



HOBBY AREA DISTRICT

HARRIS COUNTY IMPROVEMENT DISTRICT NUMBER NINE MEETING

TO: THE BOARD OF DIRECTORS OF THE HOBBY AREA MANAGEMENT DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that a regular meeting of the Board of Directors of the Hobby Area Management District will be held on **Thursday, February 8, 2018 at 10:30 a.m.** at the DoubleTree Hotel, 8181 Airport Blvd, Houston, TX 77061, a designated board meeting location, open to the public, to consider, discuss and adopt such orders, resolutions or motions, and take other direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

AGENDA

1. Determine Quorum; Call to Order
2. Receive Public Comments. Limited to 3 minutes each person
3. Approve Minutes of Board Meeting held on December 14, 2017
4. Receive an Update and Recommendation from the Bellfort Station Selection Committee to Consider and Authorize Staff to Negotiate and Finalize a Contract for Community and Economic Development Services Not to Exceed \$215,000
5. Invitation to the State of the District Luncheon 11:30 a.m. – 1:00 p.m.
6. Adjourn


Executive Director



**MINUTES OF THE MEETING OF THE
HOBBY AREA MANAGEMENT DISTRICT
BOARD OF DIRECTORS**

December 14, 2017

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, December 14, at 6:00 p.m. at the Houston Club, 910 Louisiana, 49th Floor, One Shell Plaza, Houston, Texas 77002, outside the boundaries of the District, open to the public, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 -	Danny Perkins, <i>Chairman</i>	Position 7 -	vacant
Position 2 -	Helen Bonsall, <i>Vice-Chair</i>	Position 8 -	Joe Edd Nelson
Position 3 -	Todd Szilagyi	Position 9 -	Darryl Bailey
Position 4 -	Jesus H. Saenz, Jr.	Position 10 -	Vic J. Zachary
Position 5 -	Ann Collum	Position 11 -	
Position 6 -	Sue De Haven, <i>Secretary</i>		

and all the above were present, with the exception of Directors Szilagyi, De Haven, Zachary and Brown, thus constituting a quorum. Also present were Jerry Lowry, Executive Director; Gabrielle Dirden, HAMD; Linda Clayton and Tony Allender, both of Hawes Hill & Associates, LLP; Clark Lord, Bracewell LLP; Cindy Craig, Governmental Financial Reporting, LLC.; and Jeff Sonnheim, Equi-Tax. Others attending the meeting were Mario Ramirez, Hobby Business Ambassador. Chairman Perkins called the meeting to order at 6:08 p.m.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

APPROVE MINUTES OF MEETINGS HELD OCTOBER 12, 2017.

Upon a motion duly made by Director Nelson, and being seconded by Director Bailey, the Board voted unanimously to approve the Minutes of the October 12, 2017, Board meeting, as presented.

RECEIVE ASSESSMENTS COLLECTION REPORT.

Mr. Sonnheim presented the Assessment Collection Report, included in the Board agenda materials. He reported a 99% collection rate on the 2016 assessments, \$16,015 in uncertified values and 71 unsettled accounts. No action from the Board was required.

RECEIVE BOOKKEEPER'S REPORT AND APPROVE INVOICES FOR PAYMENT.

Ms. Craig presented the Bookkeeper's Report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Nelson, and being seconded by Director Bonsall, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

RECEIVE PUBLIC HEARING RESULTS:

- a. **Hearing Examiner's Report and Proposal for Decision;**
- b. **Order Supplementing the Assessment Role (sic) for the Harris County Improvement District No. 9 (Hobby Area Management District) and Levying Assessments Against the Property on the Supplemental Assessment Roll; and**
- c. **Order Setting the Rate of Assessment for All Properties on the District's Assessment Role (sic) for Year 5 of the District's 10-Year Service Plan.**

Mr. Lord reviewed the Hearing Examiner's Report and Proposal for Decision; Order Supplementing the Assessment Roll for the Harris County Improvement District No. 9 (Hobby Area Management District) and Levying Assessments Against the Property on the Supplemental Assessment Roll; and Order Setting the Rate of Assessment for All Properties on the District's Assessment Roll for Year Five of the District's Service Plan, all included in the Board agenda materials. Upon a motion duly made by Director Collum, and being seconded by Director Saenz, the Board voted unanimously to (a) accept the Hearing Examiner's Report and Proposal for Decision, as presented; (b) adopt the Order Supplementing the Assessment Roll for the Harris County Improvement District No. 9 (Hobby Area Management District) and Levying Assessments Against the Property on the Supplemental Assessment Roll, as presented; and (c) adopt the Order Setting the Rate of Assessment for All Properties on the District's Assessment Roll for Year Five of the District's Service Plan, as presented.

