

Request for Qualifications

Engineering & Landscape Architecture Services

Meadowglen Roadway Reconstruction

Issued by:

Westchase District

10370 Richmond Ave., Suite 1350
Houston, TX 77042

Issue Date:

August 1, 2022

Response Due:

**Friday, August 26, 2022
5:00 PM CST**

Introduction

Westchase District is requesting Statements of Qualifications (SOQ) from firms who can demonstrate they have the resources, experience and qualifications to fulfill the role of Engineering Design and (limited) Construction Phase Consultant for the for implementation of the Meadowglen Roadway Reconstruction project.

The respondent should structure a team of professionals capable of providing the required services in an efficient manner in the best interest of Westchase District and that will provide successful, on-time, and on-budget project delivery. Information on all proposed sub-consultants should be included in the response.

This RFQ will result in Westchase District's selection of Primary Design Firm (Prime) and its proposed team that demonstrate the capacity to successfully complete this project. The Prime will operate under the direction and management of Westchase District and will be responsible for the successful management and delivery of overall design, and (limited) construction phase services pertinent to the overall project.

About Westchase District

Westchase District is a municipal management district incorporated by the State of Texas and supported by the property owners within our boundaries. Westchase District has an Economic Development agreement with the City of Houston (COH) which is commonly referred to as a "380 Agreement", named after the chapter of the Texas Local Government Code. The Westchase 380 Program brings tax revenue to Westchase District to construct City-approved public infrastructure projects.

Westchase District is authorized to develop a wide variety of improvements, including beautifying the local environment with streetscapes, parks, trails, landscaping, and enhancing mobility and reducing traffic congestion through roadway improvement projects and developing a network of alternative transportation. Westchase District also provides supplemental services such as enhanced security and public safety, maintenance for public right-of-way, as well as the previously mentioned projects, marketing of the district and promoting economic development to recruit and retain business within the area.

Project Information

Background - The project corridor is approximately 1.40 mile in length, extending from Rogerdale on the east to just west of Woodland Park on the west. Map of project location is shown on Exhibit A.

The Meadowglen Corridor land uses lean heavily toward multi-family housing, however pockets of commercial and public land uses are also present.

The existing roadway section is a two lane, approximately 40-foot wide concrete curb and gutter street within a 60-ft right-of-way. Most of the corridor is not striped and it includes on-street parallel parking each side of the street. The roadway operates with one eastbound and one westbound lane, except at the intersections, where turning lanes are present.

It is Westchase District's desire to designate Meadowglen Lane as a Complete Street. As such, the reconstructed roadway should accommodate the needs and abilities of all users with amenities such as site furniture, signage and way finding, pedestrian lighting, bus shelters, enhanced street lighting, landscape lighting and planting, special paving, curb ramps, improved crosswalk markings, shared used paths and on-street bike lanes.

EHRA completed the Design Concept Report in May 2022. Final design of the Meadowglen Reconstruction project should align the recommendations identified in this report. The report will be made available upon request at and will be uploaded to the Westchase District website at the following address: <http://westchasedistrict.com/index.php/about/public-notices/>.

Funding – The project will be funded by Westchase District's 380 Program, City of Houston Public Works & Engineering, and *possibly* federal funds through the Houston-Galveston Area Council's Transportation Improvement Program (TIP). The project will be subject to appropriate design requirements.

