



Hiram Clarke/Fort Bend

Redevelopment Authority

TIRZ 25

14075 S. Main Street, Suite A., Houston, TX 77035

Contact: LeRon Wilson, Administrator | Phone: (713) 578-7401 | Email: LeRon@hcfbrda.com

RFQ Title: Professional Planning Services

RFQ Number: RFQ 2022-01

Issued Date: Friday, February 4, 2022

Issued Location: houstontx.gov/ecodev/tirz/25.html

RFQ Due: Friday April 1, 2022 at 4pm CST

REQUEST FOR QUALIFICATIONS
Professional Planning Services

INTRODUCTION:

Hiram Clarke/ Fort Bend Redevelopment Authority (the “Authority”) is issuing this RFQ (Request for Qualification) for qualified companies to provide professional planning services. These plans should be aimed at enhancing the quality of the neighborhood environment, thus enhancing the areas attractiveness to the marketplace, resulting in area development and redevelopment, thus increasing the taxable value of the zone, its marketability and the resultant quality of life of its residents and commercial development.

The Authority’s Executive Committee will evaluate the RFQ’s. The Committee may interview one or more firms to further evaluate the proposals. The Committee will present their recommendations to the Authority’s Board of Directors who will select the consultant for this project. The vision will be added into the Authority’s strategic plan. Implementation of the TIRZ board approved strategic plan may occur in phases over a number of years, every phased development being contingent upon approval of the plan components by the full TIRZ Board of Directors.

SCOPE OF SERVICES:

Develop a framework plan that may help guide future capital improvements within the area by:

1. Use of Public engagement/workshops, to build on what has already taken place including review of past studies;
2. Review of existing documents to the extent necessary, existing conditions of the area including, but not limited to mapping the surrounding land uses, identifying major thoroughfares, mapping active CIP projects and availability of utilities;
3. Undertaking area wide analysis to include, but not limited to pedestrian circulation as well as activities and public transit;
4. Meeting with public/private agencies/entities to advocate best use of their funds in the area;
5. Identifying public safety needs;
6. Development and documentation of area’s potential Opportunities and Constraints;
7. Developing documentation that would help attract public/private investment in the area;
8. Documenting potential redevelopment planning Concepts, for review by the board, for implementation over time; and
9. Create GIS exhibits and submit a planning report that includes an opinion of probable construction cost estimates for each project.
10. Converting the concepts into plans for implementation as and when funding becomes available.

ESTIMATED TIMELINE:

Key milestones for the procurement are shown below. Proposers shall note that the dates provided are provided as a guideline only and are subject to change as the Authority deems in its own best interests.

Milestones	Time & Date
RFQ Release Date	Friday, February 4, 2022

Proposal Submission Deadline	4pm – Friday, April 1, 2022
Targeted Award Notification	Thursday, May 5, 2022 – Board Meeting
Contract Start Date	TBD

*** Interviews may be requested at the discretion of the Executive Committee.**

EVALUATION OF PROPOSALS:

The Authority will evaluate all submitted proposals based on the responsiveness of the work approach proposed, the qualifications of the staff that will work with the community, the overall qualifications of the firm and the billing rates proposed. The Authority will likely schedule oral interviews with some or all of the firms responding and, in that event, the outcome of such interviews may influence the evaluation of the proposal.

This Request for Qualifications does not commit the Authority to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure a contract for services or supplies. The Authority reserves the right to accept or reject any or all proposals received as a result of this RFQ, to negotiate with all qualified sources, and/or to cancel this RFQ in part or in its entirety, if it is in the best interest of the Authority to do so.

MWSBE CERTIFICATION:

While it is not a requirement that the Authority meet or exceed the goals of the City’s Affirmative Action Program, the Authority will make Good Faith Efforts to carry out this policy through awards of contracts and subcontracts to Disadvantaged Business and minority and women owned business enterprises with the following certifications:

- Minority Business Enterprise (MBE)
- Persons with Disabilities Business Enterprise (PDBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)

EVALUATION CRITERIA

The evaluation criteria for the Executive Committee will include the following broad categories as described in greater detail in the Proposal Contents section of this RFQ:

Evaluation Criteria	Available Points
Demonstrated Qualifications of Personnel and Team	35
Firm’s Qualification, Experience & References	30
Form’s Work Approach	25
Budget	10
Total Points	100

RESPONSE/ SUBMITTALS:

The Authority requires any submitted response to this RFQ to be in electronic form, provided either via email to the listed contact (LeRon@hcfbrda.com) and/or via delivery criteria on flash drive or other media, prior to the deadline provided herein. Any mailed material must be sent to: LeRon Wilson, Administrator: 14075 South Main Street, Suite A, Houston, TX 77035

The Deadline for providing submittals to this RFQ is April 1, 2022 at 4:00 p.m. CST. Proposals received after the date and time indicated will not be accepted or considered.

All documents and submittals provided with the response to this RFQ shall become the property of the Authority and shall be subject to public inquiry and dissemination as required. Proposals must include, but are not limited to the following:

Cover Letter with Company Overview - Include a brief introduction and executive summary of the major facts or features of the proposal, including any conclusions, assumptions, and recommendations the Proposer desires to make.

