

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

September 10, 2015

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, September 10, 2015, at 1:00 p.m. in the Doubletree Hilton Hobby, 8181 Airport Blvd., Houston, Texas 77061, inside 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 -	Marjorie Evans
Position 2 -	Helen Bonsall, <i>Vice-Chair</i>	Position 8 -	Joe Edd Nelson
Position 3 -	Todd Szilagyi	Position 9 -	Darryl Bailey
Position 4 -	Perry J. Miller	Position 10 -	Vic J. Zachary
Position 5 -	Ann Collum	Position 11 -	Alberto Cardenas
Position 6 -	Sue De Haven, <i>Secretary</i>		

and all the above were present, with the exception of Directors Bonsall, Szilagyi and Miller, thus constituting a quorum. Also present were David Hawes, Josh Hawes, Gretchen Larson, Linda Clayton, Jerry Lowry and Eoles Whitaker, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Jack Roland, Roland Fry & Warren; Jeff Sonnheim, Equi-Tax, Inc.; and Mario Ramirez, Hobby Business Ambassador. Others attending the meeting were William McNabb and Jesse Sampson, both with S.E.A.L. Security; Brian Walker, Signature Flight Support; and Annamarie Saavedia, Scenic Houston. Chairman Perkins called the meeting to order at 1:05 p.m.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

APPROVE MINUTES OF MEETING HELD AUGUST 13, 2015.

Upon a motion duly made by Director Cardenas, and being seconded by Director Bailey, the Board voted unanimously to approve the Minutes of the August 13, 2015, Board meeting, as presented.

RECEIVE ASSESSMENT COLLECTION REPORT.

Mr. Sonnheim presented the Assessment Collection Report, included in the Board agenda materials. He reported 98% collected on the 2014 assessments and 46 unsettled accounts. Mr. D. Hawes reported receipt of the preliminary 2015 values with an approximate increase of 11.64%. No action from the Board was required.

1:11 p.m. Director Perry Miller arrives at meeting.

RECEIVE BOOKKEEPER'S REPORT AND APPROVE INVOICES FOR PAYMENT.

Mr. Roland presented the Bookkeeper's Report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Collum, and being seconded by Director DeHaven, the Board voted to accept the Bookkeeper's Report and approved payment of invoices, as presented. Director Miller abstained.

APPROVE FY2014 FINANCIAL AUDIT REPORT.

Mr. D. Hawes reported the FY2014 Financial Audit Report had been amended with requested changes and was included in the Board agenda materials. Upon a motion duly made by Director Collum, and being seconded by Director DeHaven, the Board voted unanimously to approve the FY2014 Financial Audit Report, as presented.

RECEIVE UPDATE FROM THE ENVIRONMENTAL, URBAN DESIGN AND MOBILITY COMMITTEE.

Mr. D. Hawes provided an update on the Broadway enhancement project. He reported the City is on target and currently on schedule for completion in 2016. Ms. Saavedia provided handouts on Scenic Houston's cash flow projection and provided an update, a copy is attached as Exhibit A. Mr. D. Hawes reported the Livable Centers Committee had met and made amendments to the draft Livable Centers Study Request for Proposals, a copy is attached as Exhibit B. He reported Clark Condon is at 50% review on drawings for the Broadway enhancement project. There was general discussion regarding TxDOT and the maintenance issue on the I-45 corridor. There was general discussion regarding vagrancy issues in the District along I-45. No action from the Board was required.

RECEIVE UPDATE FROM THE BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE.

Ms. Larson reported the Committee is in preliminary planning for the State of District event. She reported the Business Ambassador did 50 visits since the last meeting with 33 visits completed. Mr. Brian Walker, new manager of Signature Flight Support, was introduced. There was general discussion regarding providing a letter in support from the District on the Botanical Gardens. No action from the Board was required.

RECEIVE UPDATE FROM THE PUBLIC SAFETY COMMITTEE.

Mr. Whitaker provided an update on public safety initiatives in the District. The SEAL Incident Report, for August 2015, was handed out, a copy is attached as Exhibit C. Mr. J. Hawes updated the Board on the County Attorney nuisance program. No action from the Board was required.


RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT ON ACTIONS/INITIATIVES IN SUPPORT OF THE DISTRICT'S SERVICE PLAN.

Mr. D. Hawes reported staff would be working with Committees on the FY2016 budget in the upcoming months. He answered questions from Director Cardenas regarding an outreach program to the top ten payers of assessments in the District. Director Cardenas asked whether there was a registry of the District's vendors, contracts, and request for proposal process as to when issued and expired. Mr. D. Hawes reported a spreadsheet would be provided at the next Board meeting. There was general discussion regarding the District's legal fees. No action from the Board was required.

ADJOURN.

There being no further business to come before the Board, Chairman Perkins adjourned the meeting at 1:51 p.m.




Secretary

List of Exhibits:

- A. Scenic Houston cash flow projection report for Broadway project
- B. Livable Centers Study, draft request for proposals
- C. SEAL Incident Report, August 2015

Cash Flow Projection

Broadway Project

February 2015 thru January 2017

Presented to Harris County Improvement District No. 9

as of September 10, 2015

Amount	Quarterly										Beyond Jan 2017
	2015				2016				2017		
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan		
Beginning Cash Balance	0	172,063	250,656	1,508,890	2,715,847	1,891,349	716,298	(166,040)	(1,325,245)	(1,329,245)	(1,329,245)
Requested, Pending, or Committed											
Foundations	60,000	-	750,000	2,100,000	-	-	-	100,000	-	-	10,000
Corporations	20,000	88,334	875,000	-	120,000	88,333	475,000	-	-	-	83,333
Non-Profits & Public Entities	-	-	100,000	250,000	450,000	-	-	-	-	-	-
Board Members & Individuals	113,120	-	-	-	-	-	-	-	-	-	-
Total Potential Contributions	193,120	88,334	1,725,000	2,350,000	570,000	88,333	475,000	100,000	-	-	93,333
Expense task or project											
Softscape (landscape and soil)	-	-	-	-	464,848	464,850	464,850	464,850	-	-	-
Hardscape (paths, curbs, crosswalks, pavers)	-	-	-	-	403,679	403,679	403,679	403,679	-	-	-
Lighting, Electrical, Site Furniture & Amenities	-	-	-	135,000	225,464	275,464	275,464	275,464	-	-	-
Street Enhancements and retrofitting	-	-	-	550,000	-	-	-	-	-	-	-
Professional Design Costs	-	-	180,000	180,000	139,500	-	-	-	-	-	-
Site Prep and Demolition (tree protection)	-	-	-	-	98,857	98,857	98,857	98,857	-	-	-
Project Management and Administration	21,057	9,741	286,766	278,043	62,151	20,535	114,488	16,355	-	-	96,315
Initial Maintenance (2 years)	-	-	-	-	-	-	-	-	4,000	-	96,000
Total Expenses	21,057	9,741	466,766	1,143,043	1,394,498	1,263,385	1,357,338	1,259,205	4,000	-	192,315
Ending Cash Balance	172,063	250,656	1,508,890	2,715,847	1,891,349	716,298	(166,040)	(1,325,245)	(1,329,245)	(1,428,228)	