Scope of Work

Project Goals

- Provide and manage design and limited construction phase
- Meet project goals within scope, budget, and schedule
- Utilize appropriate design standards for federally funded projects
- Bi-weekly reporting of project progress

Project Engineering & Landscape Architectural Services

The scope of services to be provided and managed by the Prime may include, but is not limited to:

- Site investigation/assessment
- Design phase and limited construction phase services
- Coordination with Westchase District, COH PWE, TxDOT, METRO, HCFCD and others as necessary
- Civil Design
- Traffic Engineering
- Landscaping Design
- Drainage Study
- Drainage Design
- Production of Plans, Specifications, and Estimates (PS&E) and Project Manual
- Quality Assurance/Quality Control and Constructability Reviews.
- Value Engineering
- Obtaining all approvals and permits necessary to construct the project
- Coordinating utility relocation with all public and private utilities
- Preparation of construction contracting documents
- Ensure adherence to project schedules
- Document Management for federally funded projects

Specific expertise, **required as minimum qualifications** for the Design team, must include experience in the following areas:

- Transportation project design and (limited) construction phase design services
- A proven track record of managing, administering, and providing oversight for the project design team
- Communicating, involving, and coordinating with many different groups, including the public
- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, etc.)
- Complex drainage analysis
- Proven experience with designing projects and securing approvals from local jurisdictions (TXDOT, CoH, HCFCD, etc.)
- FHWA design standards, methods, and procedures
- Ability to execute extensive coordination with various regulatory agencies, public entities, and public and private utilities.

Additional desired qualifications of the Design team include:

- Designing and managing a local roadway project funded with federal funding through the Transportation Improvement Program (TIP)
- Experience with federally funded TIP projects
- Having at least one individual on the team qualified by TXDOT in LGPP

Request for Qualifications

The intent of this notification is to have the Engineering firms prepare a Statement of Qualifications (SOQ) for review by Westchase District's Consultant Selection Committee.

The SOQ should consist of the following:

- 1) A letter of interest, signed by a principal of the professional firm, with a statement as to the availability of the firm's team members to complete the work within a one-year time period **(limited to one page)**.
- 2) A demonstration of the firms understanding of the project through an outline of their suggested approach to the project **(limited to three pages)**.
- 3) Evidence of the firm's ability to perform the work. **(limit to one page)**
- 4) Experience of the staff who would be assigned to the project team including sub-consultants. provide information on role, percentage of time devoted to the project and related experience, **(limit to one page per team member) include sub-consultant members.**
- 5) Provide a **(one page)** narrative describing the team's experience working together on previous similar (in scope of services) transportation projects.
- 6) A minimum of three sample projects completed in the last five years, similar in scope, that best illustrate team capabilities **(limited to 1 page per project)**.
- 7) References, including names and telephone numbers of previous clients with similar projects that can verify the quality of work performed.

Selection Criteria

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

- 1) Demonstrate firm's qualifications
- 2) Demonstrate firm's similar project experience (see types of anticipated projects above)
- 3) Demonstrate qualifications and relevant experience of proposed key staff
- 4) Include references, including names, telephone numbers and e-mail addresses of the proposed project manager
- 5) Include any additional services that would bring value to Westchase District projects
- 6) At least one individual on the team should have successfully completed the Local Government Project Procedures Qualification for TxDOT (Course LGP101).

Selection Process Overview

The SOQs will be used to rank the respondents, develop a short-list, and as reference material throughout the selection process. Once the short list has been determined, there may be an in person interview/ presentation session scheduled for the top three to four short listed firms. The presentation should demonstrate the firm's experience in providing design services for projects of a similar nature, including their experience in coordination with other design team members, other projects and other entities.

Based on the ranking of the SOQs and interviews, the Consultant Selection Committee will determine the best qualified firm on the basis of demonstrated competence, experience, successful team history and qualifications for the project.

After the selection process has been completed, a ranking of firms will be presented to the Westchase District Board of Director's for approval on Monday, September 12, 2022.

Upon receiving Board approval, a detailed scope of services will be developed between the successful firm and Westchase District. Once this is agreed to, Westchase District will request a fee proposal for the scheduled services. The proposal should substantially reflect the same composition and level of involvement as presented in the SOQ. The proposal will be presented for approval at a subsequent board meeting, date to be determined.

If the selected team and Westchase District are unable to reach a mutually agreeable cost/price proposal, Westchase District will formally end the negotiation and proceed to select and negotiate with the next most qualified firm on the basis of demonstrated competence and qualifications.