6:26 p.m. Director Zachary arrived meeting

6:38 p.m. Director Brown arrived meeting.

RECEIVE, REVIEW AND APPROVE FY2018 BUDGET AND OPERATING PROCEDURES AND GUIDELINES FOR BUDGET ADMINISTRATION, AND AUTHORIZE STAFF TO FINALIZE AND ENTER CONTRACTS NECESSARY TO FURTHER ITEMS APPROVED IN THE FY2018 BUDGET.

Mr. Lowry went over the budget process and reviewed the proposed Operating Procedures and Guidelines for Administration of the Fiscal Year 2018, included in the Board agenda materials. Mr. Lowry reviewed the proposed FY2018 Budget and answered questions. Director Brown reported the Budget Committee has reviewed the guidelines, proposed budget and contracts and is recommending for approval by the Board. Upon a motion duly made by Director Brown, and being seconded by Director Nelson, the Board voted unanimously to (a) approve the Operating Procedures and Guidelines for Administration of the Fiscal Year 2018 Budget, as presented; (b) approve the FY2018 Budget, as presented; and (c) authorized staff to finalize and enter into the contracts necessary for the FY2018 Budget.

RECEIVE AN UPDATE AND RECOMMENDATIONS FROM THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE:

- a. **Support Letter for CM Gallegos' effort to rename Hobby Airport's West Concourse to the Howard Hughes Concourse**
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Ms. Dirden reviewed the support letter for CM Gallegos effort to rename the west concourse of Hobby Airport. She reported the Committee discussed and is recommending for approval. Director Collum made a motion to authorize execution of the support letter. Director Bonsall seconded. After full discussion by the Board, the Director Collum withdrew her motion. Upon a motion made by Director Collum, and being seconded by Director Bailey, the Board voted unanimously to table this item to allow time to receive and review further information from all parties on this matter.

ESTABLISH A RESOLUTION TO NAME HOBBY AREA DISTRICT RECORDS MANAGEMENT MANAGER.

Mr. Lord reviewed the Resolution Designating a Records Management Officer, included in the Board agenda materials. He reported the Resolution designates Gabrielle Dirden to serve as Records Management Officer for the District. Upon a motion duly made by Director Brown, and being seconded by Director Zachary, the Board voted unanimously to adopt the Resolution Designating Records Management Officer, as presented.

ELECTION OF DISTRICT BOARD OFFICERS – CHAIR, VICE-CHAIR AND SECRETARY/TREASURER

- a. Appoint an Election Officer;**
 - i. Accept Nominations and Conduct Election per Office**
- b. Board to Receive Election Results and Appoint Officers as Appropriate**

Mr. Lowry stated State law requires an election of officers when new board members are appointed to the Board. Director Collum nominated Director DeHaven to serve as Secretary/Treasurer, no other nominations were made for Secretary/Treasurer; Director Collum nominated Director Bonsall to serve as Vice-Chair, no other nominations were made for Vice-Chair. Director Collum nominated Director Perkins to serve as Chairman, no other nominations were made for Chair.

Upon a motion duly made by Director Collum, and being seconded by Director Brown, the Board voted unanimously to appoint Director Sue DeHaven to serve as Secretary/Treasurer; Director Helen Bonsall to serve as Vice-Chair; and Director Danny Perkins to serve as Chairman of the Board of Directors.

HOLIDAY SOCIAL INVITATION 7:00-9:00 P.M.

ADJOURN.

There being no further business to come before the Board, Chairman Perkins adjourned the meeting at 7:09 p.m.