Project Timeline

- Construction design and documentation
- Construction bid
- Construction let
- Project execution



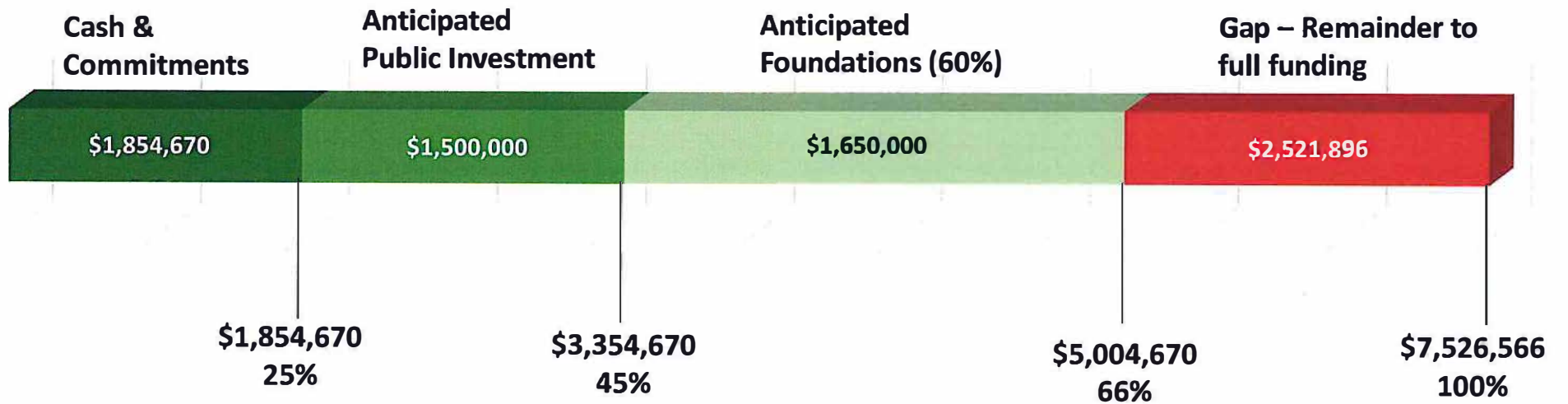
Ex A

Feb 2015

Aug 2015

Nov 2015

Jan 2016



September 10, 2015

TRN15-XX

**REQUEST FOR PROPOSAL (RFP)
Livable Centers Study
for Hobby Area**

CLOSING DATE: XXX, 2015, at NOON local time

FORMAT: Ten (10) hard copies
One (1) electronic in PDF Format on disk

SUBMIT TO: Amanda Thorin
Sustainable Development Program Specialist
Houston-Galveston Area Council

Mailing address
P.O. Box 22777
Houston, TX 77227-2777

Physical/delivery
3555 Timmons Lane, Suite 120
Houston, TX 77027
Main number: (713) 627-3200

Contact information:
Amanda Thorin
Sustainable Development Program Specialist
Desk: (713) 993-4587
Fax: (713) 993-4503
Email: amanda.thorin@h-gac.com

or

Meredith Dang, Chief Regional Planner
Desk: (713) 993-2443
Email: meredith.dang@h-gac.com

Those responding to this solicitation may elect to either mail or personally deliver their proposals to H-GAC offices. Failure to submit the required number of copies as stated above may result in disqualification from the proposal process. H-GAC will not accept any proposals delivered by telephonic, electronic or facsimile means.

The deadline for the submittal of proposals is no later than NOON on XXX, 2015, local time. H-GAC shall date-stamp all proposals upon receipt. Proposals received after this date and time will not be accepted. Respondents may submit their proposal to the H-GAC 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 H-GAC.

PRE-PROPOSAL COMMUNICATIONS

A Pre-Proposal Meeting will be held on XXXX, XXXX, 2015, from X:00 to X:00 a.m. local time in the H-GAC Second-Floor Conference Room B. Those unable to attend this meeting in person may participate via conference call. Please notify Amanda Thorin no later than XXX, XXX, 2015, by 4:00 p.m. local time if you wish to be included on the conference call.

It will be assumed that potential Proposers attending this meeting have reviewed the RFP in detail and are prepared to raise any substantive questions which have not already been addressed by H-GAC. H-GAC requests that, as much as is practical, Proposers submit all questions in writing, via email or fax, prior to the Pre-Proposal Conference. No additional questions regarding the RFP will be accepted after 5:00 p.m. local time on XXX, 2015. Questions submitted in advance should be sent to Amanda Thorin, H-GAC Sustainable Development Program Specialist, via email at amanda.thorin@h-gac.com or via fax at 713-993-4587. All questions and answers from the Pre-Proposal meeting will be compiled and provided to participating Proposers, as well as posted on the H-GAC website.

ADDITIONAL INFORMATION AND SPECIFICATIONS

Requests for additional information and questions should be addressed to Amanda Thorin, Sustainable Development Program Specialist, Community and Environmental Planning Department, Houston-Galveston Area Council, telephone – 713.993.4587 fax - 713.993.4503, or e-mail – amanda.thorin@h-gac.com, no later than XXX, 2015 at 5:00 p.m. local time. H-GAC will provide written responses to all questions received in writing on or before XXX, 2015. Questions received from all respondents, including those raised at the Pre-Proposal Meeting, shall be answered and sent to all respondents who are listed as having obtained Requests for Proposal, as well as posted on the H-GAC website. Proposers shall be notified in writing (via email) of any changes in the specifications contained in this Request for Proposal, and any changes will also be posted on the H-GAC website.

INTERPRETING SPECIFICATIONS

The specifications and product references contained herein are intended to be descriptive rather than restrictive. H-GAC 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 offering comparable or better performance or value.

Changes in the specifications, terms and conditions of this RFP may be made in writing by H-GAC. Results of informal meetings or discussions between a potential Proposer and H-GAC official or employee may not be used as a basis for deviations from the requirements contained in this RFP.

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

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

NON-RESPONDERS TO THE RFP

If unable to submit a proposal, please contact H-GAC in writing advising the reason for not submitting a proposal. Reasons for non-response to the RFP may be submitted to Amanda Thorin at amanda.thorin@h-gac.com.

