



HOUSTON-GALVESTON AREA COUNCIL
Request for Proposal (RFP)
Livable Centers Study: City of Prairie View
Solicitation Number: TRN22-16

EVENT	DATE
ISSUED:	Thursday, November 03, 2022
PRE-PROPOSAL CONFERENCE DATE:	Tuesday, November 15, 2022 @ 10:00 a.m. CST Information on how to register for the pre-proposal meeting is on page 14.
QUESTIONS DEADLINE:	Thursday, November 17, 2022 @ NOON CST
SHAREFILE ACCESS INVITATION REQUEST DEADLINE:	Wednesday, December 14, 2022 @ NOON CST Requests made after this time will <u>not</u> be accepted.
CLOSING DATE / SUBMISSION DEADLINE:	Thursday, December 15, 2022 @ NOON CST
NOTIFICATION OF SHORTLIST:	Thursday, January 12, 2023
CONTRACTOR INTERVIEW DATE:	Thursday, January 19, 2023
ESTIMATED BOARD APPROVAL DATE:	Tuesday, February 21, 2023
ESTIMATED CONTRACT START DATE:	April 2023
FORMAT:	One (1) electronic copy in PDF format. Please combine all files being submitted into one (1) pdf. Additional files may not be reviewed.

Please read the submission instructions carefully, exceptions cannot be made if instructions are not followed:

SUBMISSION: Respondent must email the below information (1-4) to purchasing@h-gac.com to request access to the ShareFile folder where Respondent will upload the Response. **The request for access to the folder must be made before indicated deadline**; requests received after the deadline will **NOT** be accepted. SUBMISSIONS WILL **NOT** BE ACCEPTED BY EMAIL OR MAIL.

1. Company Name and Company Representative Name
2. Representative Email Address (for ShareFile folder access)
3. Subject Line: "ShareFile Folder Access Request"
4. The Solicitation Number (exactly as listed above)

If technical issues with the ShareFile System arise, preventing all Respondents from submitting a response within the two (2) hours preceding the deadline, the solicitation due date and time may be automatically extended for a period of 24 hours. Any technical issue must be with the ShareFile system and affect all respondents. H-GAC will verify the technical issue or unavailability of the ShareFile system. Technical issues localized to a single Respondent will not be considered cause for an extension. **It is strongly recommended that submissions be uploaded no later than four (4) hours prior to the deadline.** H-GAC is not responsible for attempting to resolve any technical issues occurring four (4) hours before the submission deadline, nor is H-GAC responsible for incomplete or late submissions.

Recording of submission time and date will occur via ShareFile. Submissions uploaded after the deadline will not be accepted or opened. Responses may be submitted any time prior to the submission deadline. To satisfy any required public opening, H-GAC will post only the names of the companies which submitted responses to the H-GAC website (<http://www.h-gac.com/procurement>) as soon as possible after the closing date.

SIGNATURE PAGE

A signature below constitutes acknowledgement and acceptance of all the **Solicitation Terms and Conditions** located at <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions> and can be downloaded in .pdf for review. Respondents, 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 Solicitation at the time a response is submitted to H-GAC. This Solicitation does not commit H-GAC to award a contract, issue a Purchase Order, or pay any costs incurred in the preparation of a submission to this Solicitation. The submission will become part of H-GAC's official files without any obligation on H-GAC's behalf. All Submissions will be held confidential from all parties other than H-GAC, until after a contract is executed; then submissions become available as public records.

Note: Submission must be signed by a duly authorized representative(s) of the respondent, which must be the actual legal entity that will perform the contract if awarded and any total fixed price contained therein will remain firm for a period of one-hundred eighty (180) days following the submission due date and can be further extended by mutual written agreement. **Respondent is REQUIRED to sign this Signature Page and return with the submitted response. An unsigned Submission will be deemed non-responsive.**

Legal Name of Entity/Individual Filed with IRS for this Tax ID Number:

Doing Business As (DBA) Name:

Is Respondent business currently a Certified Small Business (SBA), Minority (MBE) or Disadvantaged (DBE)? Yes _____ No _____ If yes, copy of certificate must be attached.