(SEAL)

Chair, Vice Chair or Secretary



HOBBY AREA DISTRICT

REQUEST FOR PROPOSAL (RFP) Bellfort Station Special Area Study Hobby Area, Houston Texas

CLOSING DATE: December 8, 2017, at 2pm CST

FORMAT: **Ten (10) hard copies** with sections clearly delineated and bound in a manner to allow for copies to be made.

One (1) electronic document in fully bookmarked PDF Format on a thumb drive. As an alternative, a consultant may offer a location for download with the understanding that it must be available for full download no later than **December 8, 2017 at 2pm CST** by email, DropBox, Box or other recognized transfer/storage service.

SUBMIT TO: **Tony Allender**
Special Projects Coordinator
Hobby Area Management District

Mailing address
8121 Broadway Street
Suite 199
Houston, Texas 77061

Contact information
Tony Allender
Special Projects Coordinator
832.483.1853
tallender@haweshill.com

Those responding to this solicitation may elect to either mail or deliver proposals to the Hobby Area Management District (HAMD) offices. Failure to submit the required number of copies as stated above may result in disqualification from the proposal process. HAMD will not accept any proposals delivered by telephonic or facsimile means and will not accept electronic means except as outlined above in regard to the digital document.

The deadline for the submittal of proposals is no later than **December 8, 2017, at 2pm CST**. Proposals received after this date and time will not be accepted. Respondents may submit their proposal to HAMD office any time prior to the deadline.

Submission of a proposal will constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP. Proposers, their authorized representative, and their agents are

responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP at the time a proposal is submitted to HAMD.

ADDITIONAL INFORMATION AND SPECIFICATIONS

Requests for additional information or questions should be emailed to Tony Allender no later than **November 20, 2017, at 5pm CST**. In addition to direct responses, all questions and subsequent answers shall be posted on the HAMD website on or before **November 22, 2017, at 5pm CST**. Proposers shall be notified via email of any changes in the specifications contained in this Request for Proposal, and any changes will also be posted on the HAMD website.

INTERPRETING SPECIFICATIONS

The specifications and product references contained herein are intended to be descriptive rather than restrictive. HAMD is soliciting proposals to provide a complete service package which meets its overall requirements. Specific services and collection references may be included in this RFP for guidance, but they are not intended to preclude proposers from recommending alternative solutions that offer comparable or better performance or value.

Changes in the specifications, terms and conditions of this RFP may be made in writing by HAMD. Results of informal meetings or discussions between a potential proposer and HAMD Board Members or staff may not be used as a basis for deviation from the requirements contained in this RFP.

HAMD has sole discretion and reserves the right to cancel this RFP or to reject any or all proposals received prior to the contract award.

HAMD reserves the right to waive any formalities concerning this RFP, or to reject any or all proposals or any part thereof.

OBJECTIVE

HAMD is seeking to transform the intersection of Bellfort Street, Telephone Road and Sims Bayou into a vibrant community (and potentially regional, to a lesser degree) destination in coordination with public and private partners with similar or complementary interests. The district is seeking a bold vision that is capable of being transformative and catalytic, but also achievable and fully capable of increasing economic opportunity and the quality of life for local residents. At the same time, the District and its partners are built for implementation. Therefore, **HAMD requires a special area study that can be visionary while also an action-oriented “roadmap”** that provides:

- A land plan that is marketable to private sector interests and establishes Bellfort Station as a dynamic market and competitive destination for visitors, residents and workers in the Hobby area. Proximity to William P. Hobby Airport provides an expanded market opportunity to over 13 million passengers. The intent of HAMD is to establish the physical, visual, and infrastructure improvements necessary to support and actively promote implementation of the land plan in coordination with local partners. It is critical that the proposal include a mix of residential, commercial, recreational, and educational land uses appropriate to the community and site.
- A market study that provides a basis for identifying development opportunities and forming realistic plans for the site. An understanding and identification of local market demand for the proposed products, quantity and mix of uses, redevelopment costs, and timing as needed to inform recommendations and increase chances that the project is feasible. In this regard, while the Bellfort Station Special Area Study is specific to the study area, it is intended to complement the Economic

Development Strategic Plan and Targeted Industry Study currently underway for HAMD. Proposals should include subject site analysis, economic and demographic analysis, competitive supply analysis, demand analysis, and development recommendations.