OBJECTIVE

H-GAC is seeking consulting services to conduct a study and develop a plan to further the goals of the Livable Centers program in the Hobby area of Houston. The Consultant (team) will develop a plan that addresses the application of the Livable Centers program goals in the specified study area, including identification of transportation improvements that could leverage private investment and improve the quality of life in the project area.

The ~~consultant~~ Consultant (team) will be required to have knowledge and expertise in the following areas:

- Creating quality, walkable, mixed-use places that improve the lives of the existing populace
- Promote reinvestment in existing neighborhoods and reinvention of the multitude of apartment complexes
- Creating multi-modal transportation choices, including connectivity within the district as well as to destinations outside of the area.
- Improving environmental quality
- Promoting economic development, with equal emphasis on the tools to promote entrepreneurship and small business growth, as well as expansion or location of large scale businesses
- Estimating potential for private investment to be leveraged from public improvements
- Planning and conceptual design of street, sidewalk, trail, signage, and lighting improvements, including developing cost and benefits estimates
- Promoting the principles of Crime Prevention Through Environmental Design (CPTED)

Please see the Livable Centers section of the H-GAC website for additional Livable Centers program information: www.h-gac.com/livablecenters.

Since this project requires a range of research, public engagement, transportation, and planning expertise, a team of specialized firms is permitted. A consultant, or team of consultants with one prime contractor, is a typical type of consultant contract used by H-GAC.

Please note the following unique traits to this Livable Centers study:

- The study enjoys the active support of the Hobby Area Management District as well as Tax Increment Reinvestment Zone #8 (Gulfgate TIRZ). Both entities are fully prepared to assist in implementation of a successful study.
- The focus of this Livable Centers Study is intended to enhance the lives of existing residents and to create economic opportunities for those residents.

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BACKGROUND

H-GAC is the designated Metropolitan Planning Organization (MPO) for the eight-county Houston-Galveston Transportation Management Area (TMA). This study (and resulting recommended project(s)) is

one of a number of action steps adopted by H-GAC's Transportation Policy Council to address mobility challenges and quality of life in the region.

STUDY AREA:HOBBY AREA

The focus of the Hobby Area Livable Center study is the area bounded by ~~xxx~~Dixie Drive to the north, ~~xxx~~Aldameda Genoa to the south, ~~xxx~~the Gulf Freeway (IH-45) to the east, and ~~xxx~~Mykawa Road to the west. The area is a (describe study area here—special trip generators, existing land uses, etc.) (Please see map below) is a mix of moderate income neighborhoods, apartment complexes, strip commercial retail and industrial development—much of which is anchored by the presence of the William P. Hobby Airport. The district largely consists of blue color low to moderate income households. Several of the neighborhoods in the area retain the charm of the 1950s.

SCHEDULED TIME FRAME

The work is scheduled to begin on or about XXX2015, and to be completed within nine months of the start date. H-GAC reserves the right to extend and/or expand the scope of this contract, subject to H-GAC Board of Directors approval and additional funding availability.

PROJECT SCOPE OF WORK

The scope of work to be performed is for the preparation of a plan to further the goals of H-GAC's Livable Centers program, including the identification of transportation infrastructure investments to support the goals of the study within the defined study area.

The overall goal of the study is to create a Livable Centers plan for the study area that will lead to a sustainable, context-sensitive, multi-modal environment that addresses the needs both of residents and visitors. The study area has a mix of uses, existing transit, and is a major gateway to William P. Hobby Airport. The study should result in practical implementation strategies, to improve the quality of the living/working/civic environment in the area. It should enhance the area as a destination which is mixed-use, walkable, transit-served, characterized by diverse housing and employment choices, and thriving businesses.

All recommendations should be based on strengthening the area's existing best characteristics while providing real strategies and a road map for implementing improvements over time, with a special focus on public-private partnerships and investment opportunities. Recommended strategies should include financing mechanisms and catalytic projects.

The Livable Centers study should create a plan for the area that analyzes the safety and quality of the public realm, identifies existing as well as potential future pedestrian generators, and provides design solutions for an enhanced, attractive, connected and safe pedestrian environment, according to the tasks (1-5) outlined below:

Task 1: Needs Assessment

The Consultant (team) will collect any data necessary to evaluate existing transportation, economic and land use conditions and recommend Livable Centers improvements within the project study area(s). The Consultant will have the benefit of an existing conditions assessment that is in the process of being prepared by staff of the Hobby Area Management District. The assessment is intended to provide the Consultant with demographic, psychographic, economic, land use, urban design, transportation, and infrastructure information that impacts the

functionality and quality of life of the Hobby Area. The intention of this effort is to provide general data collection, analysis and observations so that the Consultant can focus on indepth evaluation and solutions and to provide context for an active public engagement process. Inclusive in this study shall be ~~This effort should include an~~ inventory of existing land uses; an evaluation of the existing street network, including an identification of current mode split; ~~and any general~~ impediments to the use of alternative modes of ~~transportation~~ and capital ~~improvements that are planned or ongoing.~~ A functional analysis map will provide the Consultant with an examination of the major/minor destinations in and nearby the district, as well as the paths that connect neighborhoods and apartment complexes to those destinations.

~~Include any other specific items to be included in the needs assessment.~~

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~~There are several plans and studies that have been completed in the study area in addition to the existing conditions assessment, therefore the plans should take these and any others is expected to take into account the following:~~

- ~~• List any relevant studies here Improvements to Broadway Street, Airport Boulevard and the improvements made to Hobby Airport to accommodate international travel including multi-modal improvements and beautification efforts – all of which will be complete by February 2017~~
- ~~• Newly initiated efforts to enhance the attractiveness of the IH-45 corridor particularly between Hobby Airport and downtown Houston~~
- ~~• Ongoing improvements to the recreational trail along Sims Bayou~~
- ~~• Citywide plans currently under development or update, including the Parks Master Plan, Comprehensive Bikeway Plan and Plan Houston~~
- ~~• Proposed improvements to the Houston Botanical Gardens located adjacent to the district~~
- ~~• Efforts by Scenic Houston and the Hobby Area Management District to improve the attractiveness of all corridors leading to Hobby Airport, including Broadway Street (discussed above), Telephone Road and Monroe Street.~~

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~~The needs assessment should be reviewed by the project sponsor and stakeholders and refined, as necessary.~~

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Task 2: Develop Conceptual Plan

Based on the needs assessment, the Consultant (team) will prepare a draft conceptual plan identifying strategic investments and policies in the transportation, housing, and land use realms that, if implemented, will improve the safety and feasibility of using alternative modes of transportation, increase the sense of identity, promote sustainability, support economic development and leverage private investment in the study area.