Solution(s) and Timelines - Provide in narrative form your approach for accomplishing the work as outlined in this request. Those responding to this request should demonstrate how their firm satisfies all, or parts thereof, of the request set forth in this RFQ.

Detailed Cost Proposal(s) - It is the Authority's intent to have all costs associated be revealed through the RFQ response. Provide hourly rates for Planning Assistance and any other costs associated in accomplishing what is described herein.

References and Experience - Provide detailed descriptions of at least three (2) similar contract references for other clients as described herein, including but not limited to the organization name, contact person, address, telephone number and email address, date of initiation, contract status, and a brief overview of the services provided. The Proposer agrees that the Authority may contact the references given at the Authority's discretion. References should have history with similar services to a TIRZ or a Management District in the greater Houston area.

Conflict of Interest - Chapter 176.006 of the Local Government Code ("the code") requires a Vendor/Contractor to file a Conflict of Interest Questionnaire (CIQ) with the City.

NOTE: Vendors/Contractors or Agents should not complete the CIQ if a conflict, as described below, does not exist. Only Vendors/Contractors or Agents that actually have a conflict, as described below, must file a CIQ.

A. Who must file a CIQ?

A Vendor/Contractor or Agent of a Vendor/Contractor does not have to file a CIQ unless they intend to enter or is considering entering into a contract with the City or:

1. has an employment or other business relationship with the Local Government Officer/Family Member; or
2. has given the Local Government Officer/Family Member one or more gifts with the aggregate value exceeding \$250.00.

B. When must the Vendor/Contractor or Agent file a CIQ?

The completed CIQ must be filed with the City Purchasing Agent not later than the 7th business day after the date the Vendor/Contractor or Agent:

1. begins discussions or negotiations to enter into a contract with the City;
2. submits an application to the City in response to a request for proposals or bids, correspondence, or any other writing related to a potential contract with the City;
3. becomes aware of an employment or other business relations with the Local Government Officer/Family Member;
4. becomes aware that he/she has given one or more gifts to the Local Government Officer/Family Member that exceeds \$250.00; or
5. an event that would make the CIQ incomplete or inaccurate.

C. What is a business relationship?

Under Chapter 176, business relationship means a connection between two or more parties based on the commercial activity of one of the parties. The term does not include:

1. a transaction that is subject to a rate or fee regulation by a governmental entity;
2. a transaction conducted at a price and subject to terms available to the public; or
3. a purchase or lease of goods or services from a person who is chartered by a state or federal agency and is subject to regular examination and reporting to that agency.

D. The Conflict of Interest Questionnaire is available for downloading from the Texas Ethics Commission's website at <http://www.ethics.state.tx.us/forms/CIQ.pdf>

Vendors and Contractors required to file shall include a copy of the form as part of the BID/Proposal package. Any questions about filling out this form should be directed to your attorney.

It is the intent of the Executive Committee to review all submissions and narrow them down to two or three final candidates. The final selections will be made of the shortlisted firms and presented to the board of directors for approval as a letter of recommendation.

GENERAL INFORMATION:

Companies shall note that pricing methodologies, cost and fee proposals, and any other response information related to pricing shall not be considered confidential information.

All documents and proposals provided with the RFQ response shall become the property of the Authority and shall be subject to public inquiry and dissemination as required. Any response that is submitted in full as "confidential" or "proprietary" shall be rejected as non-responsive, no exceptions.

All costs proposed shall remain firm for ninety (90) days from the date of the RFQ opening.

Reserved Rights:

Hiram Clarke Fort Bend Redevelopment Authority reserves the right to request any additional information which might be deemed necessary after responses are submitted as it deems in its own best interests to do so.

Further, the Authority, as it deems in its own best interest, reserves the right to reject any or all bids, issue subsequent RFQ's, postpone opening for its own convenience, remedy technical errors in the RFQ process, solicit best and final offers from all or some of the Proposers, award an agreement in its own best interests, waive informalities and irregularities in responses and/or services proposed, and cancel this solicitation and/or any planned award for any or no reason as it deems in its own best interests, at no additional costs to the Authority. Such cancellation notice shall be provided to all respondents prior to final contract execution. Additionally, the Authority reserves the right to check all references furnished and consider responses received in determining the award.

CONTACT INFORMATION:

Any requests for clarification, questions, or additional information shall be submitted to LeRon Wilson, Administrator: 713-578-7401 or LeRon@hcfbrda.com. Any and all questions, requests for clarification or additional information received by the Authority regarding this RFQ will not be considered confidential in any way, shape, or form.

**ATTACHMENT NO. 1
CONFLICT OF INTEREST QUESTIONNAIRE**

<p>CONFLICT OF INTEREST QUESTIONNAIRE</p> <p>For vendor doing business with local governmental entity</p>	<p>FORM CIQ</p>
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p align="center">OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p align="center">_____</p> <p align="center">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p align="center">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p align="center">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p>7</p> <p align="center">_____</p> <p align="center">Signature of vendor doing business with the governmental entity</p> <p align="right">_____</p> <p align="right">Date</p>	