Anticipated Selection Schedule

RFQ Issued	Monday, August 1, 2022
Deadline for submission of written questions	5:00 PM, Monday, August 22, 2022
SOQ submittal due date	5:00 PM, Friday, August 26, 2022
Review and evaluation	Monday, August 29 – Thursday, September 1
Notification to firms selected for interview.	Friday, September 2, 2022
Interviews	Wednesday, September 7, 2022
Final selection by WD Board	Monday, September 12, 2022
Notification of standings	Friday, September 16, 2022
Finalize scope and negotiate contract	September 19 – October 14
Present design agreement for Board approval	Monday, October 24, 2022
Secure COH 380 Approval	4 to 6 weeks
Issue notice to proceed	Monday, December 5, 2022

The schedule above is subject to change at the discretion of Westchase District.

Submission Deadline

SOQs are to be submitted in electronic format (PDF) via email by 5:00 PM., Friday, August 26, 2022, to Irma Sanchez, isanchez@westchasedistrict.com. Confirmation of email received will be provided.

Reponses received past the deadline will not be considered.

Contact Information

Irma H. Sanchez
Vice President of Projects
Westchase District
10370 Richmond Ave., Suite 1350
Houston, TX 77042
isanchez@westchasedistrict.com
713-780-9434

If for any reason, you are unable to complete the submittal package electronically, you may submit a hard-copy of the SOQ to **Westchase District's Office**, as noted above. Noted deadline still applies.