- Recommendations and, where appropriate, conceptual design for critical infrastructure and mobility improvements, including preliminary design of targeted improvements that stimulate the success of Bellfort Station and conceptual design of others. The intent of HAMD is to promote strategic improvements for incorporation in partner organization's capital improvements programs such as the regional Transportation Improvement Program, METRO's long-range plan for light rail service, the City of Houston's CIP/Rebuild Houston, the improvements program for Tax Increment Reinvestment Zone No. 8 (the Gulfgate TIRZ), and more, as well as leverage resources from partner entities for project implementation. Mobility improvements should consider Bellfort Station to be a multimodal destination, including access by foot, bike, bus, car and potentially light rail.
- Recommendations and, where appropriate, conceptual design of enhancements along Sims Bayou, including passive and active use of the corridor and adjacent parks, open spaces, sensitive/conservation areas, as well as the waterway. Improvements should utilize the Sims Bayou corridor as a means improve connectivity between Bellfort Station and the surrounding residential areas, as well as the surrounding communities as part of the larger trail network.
- Enhancement of the visual identity of Bellfort Station as a community destination and the brand of HAMD that may include incorporation of architectural enhancements, landmarks, streetscape enhancements and other improvements in a manner complementary to improvements along Broadway Street. As well as general streetscape enhancements adopted as a standard by HAMD.

Since this project requires a range of research, transportation, economic development and land planning expertise, a team of specialized consultants with one prime contractor may be needed.

BACKGROUND

The Hobby area is located in Southeast Houston, approximately 11 miles from Downtown. Located south of the 610 loop and just west of I-45, the district encompasses 14.6 square miles and is generally bounded by Dixie Road to the north, I-45 to the east, Almeda Genoa Road to the south and Mykawa Road to the west. The District is most notably home to William P. Hobby Airport. It is an area rich with mid-century history, including "rediscovered" neighborhoods such as Glenbrook Valley and Garden Villas. The Hobby area enjoys a healthy industrial base and includes a number of commercial corridors, several of which serve as routes leading to the airport.

HAMD was created in June 2007 with the purpose of strengthening the area's local economy, enhancing property values and improving the quality of life for both businesses and residents. Since its inception, the District has been instrumental in improving security and recognizing the unique identity of the area. HAMD successfully leveraged the City's improvements to transform William P. Hobby Airport into an international travel hub and to prepare for Super Bowl LI, by spearheading more than \$6 million in visual enhancements to Broadway Street (in addition to the \$17 million in improvements to the roadway completed by the City of Houston). A close partnership with Scenic Houston resulted complete reconstruction of the median; enhancements to intersections, sidewalks, and bus stops; new street lights; and installation of ID markers along the corridor. The District has also completed a streetscape enhancement program that includes new designs for local bus shelters, street signs, gateway markers,

and street furniture and has established a neighborhood signage program that assists local neighborhoods with development of new, distinctive signage in major corridors.

In 2016 the Houston-Galveston Area Council, in coordination with the City of Houston and HAMD launched the Hobby Area Livable Centers Study with the intent of establishing a vision for future redevelopment actions. Among the recommendations of the study was focus on three “catalyst” opportunities that could spur additional reinvestment and continue the HAMD’s history of leveraging partners and resources for the community’s benefit. Those catalyst sites included continued focus on Broadway Street, development of a small business based industrial and innovation hub near the Air Museum, and redevelopment of the commercial center now proposed as “Bellfort Station”.

The redevelopment of the Bellfort Station area is particularly critical to the Hobby area because its location at the intersection of Bellfort Street, Telephone Road and Sims Bayou offers:

- Access to a variety of Hobby area neighborhoods via roadway, sidewalks, transit and (in the near future) trails
- The largest commercial cluster in the Hobby area with the potential to be reinvented to better meet commercial retail and service needs of the Hobby area community
- Possible opportunities to increase commercial office and service space, institutional space and multifamily residential (if and of a type that is appropriate)
- Amenities afforded by substantial green space within the floodplain along Sims Bayou
- Opportunities to connect local parks and other destinations in the area
- A highly logical and well positioned location for a light rail stop
- An ideal community destination and potential location for density and mixed-use activity.