Specifically, the study shall provide an analysis of the current and potential future land use mix within the study area. This analysis should propose specific improvements to transportation infrastructure that will improve the ~~pedestrian realm and pedestrian/bicyclist safety opportunity~~ for mode choice, including all aspects of the walking, biking and transit realms. The analysis should also identify possible investment strategies and policies to leverage the desired land use mix and development types, and analyze the market feasibility of the improvements.

The analysis should include:

- **Circulation and Connectivity:** Analyze and develop a multi-modal connectivity plan. Analysis should address:
 - Connection between the places where people live and destinations for work, play and shopping with emphasis on creating an environment that makes travel by foot, bike and/or bus as attractive as possible~~Create a plan for improving the pedestrian realm, including wider improvements to the network of sidewalks and trails, connectivity between sidewalks and trails, signature crosswalks, shaded pedestrian realms, street furniture, and other amenities.~~
 - Coordinating multi-modal transit, including examining the potential connecting adjacent neighborhoods and a series of stations that reflect the unique identity of the area.
 - ~~Create a plan for improving the pedestrian realm, including wider sidewalks, signature crosswalks, shaded pedestrian realms and other amenities.~~

- **Economic and Urban Development:** Propose catalytic development concepts and pilot projects that enhance the identity, activity, and appeal within the study area based on a market-analysis. Mixed-use infill development concepts should be analyzed~~considered~~ with an appreciation for the existing development pattern and the need to evolve to a pattern that is less focused upon automobile travel by area residents, but also able to take better advantage of people traveling to and from Hobby Airport. Strategies should include means to expand/create public partnerships, leverage investment, and capitalize on existing area plans. The analysis should examine means to retain and create new businesses in the area, including retail, dining, grocery stores, and lodging. Analysis should include ideas and concepts that can showcase the area's identity, history, and unique aspects created through livable center improvements. The analysis should also specifically identify strategies to guide infrastructure replacement as opportunities arise and as redevelopment occurs.

- **Housing Choice and Affordability:** Propose concepts and strategies that ~~encourage infill housing that includes a mix of types and price points, diversify, grow and evolve the existing housing stock in a manner that promotes upward mobility for area residents, preserves the quality and character of neighborhoods such as Glenbrook Valley, promotes reinvestment, and improves the living conditions and quality of life of area residents.~~

- **Sustainability:** Analyze strategies that support the six livability principles of the Federal Partnership between HUD, DOT and EPA (provide more transportation choices, promote equitable, affordable housing, enhance economic competitiveness, support existing communities, coordinate policies and leverage investment, and value communities and neighborhoods) and how the Livable Centers plan can help advance and/or support the Our Great Region 2040 plan.

- **Place Making, Image, and Branding:** Analyze means to create a dynamic sense of place and identity such as landmarks, wayfinding, design, and other place-making elements. This should include:
 - Create landscaping designs to revitalize boulevards~~Landscaping and streetscape designs that build upon improvements to be implemented along Airport Boulevard and Broadway Street~~
 - Branding and wayfinding that build upon initial branding efforts established by the Hobby Area Management District

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- o Gateway and monumentation improvements that incorporate initial efforts to enhance attractiveness of the Gulf Freeway between Hobby Airport and downtown Houston, as well as beautification efforts by Scenic Houston
- o Create gateway designs to highlight the area as a welcome point of entry and exit for visitors to Houston accessing Hobby Airport. Additional features that bolster the identity of the Hobby Area as unique, identifiable and marketable.

The draft plan should be presented to the project sponsor, stakeholders and the community for comment, and refined as necessary.

Task 3: Develop Designs for Specific Proposed Recommendations

Visual understanding of concepts and preparation for implementation are essential to the success of this study, from major redevelopment projects to the capital improvements that improve urban design, connectivity, and community branding. The consultant/Consultant (team) shall:

- Propose concepts and provide schematic design drawings and along with estimated costs of improvements that could be replicated for priority capital improvement solutions within the study area to improve the sense of identity and establish a unifying set of characteristics for the area.
- Provide well-considered design concepts. Specific designs should be provided for proposed catalyst redevelopment projects, including mixed use and diversified housing and infill areas opportunities, as well as other general streetscaping and signage themes for areas in the study area. This may include streetscapes or other elements and may also include examples of design guidelines for use within the study area.

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Task 4: Develop Implementation Plan for Proposed Recommendations

Working with the project sponsor the Hobby Area Management District, the consultant/Consultant (team) shall prepare an implementation plan for of the proposed recommendations/solutions, including a prioritized implementation schedule, as well as the following for each project:

- General project scope
- Identification of impediments or unique steps necessary to make implementation feasible
- Estimated cost
- Funding sources
- Opportunities to leverage public/private resources
- Potential implementation partners
- Identification as suitable for consideration within H-GAC's Regional Transportation Plan and Transportation Improvement Program (RTP/TIP) and/or incorporation into the City of Houston Capital Improvement Program

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Discussion of fiscal analysis that outlines the proposed funding source and/or identification of leveraging of public and private investment and potential partners for the recommendations. In addition, finance and implementation tools such as use of bonds and tax incentives should be examined and most feasible strategies recommended based on input included following close coordination with the staff of the Hobby Area Management District and from the other appropriate agencies that offer expertise in this matter. The implementation plan should include proposed project scopes, cost estimates and priority level. Transportation infrastructure investments identified as suitable for consideration within H-GAC's Regional Transportation Plan and Transportation Improvement Program (RTP/TIP) should be identified. The study should also

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quantify the benefits of the recommended projects, including estimating the reduction in number of vehicle miles traveled (VMT) and resulting emissions reductions in the study area that could be attributable to the implementation of study recommendations. Additional potential benefits of recommended projects, including potential health benefits, should be identified where possible.

Public Engagement

The Consultant (team) will design and implement a public engagement process that fosters meaningful participation of stakeholders and the community at large. Coordination with stakeholders within the study area will be necessary, including the formation of a Stakeholder's Advisory Committee (SAC) that will, at minimum, include the three HAMD Board members that serve as the Livable Centers Study Committee, to meet at appropriate benchmark intervals (~~tasks 2-5~~) during the course of the project. The Consultant (team) must be sensitive to the needs of the community and their culture(s), and have strong communications skills and language capabilities. More because this is a study intended to be fully and actively implemented, the engagement process should be designed to be continued by the Hobby Area Management District after conclusion of the study. The public engagement process should:

- Build the capacity of local stakeholders and the community at large to participate effectively
- Use methods and techniques for participation that facilitate open dialogue
- Provide people with a variety of participation options
- Facilitate equitable participation with the goal of equitable outcomes throughout the community

Deliverables

- Final plan (addressing tasks 1-5 in scope of work and all other specific elements)(15 hard copies, 1 electronic format)
 - Documentation of Livable Centers needs assessment, stakeholder meetings and materials, as necessary, and additional needs as identified through stakeholder input, as appendices to the final report (15 hard copies, 1 electronic format)
 - ~~Written~~ description of projects contained in the plan, with a fiscal analysis containing supporting documentation of methodologies used in calculations, and cross listing of potential funding categories for each project and cost estimates (10 hard copies, 1 electronic format)
 - Original files in editable format, including graphics and GIS files (to include .shp, .gdb, and .mxd files) utilized to make any maps. (2 discs).