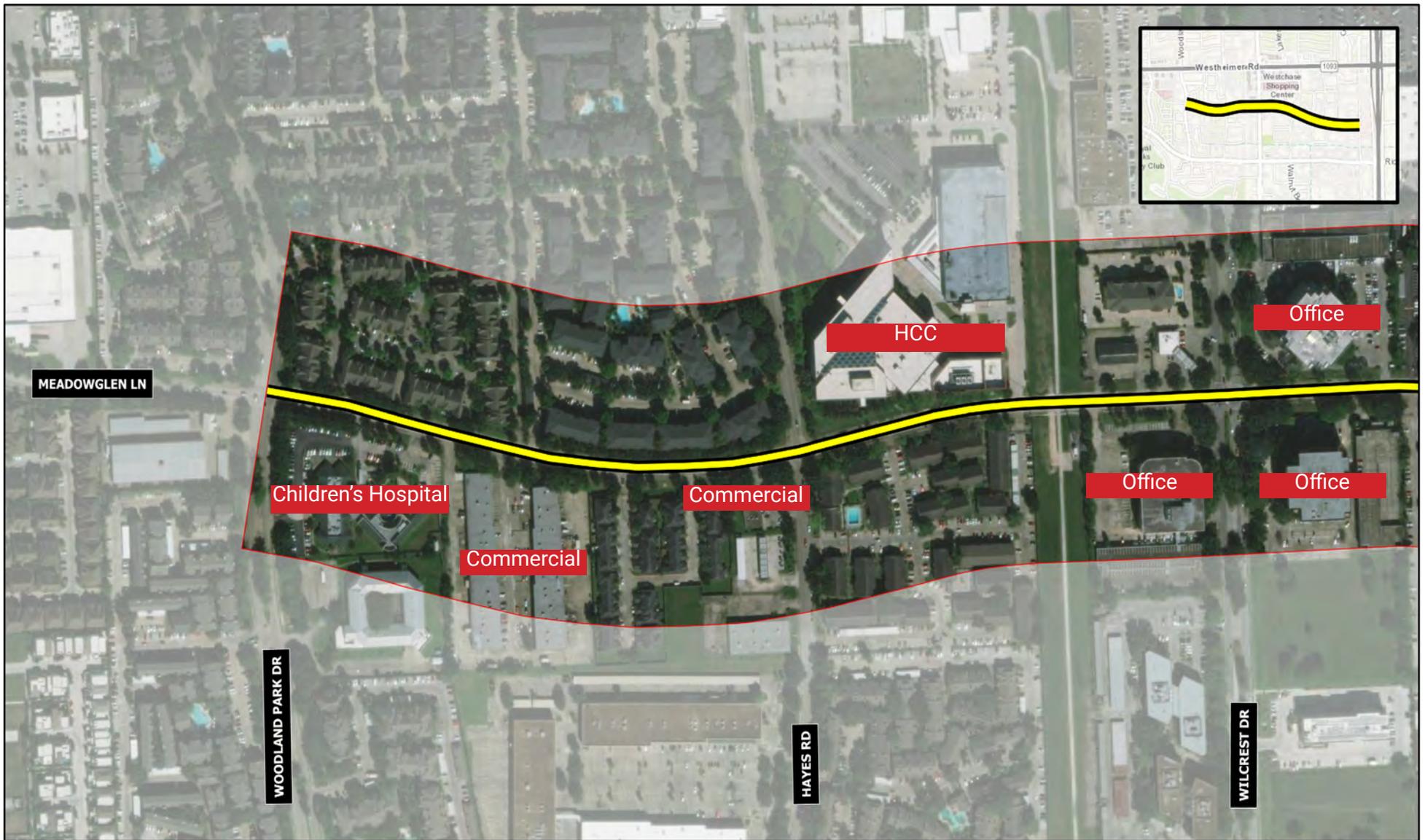
Supplemental Information

Inquiries - Any inquiries regarding this RFQ should be emailed to Irma Sanchez at isanchez@westchasedistrict.com, by or before 5:00 PM on Monday, August 22, 2022.

A compiled list of questions and answers will be provided to all interested parties via email by 5:00 PM, Wednesday, August 24, 2022. This list will also be posted on the Westchase District website at www.westchasedistrict.com/about/public-notices/.

Contact with Westchase District Employees and Affiliates - 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 Committees) to influence any employee, consultant or board member of Westchase District concerning 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 Westchase District solicitations or contracts. All contact on this solicitation should be addressed to the authorized representative.