In addition to its potential to be catalytic, Bellfort Station is a logical location for investment by HAMD because of opportunities to align with the active interest of partner organizations and entities. Partner organizations currently or potentially interested in the area include:

- **Army Corps of Engineers.** The Corps is on track to extend the Sims Bayou trail system through this area as they continue to expand the trail west;
- **Scenic Houston.** The nonprofit organization that was an instrumental partner in the enhancement of Broadway Street is coordinating partners to enhance airport access corridors;
- **TIRZ No. 8 (Gulfgate TIRZ).** Also a major partner in Broadway Street, TIRZ No. 8 is interested in improvements along Bellfort and to enhance a variety of modes of transportation, including trail enhancements, bus shelter improvements, sidewalk and intersection enhancements, and roadway improvements. The TIRZ has indicated particular interest in the area of Stuart Park and the nearby school, as well as potential connectivity with Sims Bayou at Bellfort Street and Telephone Road;
- **METRO.** The transit system for Houston and the surrounding area is interested in expanding light rail service and a logical enhancement would include extension to William P. Hobby Airport. One highly

plausible route could extend from the Palm Center along Telephone Road to Hobby Airport – with a potential stop at Bellfort Station;

- **City of Houston.** The City of Houston Parks and Recreation Department has indicated a need for enhancements to local parks. Connection to Reveille Park and Stuart Park would allow for enormous potential for recreational activity along Sims Bayou and within both park spaces. The Houston Bike Plan bolsters the argument for roadway and trail enhancements that benefit both foot and bicycle traffic in the area, including means of accessing both sides of the bayou;
- **Houston-Galveston Area Council.** The regional planning organization actively promotes opportunities to positively impact congestion mitigation and served as the sponsor of the Livable Centers study. Bellfort Station provides a particularly strong opportunity to craft a local destination and, in doing so, reduce the need to travel outside of the area for retail and service needs. It also substantially bolsters the ability to travel locally without an automobile;
- **Harris County Flood Control District.** The agency charged with protecting the surrounding public from flooding during major storm events could benefit from a study that proposes enhancements that allow for beautification and active use while also improving stormwater management, including the possibility of stormwater detention, staging, or similar improvements to stormwater conveyance;
- **Texas Department of Transportation.** State Highway 35, otherwise known as Telephone Road, serves as a major roadway for purposes of moving traffic that includes airport passengers and industrial truck traffic. The intersection of Telephone Road with Bellfort Street and Reveille Street could be enhanced to improve traffic flow while also preparing to accommodate the incorporation of pedestrian and bicycle traffic, as well as transit service, most particularly potential light rail service to Hobby Airport; and,
- **Private sector commercial and residential development community.** The owners of Fiesta recently upgraded their facility near the intersection. Enhancements to the area would very likely spur additional investment and reinvestment in the area. The Livable Centers study proposes increasing retail and service space, as well as adding residential density in a manner that adds to the dynamic character of a reinvented Bellfort Station.

STUDY AREA

The focus of the Bellfort Station Special Area Study is the property surrounding the intersection of Bellfort Street, Telephone Road and Sims Bayou and extends along those complementary corridors as noted in the attached map. The area is primarily commercial retail and office space and offers a series of undeveloped and underdeveloped areas with a potential for infill and reinvented commercial, institutional, recreational, or residential development. The study area extends along Sims Bayou and Bellfort Street to capture open spaces along the bayou as well as Stuart and Reveille Parks, thereby gaining direct access/connectivity into a number of surrounding residential areas.

SCHEDULED TIME FRAME

The work is scheduled to begin on or about **February 12, 2018**, and to be completed within **(9) nine months** of the start date. HAMD reserves the right to extend and/or expand the scope of this contract, subject to HAMD Board of Directors approval and additional funding availability.

