ventures who participate in this RFQ process will be referred to as “Respondents”. The successful firm or joint venture will be referred to, in the RFQ, as the City’s “Planner”. The Planner and its subconsultants shall be referred to collectively as the “Team”. Planning firms and team members with significant experience in parks master planning projects with similar characteristics will be given prime consideration for this project.

### IV. SCOPE OF WORK

Project Name:           **2006 HPARD Master Plan Update**  
C.I.P. No.                F-0519  
GFS No.                 F-0519-01-2  
Schedule:                FY2007

In light of significant growth and change within the City’s corporate limit and adjacent areas, the City of Houston Parks and Recreation Department would like to review, revise and update the Park System Master Plan adopted by City Council on October 9, 2001. The updated Plan will continue to guide the growth and development of the City’s parks and recreational facilities by assessing and prioritizing system needs. A minimum planning period of ten years will be addressed. The Plan is intended to meet the park, recreation, and open space master plan guidelines of the Texas Recreation and Parks Account Program administered by the Texas Parks and Wildlife Department (TPWD). The planning area for the updated Plan will cover all of the City’s existing corporate limit plus immediately adjacent areas within the extraterritorial jurisdiction.

It is anticipated that the following services will be required: 1) Public Input and Needs Assessment, 2) Master Plan Update, and 3) Plan Approval and Implementation

- A. Public Input, Demographic Review and Needs Assessment - The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the planning effort. Included in this effort the team should research and review citywide and regional demographics from a variety of sources including the 2000 U.S. Census Data. The data collection needs to address public input from both citizens, various groups and agencies from within both the City and it’s surrounding neighbors.
- B. Master Plan Update – The plan development will be based on information and data gathered in the public input, demographic review, and needs Assessment efforts. This effort should revise the goals and objectives, address and recommend specific needs and standards for Houston Parks and Recreation Department. The updated plan should prioritize needs by timing and geographic sector.
- C. Plan Approval and Implementation - Upon completing the preliminary draft of the updated plan, the team will need to have the plan adopted by City Council. This will require the plan to be reviewed by City. These will include but not be limited to

City staff members, Park Boards, Texas Parks and Wildlife Department, the general public and others.

- D. Other services. As the program of the project is further defined, additional services may be required.

## V. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

The City is seeking a highly qualified specialized firm or joint venture, experienced in providing the professional programming and planning services outlined in the Scope of Work. The required qualifications may be demonstrated in the experience of the Planner and/or the Team. A Selection Committee composed of representatives from the Building Services Department and the Parks and Recreation Department will review the SOQs. The criteria used to evaluate the RFQ responses will include the following:

1. Completeness: (maximum 10 points)
  - A. Completeness of submittal response: SOQ follows the prescribed format and contains all information requested in RFQ.
2. Experience: ( maximum 40 points)
  - B. Strong, established, and proven working relationships with Team members, as indicated in Item 6 on Form 255 and described further in Section 3 Narrative.
  - C. Experience in similar or relevant projects by Team firms, as shown in Forms 254 and 255 and Project Briefs.
  - D. Experience in similar or relevant projects by individuals who would be assigned to this project, as shown in Forms 254 and 255.
  - E. Experience by firms and individuals with the City or other governmental agencies or institution, as shown in Forms 254 and 255 and Project Briefs.
3. Reference: (maximum 20 points)
  - F. Track record of meeting deadlines and working within a budget, as described in Section 3 narrative and as shown on Project Briefs.
  - G. Demonstrable systems and processes in-house for insuring quality and timely performance on projects, as explained in Section 3 Narrative.
  - H. Applicability and quality of References, as provided in Section 4 Testimonials.
4. Project Approach: (maximum 30 points)
  - I. Outline or conceptual plan of the project approach. The plan should demonstrate the system needed to implement the update of the master plan. Additionally the plan should include a time schedule for completion.

Based on the Selection Criteria and the Ranking Evaluation, the City will shortlist up to three (3) Respondents. However, if there is one Respondent who scores is 20% higher than all other respondents, the city may only interview this one Respondent for selection. The short-listed Respondents will be contacted to schedule for interviews. After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process.

INTERVIEWS – Short-listed Respondents may be given additional information for interview. These interviews will relate less to the past experience and qualifications already detailed in the SOQ than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.

## VI. SUBMITTALS

Sealed submittals are required. **Submittals shall be delivered to City Secretary** of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), Public Level, 900 Bagby Street, Houston, TX. 77002, at or before 2:00 pm, local time, **Monday, May 15, 2006**. Late submittals will not be accepted for any reason. All submittals must be labeled on the outside with

**Six copies of the SOQ**, enclosed in a sealed envelope or other container are to be addressed to:

Vladimir Naranjo, P.E.  
Managing Engineer  
Building Services Department

To enable the City to efficiently evaluate the SOQs, it is **MANDATORY** that respondents follow the required format in preparing their SOQ. **SOQs that do not conform to the prescribed format will not be evaluated.**

Each copy of the SOQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch (1/2") thick. Pages shall be no larger than letter-size (8 1/2" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, etc. are not required. **NOTE:** One of the 6 copies shall be labeled "ORIGINAL" on the outside cover and shall contain original documents where specified below.