PROPOSAL CONTENTS AND SPECIFICATIONS

Proposals should, at a minimum, include the information described in Sections A-I below:

A. Cover Letter

This letter should include a brief summary of key aspects of the consultant's (team's) qualifications and approach to achieving project within the available budget and time frame. The letter should also include the primary contact name, mailing address, telephone number and email address for each firm in the proposed team. (Maximum 2 pages)

B. Project Work Program and Schedule

The ~~consultant~~ 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 should be included, along with a timeline for completion. This timeline should also illustrate key milestones and anticipate necessary meetings with H-GAC staff, the stakeholder advisory committee, the local project sponsor and others. This contract will be completed within nine months of execution. (Maximum 10 pages)

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 approach to be used in accomplishing the work should be given. 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. H-GAC requests the prime contract signatory be specified, with title, to facilitate the preparation of the contract. (Maximum 5 pages)

D. Disadvantaged Business Enterprise (DBE) Goal

For projects funded by grants from the U. S. Department of Transportation (DOT), H-GAC has established a goal of 20% DBE participation in its total annual third party consulting opportunities. Each respondent is encouraged to take affirmative action and make every effort possible to use DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm that is either unqualified or unavailable.

E. Title VI Requirements, EEO and Conflict of Interests/Debarment

Successful respondents will be required to demonstrate compliance with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued hereunder (49 C.F.R. part 21), and the assurances by H-GAC thereto.

Equal Employment Opportunity – Successful respondents will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

Proposals should state whether there is a potential conflict of interest and be cognizant of the requirement for executing a debarment certification stating that they have not been barred from doing work involving federal funds. A signed Debarment Certification will be required for each of the consultant team members prior to contract execution.

F. Conflict of Interest Questionnaire

Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with H-GAC to file a conflict of interest questionnaire (CIQ) if they have an employment or other business relationship with an H-GAC officer or an officer's close family member. The required questionnaire is located at the Texas Ethics Commission website <http://www.ethics.state.tx.us/forms/CIQ.pdf>. H-GAC officers include its Board of Directors and Executive Director, who are listed on this website.

The CIQ must be completed and filed with a bid/proposal response if an employment or business relationship defined in the law exists.

G. Budget

Funding for this contract, estimated at \$268,750 is dependent upon the successful execution of an interagency agreement between H-GAC, the Texas Department of Transportation (TxDOT), and the Hobby Area Management District. H-GAC reserves the right to expand and or modify the total budget and scope of the contract. Respondents are not required to submit a budget of categorical costs in their proposals, but should indicate the approximate percentage of the available funding that will be required for each task. Respondents should be prepared to provide a detailed budget in a timely fashion should they be selected. (Maximum 3 pages)

H. 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 onsite 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 H-GAC's prior approval and resulting delays will be the responsibility of the consultant. H-GAC retains the right to request the removal of any personnel found, in H-GAC's opinion, to be unqualified to perform the work. (Maximum 10 pages)

I. References

The Consultant (team) must include a list of client references (minimum of 3). References included in the proposal should represent past performance of the Prime Consultant and/or Project Manager on work that relates to elements in the Project Scope of Work. Client references should include: name of contact, agency/organization, email address, phone number, and title of relevant project(s). As part of the proposal review, H-GAC will attempt to contact all references via email. H-GAC cannot contact references based on incomplete or incorrect contact information. (Maximum 1 page)

IN SUMMARY

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.

EVALUATION PROCEDURES

A Proposal Evaluation Team will consist of H-GAC, the City of Houston, Texas Department of Transportation, and other stakeholders to be determined, will review the responses to the RFP received by the designated closing date (XXX, 2015 NOON local time), using the Evaluation Criteria described in the following section. The Proposal Evaluation Team reserves the right to contact respondents for clarification of information submitted and to contact references to obtain information regarding past performance, reliability and integrity.

Consortiums, joint ventures, or teams submitting proposals will not be considered responsive to this RFP unless they have demonstrated in a management plan that all contractual responsibility rests solely with one prime contractor or legal entity of the team. A duly authorized official of the prime respondent must sign the cover letter and other pertinent certifications. Requests for a debriefing must be made within one week of notification of non-selection. H-GAC reserves the right to not conduct debriefings if requests are made after that time.

EVALUATION CRITERIA

The proposal evaluation criteria for the ranking (and possible short-listing) of the consultant will include:

Public Engagement (10%)

The Consultant's (team)'s approach to public engagement should identify the optimal methods and techniques to engage the public at each stage in the planning process and sustain the interest of the public throughout. The proposal should demonstrate various strategies that may be used to engage the community in an equitable and context-sensitive manner.

Capability in Urban Planning and Design (10%)

Consultant (team) must have demonstrated capabilities in planning quality, walkable, mixed-use places and creating a multi-modal transportation environment. Consultant (team) must be able to analyze data from a variety of sources, including databases, GIS, travel surveys, traffic counts and plan documents.

Capability in Implementation Strategies (15%)

Consultant (team) must possess knowledge of best practices for design of Livable Centers investments and an understanding of the types of projects that are eligible for federal funding. The Consultant team should also demonstrate a substantive understanding of various financing mechanisms and implementation strategies to further the recommendations of the study.

Approach (25%)

The proposal must delineate an effective approach to achieving project objectives within available time frame and budget. Consultant (team) should provide a project schedule and timeline for achieving key milestones, such as project meetings with H-GAC staff and the contract Steering Committee. An estimated budget for achieving major project tasks should also be provided.

Project Management, Organizational Structure and Key Personnel (15%)

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 time frame.

Past Performance (15%)

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 (10%)

H-GAC's Proposal Evaluation Team may also evaluate other elements in the proposal that it deems pertinent to the Consultant's (teams) capability to perform the required tasks.

CONTRACT AWARD

Evaluation team scores for each RFP respondent will be averaged using a methodology of H-GAC's choosing. The ranked respondents may be reduced to a shortlist of no less than two and no more than four by score. H-GAC reserves the right to NOT conduct interviews with the short-listed respondents.