PROJECT SCOPE OF WORK

It is the expectation of HAMD that the consultant team will present a scope of services that includes the necessary tasks, phases, deliverables and timeline necessary to meet the objectives of this RFP. In doing so, the consultant team should, at minimum, provide the following:

- A product that builds upon the concepts recommended by the Livable Centers Study and the work already completed or underway by HAMD and its partners, to the extent that is practical and appropriate.
- Development of a land plan for Bellfort Station and the available spaces within the study area with consideration given to the recommendations established by the Hobby Area Livable Centers study. The proposed land plan should incorporate the intent of HAMD to establish Bellfort Station as a “community center”—a gathering place and destination for the residents of the Hobby Area and visitors from the surrounding area.
- Coordination with HAMD and community partners throughout plan and project development, as well as property and business owners for purposes of strengthening relationships, gaining insight and laying the foundation for reinvestment.
- Analysis and preliminary design of transportation improvements and enhancements within the study area with emphasis on enhancing connectivity to Bellfort Station and between community destinations; increasing the convenience, safety and availability of mode choice; improvements to automobile travel; the manner in which light rail service could be incorporated (including a station in the study area); including streetscape enhancements established by HAMD; and potential mobility enhancements such as pedestrian overpasses and bridge improvements that allow for full use of space along Sims Bayou.
- Analysis and recommendations associated with stormwater management, as well as water, wastewater and associated utilities that improve the competitiveness and attractiveness of the study area.
- Enhancements and recreational programming along Sims Bayou. In addition to the trail proposed by the US Army Corps of Engineers, Sims Bayou and adjacent green spaces offer an opportunity for added stormwater management, beautification, recreational and entertainment activities, and

public art, preferably in a manner that complements features of Bellfort Station and the streetscape enhancement program established by HAMD.

- Recommendations and conceptual design/programming of improvements to Reveille and Stuart Parks and nearby areas that strengthen each as complementary community destinations.
- Economic development studies sufficient to determine market demand (including retail, but also the market for other opportunities as appropriate) for Bellfort Station, specific uses recommended to be added (or improvement of existing uses such as the grocery stores), recognition of economic limitations/capacities/opportunities for the area, and recommendations to improve the market competitiveness of the area with the understanding that **it is the intent of this study to enhance the economic opportunity and quality of life for residents of the Hobby area while also attracting visitors to the area.**
- A detailed and prioritized action plan for projects, policies and programs to be completed by HAMD and its partners. **This is a study from which the next step will be implementation.** It is the burden of the consultant team to consult with HAMD to fully understand the requirements for implementation and to prepare a scope of services that will prove that they are the most qualified to provide a pathway to success and action.

Stakeholder and Community Engagement.

The Livable Centers study included a substantial public participation process that resulted in the conceptual design for Bellfort Station. The Consultant team is expected to include a more strategic participation process intended to focus on stakeholders and individuals/entities that can provide information necessary to completion of the special area study. Beyond that, the consultant will be expected to participate in a minimum of two public engagement meetings that will present the initial findings and conceptual design for feedback and the final product, as well as a series of scheduled updates to HAMD.

Deliverables.

At minimum, the consultant team will be responsible for development or production of all materials needed for meetings and presentations, unless otherwise determined in coordination with the HAMD Project Manager and staff, including graphics, images, tables, documents and more. Additionally, as a final product, the consultant team shall, at minimum, provide:

- A single, bound, full-color, hard copy document
- A high-resolution, print-ready, fully bookmarked digital version of the final product, including any appendices, maps or other attachments in PDF format
- A lower resolution version of the same document suitable for placement at the HAMD website
- All original files in editable format, including graphics and GIS files (to include .shp, .gdb, and .mxd files) utilized to make any maps.

PROPOSAL CONTENTS AND SPECIFICATIONS

Proposals should, at a minimum, include the information described below:

A. Team Introduction

The introduction should introduce the consultant team, as well as the unique qualifications, approach to achieving project within the available budget and time frame, or other variables that make this . The letter should include the primary contact name, the name of the person that can bind the firm (if different than the contact name), mailing address, telephone number, and email address for each firm in the proposed team, with notation as to the prime consultant. Information should also be provided regarding the Project Manager that will be responsible for the project as well as a deputy project manager, if applicable. Please note that the introduction may also serve as a cover letter, if desired.