Each SOQ shall be organized in the following order:

- A. **Outside Cover and/or first page:** This shall contain the name of the SOQ ("Statement of Qualifications for Planning Services for the 2006 HPARD Master Plan Update, Houston, Texas"), the name of the Respondent, and the submittal date. Remember to label the one copy, with original documents in it, "ORIGINAL" on the cover.
- B. **Table of Contents:** The next page shall be a table of contents.
- C. **Section 1 divider (Letters)**
  1. *Transmittal Letter:* The first page following the divider shall be a one-page letter transmitting the SOQ to Issa Z. Dadoush, P.E., Director of Building Services Department. The transmittal letter shall state that the signer of the

document is authorized by the Respondent to sign the document. The transmittal letter shall contain the names of all firms proposed for the Team. At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent.

2. *MWBE Letter (s)*: Following the transmittal letter shall be a one-page letter from each City-certified MWBE firm included on the Team, indicating that firm's desire to be included on the Team and indicating a general statement of the scope of services that firm will perform if the Team is selected. **NOTE:** The scope of services proposed by the firm must match the service for which that firm is certified by the City. At least one copy of each of these letters shall contain the original signature of a partner, principal or officer of the MWBE firm.

#### **D. Section 2 Divider (Team Organization & Experience)**

1. *List of Team Members*: On one page, list the Team member firms along with the primary responsibilities (e.g. Planners, Landscape Architects, Engineers, etc.) they will have on the Team. Please indicate the lead firm. It is a requirement of the City that all SOQs will indicate the lead firm proposed for the project and that firm must agree to maintain a Houston office during the term of the engagement.
2. *Organization Chart*: The next page shall be a simple organization chart of the Team, showing the reporting structure of the people proposed to do the work.
3. *SF-255, Architect-Engineer and Related Services Questionnaire for Specific Project*: Include a completed SF-255 for the proposed Team. Include all Team members under Block 6 and include a completed SF-254 or SF-330 (A-E and Related Services Questionnaire) for each Team member. Under Block 9, list all work performed for any government agency.
4. *Project Brief*: The Respondent shall select three projects from Block 8 of the SF-255, to highlight, as best representing the Team's project experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information, which shows the capability of the proposed Team to provide the range of services that are required by this project. The work described must have been performed within the past eight years. Minimally, each brief shall contain:
  - a. Project Name and Location
  - b. Year Project Completed and brief explanation regarding steps Respondent took to maintain project schedule
  - c. Short Description of Services Provided

- d. Name of Lead Planning Firm and current telephone number and/or e-mail address
  - e. Name of Client and/or Owner/Operator and current telephone number and/or e-mail address
  - f. Brief explanation regarding steps Respondent took to adhere to Owner's budget.
5. *Graphic Information:* If the Respondent includes photographs, drawings or other graphical information, the back of the project brief, the facing page or a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate this project may also be incorporated into the one-page brief sheet itself.

#### **E. Section 3 Divider**

1. *Narrative:* The Respondent shall provide, on three pages or less, a narrative that describes:
  - Team's track record of meeting deadlines and working within a budget;
  - Team's systems and processes for insuring quality and timely performance on projects;
  - Team's understanding of the City's needs and Team's approach to this project;
  - Team's working relationship.
2. *Conceptual/Time Schedule:* The Respondent should provide, on three page or less, a conceptual plan of the project approach and a time schedule for completion.

#### **F. Section 4 Divider (Quality of Service)**

1. *Testimonials:* Respondents may include up to three one-page letters from clients and/or general contractors that they have worked with on previous projects. At least one copy of these letters shall contain the original signature of the person writing the letter. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the Team member or members.

### **VII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION**

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Houston for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

- B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.
- C. INTERVIEWS – After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent’s program approach and to an appraisal of the people who would be directly involved in the project.
- D. INQUIRIES – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. COST OF SOQS – The City of Houston will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
- F. CONTRACT NEGOTIATIONS – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverage’s, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may make the inclusion of a “key persons” clause a part of the contract negotiations.
- G. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their SOQ are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the SOQ.
- H. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which will relate to contracting with the City of Houston. More detailed guidance is available on request. The following is a partial list of relevant subjects:
1. Equal Employment Opportunity
  2. MWBE Goal of 24% participation
  3. City of Houston Fair Campaign Ordinance
  4. Mayor’s Drug Detection and Deterrence Policy and Procedures



5. City Contracts and Indebtedness to Taxing Authorities
  6. Insurance requirements
  7. Conflict of Interest Questionnaire
- I. The City of Houston reserves the right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.

Chip Perry  
Project Manager  
Building Services Department