H-GAC will provide short-listed respondents with instructions as to how the final Consultant (team) ranking will be determined. These 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 Budget and Finance Committee of the H-GAC Board of Directors for approval to negotiate, and execute, a contract with the ranked Consultants (teams) in descending order. The targeted date for Board approval is XXX, 2015. H-GAC reserves the right to delay that date as needed and to reject any and all proposals as deemed in its interest.

COMPLIANCE WITH FEDERAL REGULATIONS

Respondent's attention is called to the fact that any contract between H-GAC and the selected respondent(s) will be subject to financial assistance contracts between the H-GAC, the Texas Department of Transportation (TxDOT), and the Hobby Area Management District. The contract to be awarded, therefore, is subject to the terms of these agreements and will not proceed without these agreements having been duly executed. The successful respondent will be required to comply with, in addition to other provisions of the agreement, the conditions required by applicable federal regulations, including those regulations which must be documented in the proposal, as indicated in sections D, E, and F of the Proposal Contents section of this RFP.

RESOLUTION OF PROTESTED SOLICITATIONS AND AWARDS

Any Proposer who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement, up to 10 working days after first action by H-GAC Board of Directors to authorized negotiation with top-ranked Proposers. Grievances filed more than 10 days after action by H-GAC Board of Directors will not be deemed timely and will not be considered. In order for a Proposer to enter the grievance process, a written complaint must be sent to the Chief Financial Officer of H-GAC by certified mail which includes the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the procurement being questioned.
3. A precise statement of the reasons for the protest.
4. Supporting exhibits, evidence or documents to substantiate any claims.

The grievance must be based on an alleged violation of H-GAC's Procurement Procedures, a violation of State or Federal Law (if applicable), or a violation of applicable grant or contract agreements to which H-GAC is a party. Failure to receive a procurement award from H-GAC in and of itself does not constitute a valid grievance. Upon receipt of grievance, the Chief Financial Officer will initiate the informal resolution process.

The Procurement Officer or Departmental Director responsible for the solicitation shall contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working days from the date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Office Services Manager of the resolution with specifics on each point addressed in the original complaint.

If the Procurement Officer or Departmental Director is not successful in resolving the allegations, the complaint, along with the comments, will be forwarded to the Chief Financial Officer immediately. The

Chief Financial Officer will review all documentation. All interested parties will be given written notice of the date, time, and place of hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

The complainant may appeal the Chief Financial Officer's decision by submitting a written appeal, within five (5) working days, to the Executive Director of H-GAC. The Executive Director, upon receipt of a written notice of appeal, shall contact the complainant and schedule a hearing within ten (10) working days. The Executive Director of H-GAC has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer shall conduct a hearing and forward a summary and recommended resolution to the Executive Director.

The decision reached by the Executive Director or his designee shall be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days.

The Proposer may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction.

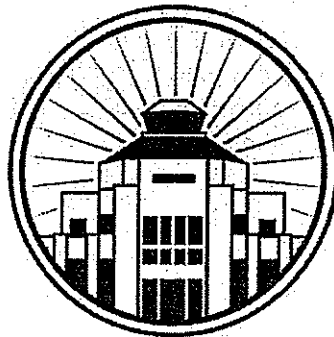
H-GAC RESPONSIBILITIES

H-GAC 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 H-GAC website as often as possible. Visit <http://www.h-gac.com> to access the RFP page. No inquiries about the Scope of Work will be answered prior to the pre-proposal meeting on XXX, 2015. Inquiries about this RFP should be directed to:

Amanda Thorin, Sustainable Development Program Specialist
Houston-Galveston Area Council
P.O. Box 22777,
Houston, TX 77227-2777
Main number: (713) 627-3200, Desk: (713) 993-4587, Fax: (713) 993-4503
Email: amanda.thorin@h-gac.com



HOBBY AREA DISTRICT



INCIDENT REPORT

AUGUST 2015

Prepared For:



Hobby Area Management District

About Incident Reports:

This is an incident report prepared by SEAL Security Solutions, LLC each month for the Hobby Area Management District. Throughout the month of August, SEAL's dispatch center received calls from residents and SEAL officers concerning dangerous or potentially threatening situations or activity, and observations of incidents that occurred in the area. Our 24 hour dispatch center also received calls from clients inquiring about information on our services. These calls have been thoroughly recorded to provide Hobby Area Management District on pertinent information that impacts the community.

About SEAL Security:

SEAL Security was contracted to safeguard your community and be on call during high risk situations. All SEAL officers are armed and patrol in marked patrol units. SEAL Security takes a proactive position on patrolling and securing the Hobby District. Our expanded canine (K-9) division includes foot patrol in your community. In addition to patrol services, our dogs are trained in drug and explosive detection. Our specially-trained experts and their canine partners can be one of the most effective and productive security tools available to dissuade, discourage, and prevent crime. In the interest of safety, we ask that clients and residents do not approach the dogs or attempt to pet them. We appreciate everyone's assistance.

SUMMARY PAGE

Assistance	2
Alarm	0
Animal	0
Burglary of Habitation	0
Burglary of Motor Vehicle	1
Calls to Call Center	39
Damage/Defacing of Property	2
Disturbance	6
Emergency Medical Services	0
Solicitors	0
Suspicious Activity	2
Suspicious Person(s)	8
Suspicious Vehicle(s)	1
Theft	1
Vehicle Collision	0

Call Center: 713.489.6300

Please call SEAL Security for any suspicious activity or anything that seems out of place.

AUGUST 1, SATURDAY

[01:11 AM] Employee at 1-45 Ink, located at 8328 Gulf Fwy., called to report there was a large group hanging out in the parking lot. [01:27 AM] Officer checked area and reported suspects were gone on arrival.

AUGUST 4, TUESDAY

[04:00 PM] Employee at South Texas Dental, located at 8300 Broadway St., called to report there was a vagrant outside the store. [06:53 PM] Officer patrolled area and stated subject was gone on arrival.

AUGUST 5, WEDNESDAY

[02:18 PM] Employee at Floor and Décor store, located at 11542 Gulf Fwy., called to report there was an African American male attempting to commit check fraud. [02:40 PM] Officer reported suspect was still on site and store loss prevention was attempting to stall subject. [02:58 PM] HPD arrived on site. [04:06 PM] Suspect was released due to an ongoing investigation.

AUGUST 10, MONDAY

[04:00 PM] Officer issued a CTW to a Caucasian male at Citgo Gas Station on Clearwood St. and Gulf Fwy. for loitering on property. Officer escorted him off property.