B. Project Work Program and Schedule

The consultant team should detail their approach to undertaking the tasks listed in this RFP. A recommended methodology for performance of each task identified in the scope of work and achievement of the objectives listed previously in this RFP should be included, along with a timeline for completion. This timeline should also illustrate key phases, milestones, deliverables and anticipate necessary meetings with HAMD staff, area stakeholders and other community engagement activities. As noted above, this contract will be completed within nine months of execution, unless otherwise extended by HAMD.

C. Project Organization and Management

A project organization and management plan should be developed and include project staffing with an indication of the personnel to be involved, their respective roles, and staff-hours by task dedicated to the project. A general summary of the management approach to be used in accomplishing the work should be given, including interaction/coordination with HAMD staff. The consultant (team) should describe functions and responsibilities of the firms and staff involved. Proposals should clearly delineate all individuals, by names and titles, that will be working on this study and their areas of responsibility. If substitutes or back-up personnel are planned on a contingency basis, they should be indicated in the plan. HAMD requests the prime contract signatory be specified, with title, to facilitate the preparation of the contract.

D. Budget

The consultant team should submit a budget of general categorical costs necessary to complete the proposal and indicate the approximate percentage of the available funding estimated to be required for each task. Respondents should be prepared to provide a detailed budget in a timely fashion should they be selected.

E. Responsibility and Qualifications

The project manager and other key staff members must be specified and a clear indication given as to their involvement in the project, the amount of time they will be on site and the percent of their time dedicated to this project. Brief resumes of staff members should be included. The successful respondent to this RFP must understand they are expected to provide qualified personnel to accomplish each portion of the work in this planning study. Substitutions for essential personnel involved in the study will not be allowed without prior approval of the HAMD Project Manager and resulting delays will be the responsibility of the consultant. HAMD retains the right to request the removal of any personnel found, in staff's opinion, to be unqualified to perform the work.

F. References and Examples of Similar/Applicable Work

The consultant team must include a list of client references (minimum of 3 per firm). References included in the proposal should represent past performance of the respective firm and, in the instance of the prime consultant, at least one reference with a direct relationship with the project manager on work that relates to elements directly related to this overall project. Client references should include the name of contact, agency/organization, email address, phone number, and the title of relevant project(s). As part of the proposal review, HAMD retains the option to contact all references. Incomplete or incorrect information will result in elimination of the reference.

In addition, the consultant team should provide a list of no less than five examples of work directly related to this overall project. Each firm represented in the consultant team should provide a minimum of one project reflective of the expertise that they provide to the project and the team. Information should include a brief description of the project, the date of work, contact information similar to that noted for references noted above, and any other relevant information that the consultant team feels would be of benefit to HAMD. Project and reference information may be combined if appropriate.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other pertinent information that may be included at the discretion of the consultant team.

EVALUATION PROCEDURES

A Selection Committee will review complete responses received by the closing date. A score will be assigned to each proposal and used to reduce the number of proposals to no less than two. **Teams submitting proposals that make the initial cut will be notified by email no later than January 10, 2018, and are expected to make a presentation and answer questions of the Selection Committee on January 17, 2018 between 8:00am CST and 5:00pm CST in Houston, Texas near Hobby Airport.**

HAMD reserves the right to contact respondents for clarification of information submitted and to contact references to obtain information regarding past performance, reliability and integrity. Requests for a debriefing must be made within one week of notification of non-selection. HAMD reserves the right to not conduct debriefings if requests are made after that time.

EVALUATION CRITERIA

The evaluation criteria for the Selection Committee will include:

- **Capability and Experience in Land Planning, Design and Other Critical Areas.** The consultant team must have demonstrated capabilities all aspects of the process as well as all elements of the project.
- **Capability in Implementation Strategies.** As mentioned in the RFP, the study is intended to be implemented by HAMD and its partners. As such, it is incumbent upon the consultant team to indicate a possession of knowledge and experience necessary in producing implementable solutions.
- **Approach.** The proposal must delineate an effective approach to achieving project objectives within the available time frame and a reasonable budget.
- **Stakeholder and Community Engagement.** The consultant teams approach to stakeholder and community engagement should identify the optimal methods and techniques to engage the necessary parties at appropriate stages in the process. For those instances of community

engagement, the proposal should demonstrate various strategies that may be used to engage the community in a participatory manner.

