

**Westchase District  
Request for Qualifications  
Landscape Architecture &  
Planning Services Related to Landscape Architecture**

*Updated Monday, 2/4/2019*

Westchase District is requesting Statements of Qualifications (SOQ) from qualified Consulting teams to provide landscape architecture and related services on an on-call, as needed basis for Westchase District projects.

Project size will vary depending on Westchase District's need. Assignments are anticipated to vary between the design of pocket parks, dog parks, esplanades, Beltway 8 areas, planning services, and project management assistance. Consultant teams are expected to include a Texas licensed landscape architect and civil engineer, a qualified irrigation designer experienced with the City of Houston requirements.

If you wish to respond, please submit an electronic copy of your SOQ via email by 5:00 p.m., Wednesday, February 13, 2019 to:

Irma H. Sanchez  
[isanchez@westchasedistrict.com](mailto:isanchez@westchasedistrict.com)  
Westchase District  
10370 Richmond Ave., Suite 1350  
Houston, TX 77042  
713-780-9434

Westchase District will only respond to written questions submitted prior to Friday, February 8, 2019.

This RFQ provides basic information regarding Westchase District's requirements. Services which are not specifically requested in this RFQ, but which are necessary to provide the functional capabilities proposed, shall be included in this submittal. Westchase District reserves the right to contract with a specialized firm if a required service is not satisfied by the selected firm(s).

Westchase District will review and evaluate all SoQs received by the designated closing date using the evaluation criteria described in the following section. Westchase District may select a team based on the submittal or may elect to conduct interviews with a select group of shortlisted teams.

**STATEMENT OF QUALIFICATIONS CONTENTS**

All information is to be submitted in electronic (PDF) format via email. SOQs should be limited to a maximum of six (6) pages using 11 font texts.

Westchase District will review and evaluate all submittals received by the designated closing date using the evaluation criteria described in the following section. Westchase District may select a team based on the submittal or may elect to conduct interviews with a select group of shortlisted teams.

Statement of Qualifications Evaluation Criteria:

- 1) Demonstrate firm's qualifications; **(20 pts)**
- 2) Demonstrate firm's similar project experience (see types of anticipated projects above); **(20 pts)**
- 3) Demonstrate qualifications and relevant experience of proposed key staff; **(20 pts)**
- 4) Include references, including names, telephone numbers and e-mail addresses for your proposed project manager; **(30 pts)**
- 5) Include any additional services you would propose be utilized and bring value to Westchase District projects. **(10 pts)**

The contract will be for a period not to exceed three (3) years. Westchase District reserves the right to extend the contract for two additional one (1) year periods.