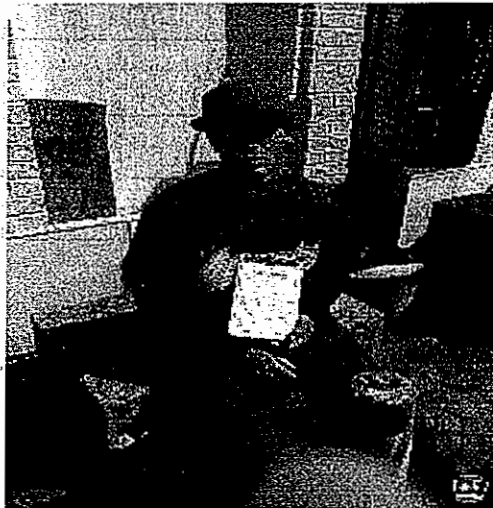


Figure 1: Officer issued subject a CTW.

[07:22 PM] Resident called to report there was a group of homeless subjects gathering at the bridge at Broadway St. on Dixie Dr. [07:35 PM] Officer arrived and made contact with two subjects. Officer asked them to leave. Subjects complied and left without incident.

AUGUST 12, WEDNESDAY

[10:00 AM] Officer on duty noticed a dumping used tires at Stuart Park on Belfort St.

AUGUST 13, THURSDAY

[05:30 PM] Officer on duty cleared the underpass on I-45 at Delwood at Sims Bayou Bridge. Officer issued three CTWs.

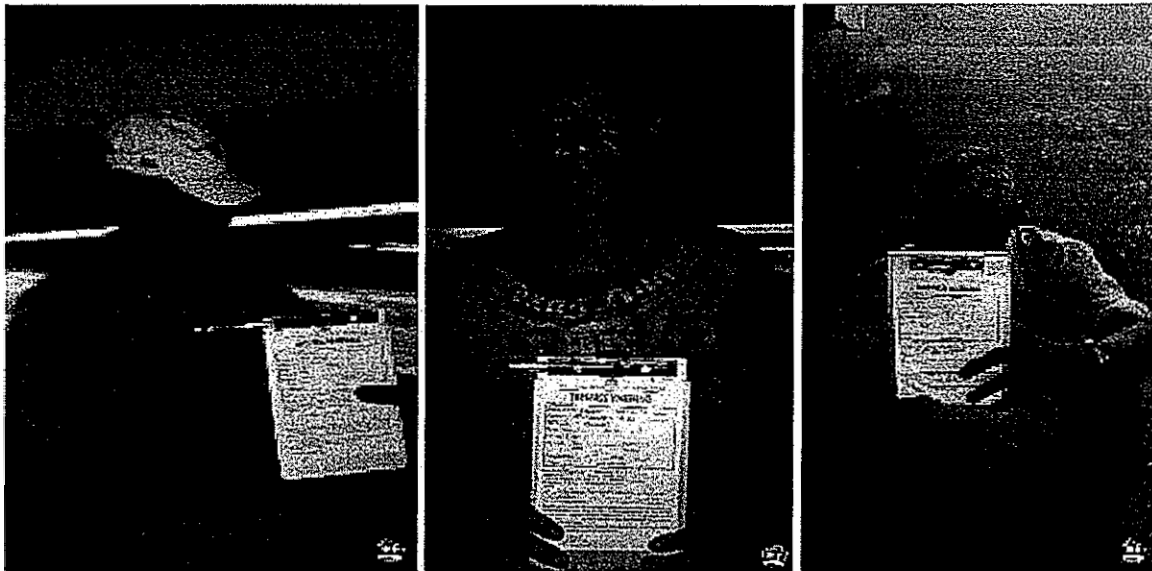


Figure 2: Officer issued three subjects CTWs.

[06:30 PM] Officer cleared the underpass on I-45 and Airport Blvd. Officer issued a CTW to one Caucasian male in a wheelchair.



Figure 3: Subject was issued a CTW.

[07:30 PM] Officer cleared the underpass on I-45 and Clearwood St. Officer found a subject who had previously been issued a CTW. HPD was notified. HPD stated they would not come out unless the person was doing something other than trespassing. Officer asked subject to leave premise.

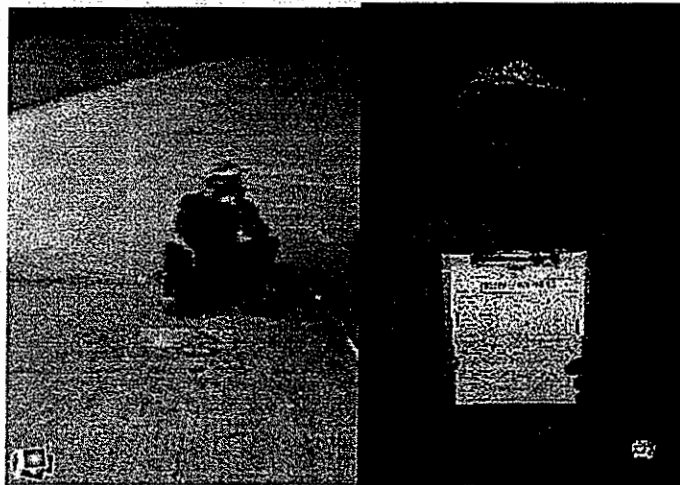


Figure 4: Subject had been previously issued a CTW. HPD refused to respond.

AUGUST 14, FRIDAY

[02:00 AM] Officer on duty noticed a shopping cart next to the abandoned building on 7603 Belfort St. Shopping cart contained eight to 10 boxes of coax cables and miscellaneous electronics. Officer requested HPD to confiscate items that were possibly stolen. [01:27 PM] Officer arrived and made contact with HPD. HPD took custody of stolen property.

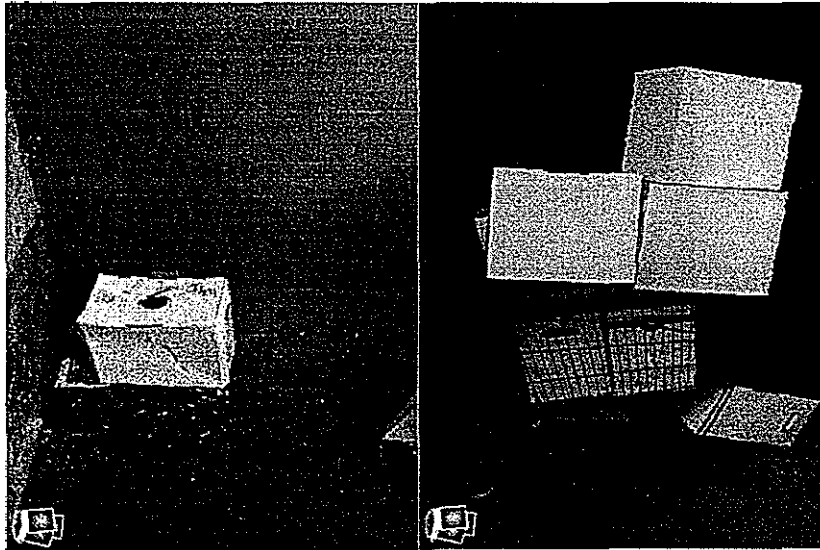


Figure 5: HPD took custody of stolen property.

