



# HIRAM CLARKE FORT BEND

REDEVELOPMENT AUTHORITY

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

Contact Person  
LeRon Wilson, Executive Director  
Email: [LeRon@hcfbrda.com](mailto:LeRon@hcfbrda.com)

**RFQ Title:** Engineering, Architectural and Urban Design Firms

**RFQ Number:** RFQ 2023-01

**Issued Date:** Friday July 7, 2023

**Issued Location:** [houstontx.gov/ecodev/tirz/25.html](http://houstontx.gov/ecodev/tirz/25.html)

**RFQ Due: Friday August 18, 2023 at 4pm CST**

## REQUEST FOR QUALIFICATIONS

### INTRODUCTION:

Hiram Clarke/ Fort Bend Redevelopment Authority (the “Authority”) is issuing this RFQ (Request for Qualification) for qualified companies to provide Engineering, Architectural and Urban Design 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 Statements of Qualifications (“SOQs”). The Committee will create a shortlist of firms from which a selection will be made for price negotiation for the project. If the Board and the selected firm cannot agree upon a price, the board will then proceed forward with the next firm on the shortlist for price negotiation and so on until a negotiation has been successful.

### SCOPE OF SERVICES:

The Authority is soliciting qualification statements to create a shortlist of firms to complete projects identified within the Capital Improvements Projects Budget. These projects consist of the planning, design, and implementation of public infrastructure within the TIRZ boundaries which includes but are not limited to, sidewalks and street improvements, drainage, pedestrian overpasses, parks and recreational facilities, water and sewer utilities, and other civic improvements.

### 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, July 7, 2023
<b>Proposal Submission Deadline</b>	<b>4pm – Friday, August 18, 2023</b>
Targeted Completion of Shortlist	Thursday, September 7, 2023 – Board Meeting
Shortlisted Firm Project Selection	TBD

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

### EVALUATION OF STATEMENTS OF QUALIFICATIONS:

The Authority will evaluate all submitted statements of qualifications (“SOQs”) based on the qualifications of the staff that will work with the community, the overall qualifications of the firm, the understanding of the scope presenting and the level of diversity within the firm. 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 SOQs 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:

<b>Evaluation Criteria</b>	<b>Relative Importance</b>
Qualifications of Firm	Most Important
Qualifications of Professional Staff	Most Important
Understanding of Scope	Important
Diversity	Important

**RESPONSE/ SUBMITTALS:**

Please limit your response to fifteen (15) pages. 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:

Hiram Clarke/ Fort Bend RA  
Attn: LeRon Wilson, Executive Director  
14075 South Main Street, Suite A,  
Houston, TX 77035.

**The Deadline for providing submittals to this RFQ is August 18, 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.

**Qualifications of Firm** - Include a description of the firm's history, size and qualifications. A description of the firm's past and current assignments that are related to the type of services required by this solicitation, including the client and status of the project in each case. Also, identify which of the firm's employees proposed for assignment in this project have worked in similar assignments for other clients. Please indicate the capacity in which each employee served on existing and previous engagements.

The Authority requests your cooperation in minimizing the bulk of your statements. Succinct submittals will be positively received.

**Qualifications of Professional Staff** - A letter confirming that key staff members indicated in the organization chart will be assigned to this project. A project staffing plan including resumes for all "proposed key" staff members who will be assigned to this project.

**References and Experience** - Provide detailed descriptions of at least three (3) 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 7<sup>th</sup> 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 Statement of Qualifications package. Any questions about filling out this form should be directed to your attorney.**

**General Information:**

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

All documents and SOQs 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.

**Compensation for Services**

Compensation for this project will be negotiated upon selection from shortlisted firms.

**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 SOQs, issued 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 the Executive Director, LeRon Wilson via email only: **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**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor doing business with local governmental entity</b>		
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></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>	<b>OFFICE USE ONLY</b>	
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>	<p>Date Received</p>	
<p><b>2</b> <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><b>3</b> 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><b>4</b> 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><b>5</b> 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><b>6</b> <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><b>7</b></p> <p align="center">_____</p> <p align="center">Signature of vendor doing business with the governmental entity      Date</p>		