- **Project Management, Organizational Structure and Key Personnel.** The consultant team must have a qualified project manager. Proposal must demonstrate an effective organizational structure. Key personnel assigned to the project must possess necessary qualifications and be available to perform the work within the project timeframe.
- **Past Performance.** The consultant team must have a demonstrated track record of timely performance, quality and integrity, as evidenced by a list of client references.
- **Other Elements.** HAMD's Proposal Evaluation Team may also evaluate other elements in the proposal that it deems pertinent to the Consultant team's capability to perform the required tasks.

CONTRACT AWARD

HAMD will provide short-listed respondents with instructions as to how the final Consultant team ranking will be selected. The process may include, but not necessarily be limited to, questions about elements of the proposal submitted, specific scope of work questions and/or interviews. A recommendation will be presented to the HAMD Board of Directors for approval to negotiate, and execute, a contract with the selected consultant team. **HAMD reserves the right to reject any and all proposals or to discontinue pursuit of the project as deemed in its interest.**

HAMD RESPONSIBILITIES

HAMD is responsible for project administration and final decisions on all contractual matters. All responses to inquiries about the RFP and attachments will be posted on the HAMD website as often as possible. Visit <http://www.hadistrict.org> to access the RFP. Inquiries about this RFP should be directed to Tony Allender, Project Manager.

Proposed Boundaries for the Belfort Station Redevelopment Plan

The proposed boundaries are intended to capture the commercial area, but also the surrounding opportunities for connection and redevelopment, as well as areas of common interest with partner entities such as TIRZ No.8, the US Army Corps of Engineers, METRO, TxDOT, Harris County Flood Control, the City of Houston (various departments), Scenic Houston and more.



Google Earth

© 2016 Google

Imagery Date: 3/3/2016 29°40'26.25" N 95°17'29.12" W elev 29 ft eye alt 6428 ft

1944

Belfort Station RFP Evaluation Scoresheet

Hobby Area Management District

Technical Reviewer:

Items 1 - 5: <i>Please review the information provided by the company.</i>	Max. Points	Company	
Capability/Experience in Land Planning, Design and Other Critical Areas	25	Score	Comments
<i>The consultant team must have demonstrated capabilities in all aspects of the process as well as all elements of the project</i>			
Capability in Implementation Strategies	25	Score	Comments
<i>As mentioned in the RFP, the study is intended to be implemented by HAMD and its partners. As such, it is incumbent upon the consultant team to indicate a possession of knowledge and experience necessary in producing implementation solutions</i>			
Approach	15	Score	Comments
<i>The proposal must delineate an effective approach to achieving project objectives within the available time frame and a reasonable budget</i>			
Stakeholder and Community Engagement	15	Score	Comments
<i>The Consultant team's approach to stakeholder and community engagement should identify the optimal methods and techniques to engage the necessary parties at appropriate stages in the process. For those instances of community engagement, the proposal should demonstrate various strategies that may be used to engage the community in a participatory manner</i>			
Project Management, Organizational Structure and Key Personnel	15	Score	Comments
<i>The consultant team must have a qualified project manager and the proposal must demonstrate an effective organizational structure. Key personnel assigned to the project must possess necessary qualifications and be available to perform the work within the project timeline</i>			
Past Performance	15	Score	Comments
<i>The consultant team must have a demonstrated track record of performance as exhibited by examples of work on projects that are similar or otherwise considered applicable to this proposal</i>			
Other Elements	5	Score	Comments
<i>Evaluate the professionalism of the proposal or other elements of the proposal deemed pertinent to the team's capability to perform the required task</i>			
Reference checks (completed by HAMD staff)	15	Score	Comments
<i>Quality of experience with company as reported by previous clients.</i>			
Total Score	130		