[06:00 PM] Officer issued a CTW to a subject at the intersection of Airport Blvd. and I-45.

AUGUST 20, THURSDAY

[10:49 AM] Officer on duty called to report a vehicle parked by dumpster area of the shopping center at 9820 Gulf Fwy. Vehicle is a gold Chevrolet Malibu, license plate DG1-N890. [10:53 AM] HPD was notified.

[04:00 PM] Employee at Ai United Insurance, located at 8316 Broadway St., called to report there was an African American male who was refusing to leave property. Subject was wearing all white and had been asked to leave several times, but kept returning. [04:17 PM] Officer arrived on scene and was attempting to locate the individual. [04:29 PM] Officer advised the male left.

[06:00 PM] Officer found excessive littering at Stewart Park on Belfort St. Officer observed a foosball table and a lot of tires.



Figure 6: Dumping at Stewart Park.

[11:19 PM] Employee at Toyota Dealership, located at 79802 Gulf Fwy., called to report there was a Caucasian male harassing customers outside the store. [11:39 PM] Officer arrived and spoke with individual. Subject left property without incident.

AUGUST 26, WEDNESDAY

[11:00 AM] Officer reported there was a vagrant loitering at the Shell Station at 9802 Airport Blvd. Officer gave subject a verbal warning. Subject left property and complied.

AUGUST 29, SATURDAY

[07:07 PM] Management at shopping center, located at 8318 Broadway St., called to report there was a group of African American males and Hispanic male teens running up and down, disturbing tenants and customers. [07:29 PM] Officer arrived on scene and reported subjects were gone on arrival.

AUGUST 30, SUNDAY

[11:11 AM] Employee at business located at 7701 Belfort St. called to report several individuals loitering at this location. [11:20 AM] Officer arrived and found two males, both complied and left.

[07:00 PM] Officer was informed by a patron at shopping center 8452 Gulf Fwy. that his blue Honda Civic was broken into and his phone was stolen. Officer advised the subject to file a report with HPD.

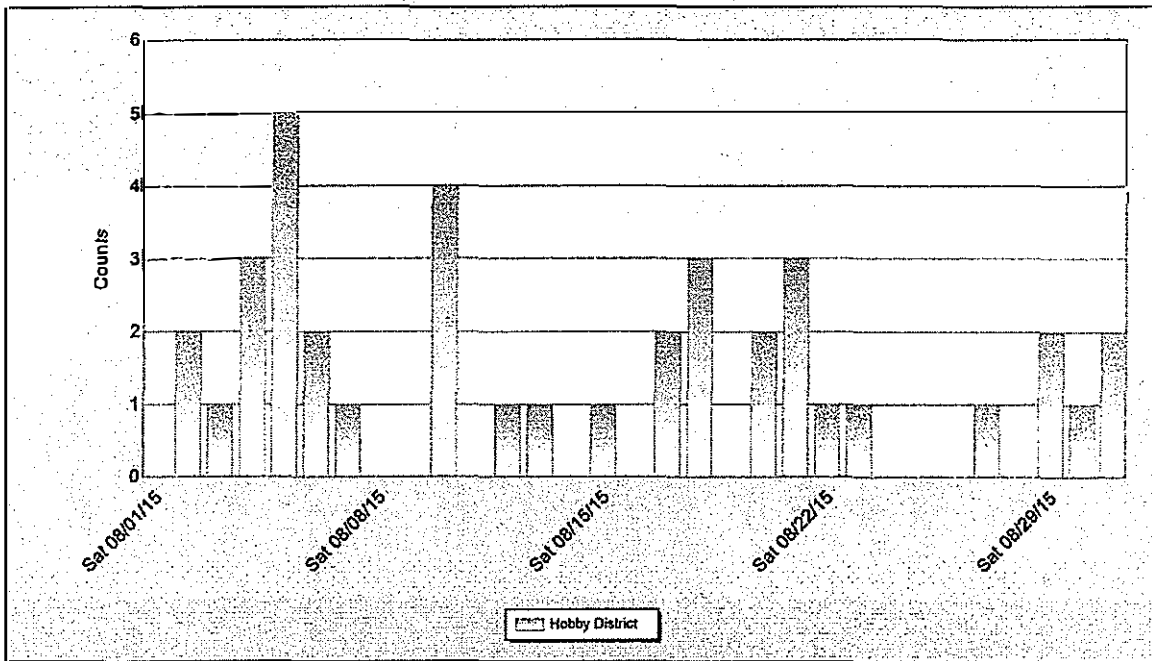
[11:00 PM] Officer observed a vagrant sleeping at the Family Dollar on Belfort St. and Broadway St. Officer stated the vagrant was complaint and left immediately.



Figure 7: Subject was complaint and left property.

CALL CENTER: 713.489.6300

Calls Received During the Month of August



Criminal Trespass Warnings

There were 7 total criminal trespass warnings issued.

Call Center

We received 39 calls into our call center from the district for information and tips.

Hobby Year-to-Date Summary

Incidents:	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	YTD
Calls	20	57	21	52	30	35	19	39					273
CTW	0	0	10	8	7	7	8	7					47
Assistance	0	1	1	5	4	2	2	2					17
Alarm	0	0	0	1	0	15	0	0					2
Animal	0	0	0	0	0	0	0	0					0
Assault	0	0	0	0	0	0	0	0					0
Auto Theft	0	0	1	1	0	15	0	0					17
BMV	0	0	1	0	0	0	0	1					2
Burglary of Habitation	0	0	0	2	0	1	0	0					3
Damage/Defacing of Property	2	2	8	3	3	2	0	2					22
Disturbance	2	4	6	8	8	6	4	6					44
Emergency Medical Services	0	0	1	0	1	0	0	0					2
Solicitors	0	0	0	1	0	1	0	0					2
Suspicious Activity	1	2	6	11	2	6	6	2					36
Suspicious Person	3	3	6	12	12	17	11	8					72
Suspicious Vehicle	0	2	0	0	2	2	3	1					10
Theft	0	1	2	1	2	1	1	1					9
Vehicle Collision	0	0	2	2	1	0	0	0					5

During our daily patrols, we made contact with several businesses to introduce S.E.A.L. Security to the district and offer our assistance to the owners and employees as well as support to other security companies working inside the district.

END OF REPORT