Exhibit A



Legend

 Meadowglen Study Limit

Meadowglen DCR

Study Area



10011 Meadowglen Lane
Houston, Texas 77042
610.404.4000
10011 Meadowglen Lane

Proj. No. 201-075-03

January 2022

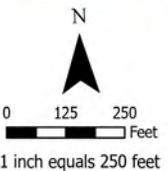
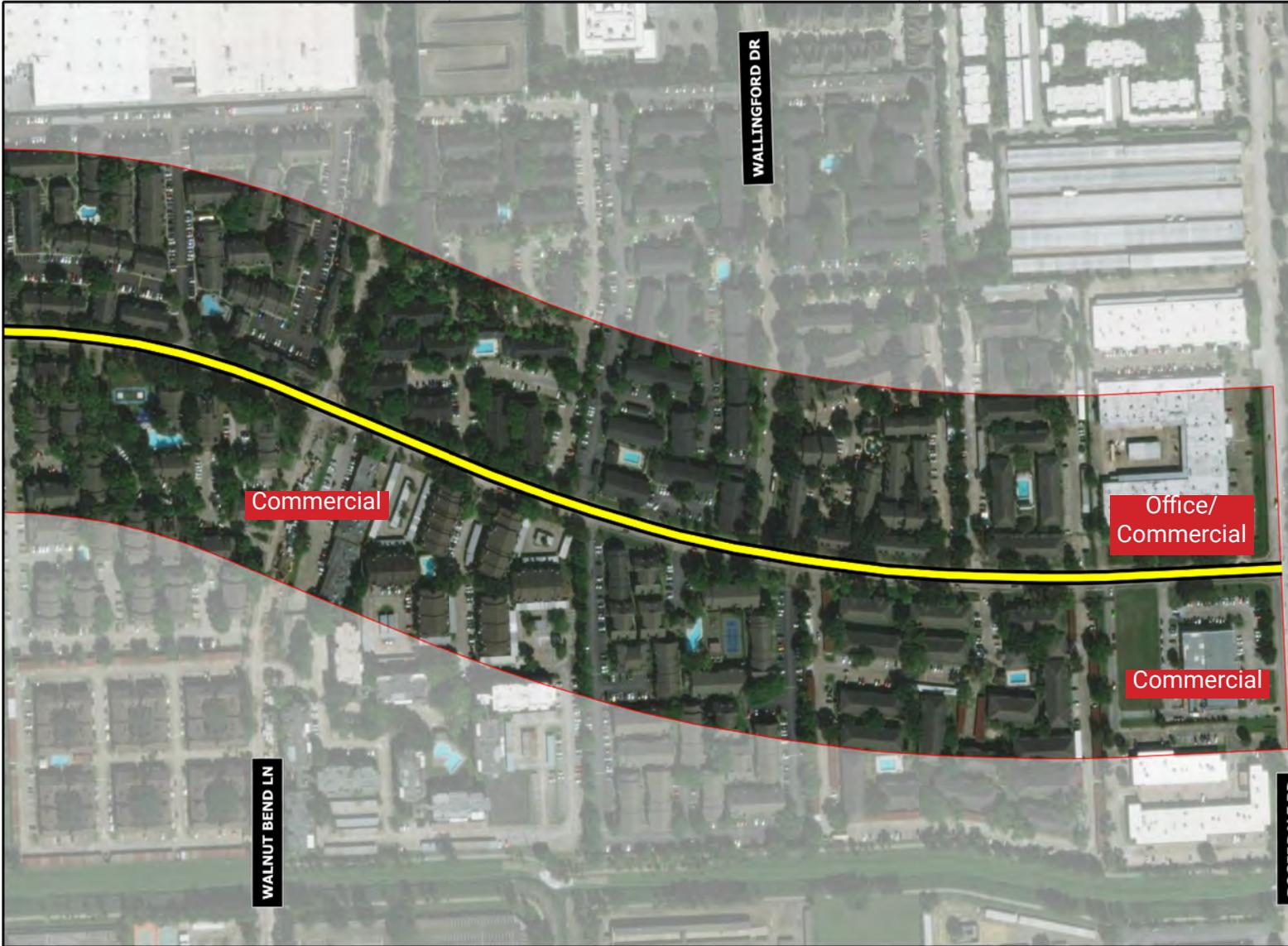


Figure 1.1.1 Study Area Overview



Neighborhood
Westchase District

Annexed/Developed
Meadowglen Lane was constructed in late 1970s

Land Uses
Multi-family Residential, Commercial, Office

Recent Development
None

Watersheds
Storm water drains on multiple cross streets and all outfall into HCFCD channel D124-00-00

Water Facilities
12-inch pipes using materials PVC, Asbestos Concrete and

Waste Water Facilities
8-inch lines using materials PVC and concrete

Major Transportation Facilities

- Class: Major Collector Street
- METRO Bus: Route 25
- Separate Bike Lanes: Walnut Bend Lane; Wilcrest Drive
- Proposed Bike Lane: Meadowglen Lane on-street separate bike lane
- Sidewalks: sidewalks in fair to poor conditions throughout study corridor

Demographics
Census Tracts 4521, 4522

Commercial

Office/
Commercial

Commercial

WALLINGFORD DR

WALNUT BEND LN

ROGERDALE RD

Legend

Meadowglen Study Limit

Meadowglen DCR		 0 125 250 Feet 1 inch equals 250 feet
Study Area		
 10011 Meadowglen Lane Houston, Texas 77043 EHRACorp.com 713.764.6500 <small>© 2012 EHRACorp.com</small>	Proj. No. 201-075-03 January 2022	