

International Management District
Request for Qualifications for Access Management Design
RFQ # 090912

The International Management District is requesting Statements of Qualifications from interested firms who can demonstrate they have the resources, experience and qualifications to fulfill the role of Consultant for the design and production of deliverables for the construction of the 'International Management District (IMD) 'Bikeway', a shared use path proposed for construction along Drainage Channel D122-00-00 (Tributary 21.95 to Brays Bayou). The east/west drainage channel runs parallel with and between Bellaire and Beechnut Boulevards.

Project Description and General Scope:

The IMD Bikeway is approximately 2.3 miles in length, beginning on the northern bank of Drainage Channel D122-00-00, at the Western boundary of Arthur Story Park, and terminating at South Dairy Ashford Road. The path will proceed west from Arthur Story Park on the north side of the drainage channel and cross over to the south side via a pedestrian bridge to be constructed east of Wilcrest. The path will continue on the south side of the drainage channel crossing Wilcrest at-grade. The path includes four at-grade roadway crossings from east to west including: Wilcrest, Boone, Kirkwood and Cook. The project includes providing a circular turn-around at each end and connections to existing sidewalks adjacent to Dairy Ashford and other roadway crossings where sidewalks exist. The constructed path will be 10-feet-wide of reinforced concrete.

The project includes surveying, permits, engineering, environmental documentation, testing, earthwork, drainage, silt fencing, landscaping, tree pruning/protection/planting, and construction of the shared use path. The project also includes curb and gutter demolition/replacement, pavement markings, ADA compliant ramps and at grade crossings at all intersecting streets (Signalization or ITS may be required). Additional amenities may include pedestrian benches, trash receptacles and way finding signage. The Consultant will work directly with the International Management District. The project work includes preparing all documentation required to manage the project and produce the necessary plans and documents to bid and construct the IMD Bikeway.

The International Management District will enter into one contract with a prime provider for the provision of professional consulting services for design and engineering of the IMD Bikeway project. This contract will be pursuant to Title 23 Code of Federal Regulations Part 172, Texas Government Code Chapter 2254 Subchapter A, Texas Administrative Code Title 43 Chapter 9 Subchapter C, and Texas Local Government Code Chapter 176.

Design submittals will be required at 30%, 60%, 90% and final design.

The project will include public involvement and environmental analysis.

Contract and Project Management:

The project has been awarded federal funding by the Texas Transportation Commission through the Transportation Enhancement Program administered by the Texas Department of Transportation (TxDOT). The City of Houston has executed an Advanced Funding Agreement with TxDOT for the development and construction of the IMD Bikeway. The City of Houston and the International Management District have entered into an agreement for project development. A committee has been established with representatives from the IMD, Super Neighborhood Council, and local business owners to select a Consultant.

The consultant will work directly with IMD to provide the professional design and engineering services required for the project to be built. The IMD will administer project design. TxDOT will provide project oversight throughout project development and let the project for construction.

The City of Houston's involvement with the consultant is limited to those obligations and responsibilities pursuant to the state contract. The City shall review and approve all documentation required for the project. International Management District shall review all invoices and pay estimates relating to the project.

Qualifications and Contract Award Requirements:

The prime provider must perform a minimum of 50% of the actual contract work.

The prime provider and all sub providers proposed for the team must demonstrate qualifications for the project in accordance with TxDOT policies and procedures. Therefore, the prime provider and all sub providers are required to be pre-certified by TxDOT for the key 'Work Categories' for the tasks under this contract. These include:

- Environmental Studies
- Minor Roadway Design
- Traffic Engineering Studies
- Signing, Pavement Marking and Channelization
- Signalization
- Bicycle and Pedestrian Development
- Hydraulic Studies
- Basic Hydraulic Design
- Design and Construction Survey
- Geo Technical Survey

The selected firm is responsible for determining and complying with all City of Houston and TxDOT professional service provider requirements and goals. These include but may not be limited to Texas Ethics Commission FORM CIQ: Conflict of Interest Questionnaire, as well as TxDOT DBE/HUB participation goals and TxDOT Debarment. The DBE participation in the work to be performed under this contract shall be 15%. Forms must be submitted with your Letter of Interest.

Failure to meet all City, TxDOT and federal requirements shall be grounds for contract termination.

Statement of Qualifications (SOQ) Submittal Requirements:

The SOQ shall include

1. A letter of interest not to exceed three (3) typewritten pages, the submitter's intent to be considered for these professional services and summarizing the approach that will be used to perform the required services.
2. Verification in the form of a statement that the prime provider is registered with the Texas Board of Professional Engineers. If not applicable, please provide an explanation.
3. Identification and key qualifications of the prime provider's project manager and project team, with a description of the specific responsibilities of each person relative to the scope tasks. All task leaders must be TxDOT pre-certified.
4. Identification and key qualifications of any sub provider the prime provider proposes to be assigned to the project, with a description of the specific responsibilities of each person relative to the scope tasks.
5. Verification in the form of a statement that the proposed team individuals are currently employed by either the prime provider or sub provider(s).
6. The address of the office locations(s) where the work will be performed by the submitter and any sub provider.
7. Demonstrated ability to fulfill TxDOT DBE goal. Must include proper TXDOT forms.
8. A list of not more than five (5) relevant programs/projects completed within the last 5 years.
9. Prior demonstrated experience and timeliness in accomplishing bikeway design on similar projects for TxDOT or other local agencies.

Selection Criteria

As a basis for evaluating the qualification of a consultant firm during initial short list development and the firm presentation (if requested), the following elements merit consideration:

1. The firm's past experience in performing similar assignments for other public owners, and the overall reputation of the firm.
2. The depth of experience of the firm's staff in the particular field.

3. The firm's ability to assign qualified staff that will be in responsible charge of the project(s) and will be able to complete the work within the time schedule required.
4. Location of the firm's staff with respect to the general geographic area of the City of Houston.
5. The consultant has, on past projects, demonstrated innovative concepts.
6. Suggested project approach.
7. Previous experience on municipal programs and projects.
8. Knowledge of local conditions.
9. References.

After the selection process has been completed, a detailed scope of services will be developed between the successful firm and the International Management District. Along with the scope of services the firm will submit applicable cost information (i.e. salary rates for various classifications of personnel, and indirect cost derivation, and a schedule of rates for other direct costs). The price proposal should substantially reflect the same composition and level of involvement as required to address the agreed scope of services.

If a mutually agreeable cost/price proposal cannot be negotiated, the International Management District will end the negotiation and proceed to select and negotiate with the next most highly qualified firm on the basis of demonstrated competence and qualification.

Submission Deadlines

A pre-submittal meeting will be held at 10:00 am on Monday, October 8, 2012 at 11360 Bellaire, Suite 960, Houston, Texas 77072. Please e mail Brian Burks at: bburks@hcellp.com to confirm your participation.

Qualification packages must be submitted no later than 4:00 pm Monday, October 15, 2012 to the address below:

International Management District
10103 Fondren, Suite 300
Houston, Texas 77096

Submissions must include the following on the exterior of the package:

RFQ # 090912
IMD Bikeway
Due: 4:00 pm Monday, October 15, 2012

Inquiries regarding this request for qualifications must be submitted by email to:

bburks@hhcllp.com

Note: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any federal department or state agency, or other governing body. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the City of Houston and International Management District.

Note: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFQ or other prescribed submissions and/or presentations before the Consultant Selection Committee) to influence any employee or board member of the International Management District concerning the award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future International Management District solicitations or contracts.