Company Mailing Address and Billing Address (if different from company address):

City, State, Zip Code:

Tax ID Number (EIN):

DUNS Number:

Contact Person:

Phone Number:

Email Address:

Signature of the person authorized to bind Respondent company to any contract/purchase order that may result from this Solicitation and acknowledgement and acceptance of the full **Solicitation Terms and Conditions located at <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions>**

Authorized Signature:

Date:

Printed Name:

Title:

Email Address:

All clarifications to this Solicitation will be in writing and identified as a Letter of Clarification. Verbal communications and other written documents intended to clarify and interpret will not legally bind the Houston-Galveston Area Council. Only information supplied by a Letter of Clarification and posted to the H-GAC website should be used in preparing submissions. Any Letter of Clarification will be posted on the H-GAC website (<http://www.h-gac.com/procurement>) as soon as available. **H-GAC does not assume responsibility for the receipt of any Letters of Clarification by Respondent(s). Respondents must frequently check <http://www.h-gac.com/procurement> for updates.**

PART I –GENERAL INFORMATION

Houston-Galveston Area Council (H-GAC) Background

The Houston-Galveston Area Council (H-GAC) is the region-wide voluntary association of 133 local governments and local elected officials in the 13-county Gulf Coast Planning region of Texas. Local elected officials organized H-GAC in 1966 after authorization by State enabling legislation. Its service area is 12,500 square miles and includes more than 7-million residents. H-GAC is governed by a 36-member Board of Directors composed of local elected officials, who serve on the governing bodies of member local governments. All H-GAC programs are carried out under the policy direction of its Board of Directors. H-GAC's mission is to serve as the instrument of local government cooperation, promoting the region's orderly development and the safety and welfare of its residents. H-GAC is the regional organization through which local governments consider issues and cooperate in solving area-wide problems. Agency programs emphasize local government concerns, such as transportation, air and water quality, criminal justice, demographic analysis, mapping programs, and intergovernmental purchasing. H-GAC also serves its citizens through workforce development programs, services to the aging and elderly, and small business finance programs.

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.

Objective/Purpose

H-GAC is seeking qualified contractor services to conduct a study and develop a plan to further the goals of the Livable Centers program in the City of Prairie View (referred to as "sponsor" or "local sponsor" in this document). Since this project requires a range of research, public engagement, transportation, and planning expertise, a team of specialized firms is permitted.

Study Goals

The goal of the Livable Centers study is to identify community and transportation improvements to help leverage private investments and improve the quality of life in the central business district. The study should result in a plan to invest in infrastructure that supports the culture of community connectivity to the City's values to Learn-Work-Research-Live. The study should define new, context-sensitive standards for the City of Prairie View that foster multi-modal access and connectivity, a mix of land uses, diverse housing options, and a sense of place. The study's conceptual plan and recommended catalyst projects should reduce the reliance on single-occupancy vehicles, encourage walkability, increase connection within and between nodes of community activity, and facilitate built environment strategies that support local economic development and employment. The study should result in a forward-looking vision and practical implementation strategies that consider responsible stewardship of the City of Prairie View's existing resources to best meet the community's needs.

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. Wherever feasible, recommendations should be data driven and include actions for the project sponsor to take, including potential changes or additions to land use regulations, codes, and ordinances. Recommended projects and/or strategies should identify fiscal impacts and include potential funding mechanisms such as public-private partnerships and investment opportunities. An implementation plan should consider the benefits and consequences of each recommendation and identify proposed implementation timing and funding opportunities. The City of Prairie View is committed to invest in and promote this area by prioritizing and implementing improvements to make the City a better, safer, and more livable place for its residents. For more information on the Livable Centers Program, please visit: www.h-gac.com/livablecenters

Contract Term

The work is scheduled to begin on or about April 2023, and to be completed within ten (10) months of the start date or completed contract. 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.

Funding for this contract is estimated at \$200,00 and is dependent upon the successful execution of an interagency agreement between H-GAC, the Texas Department of Transportation (TxDOT), and the City of Prairie View. H-GAC reserves the right to expand and/or modify the total budget of the contract.

Payment for Work

Contractor will submit monthly invoices based on work completed. Completed work is defined as meeting milestone project objectives as defined in the schedule that accomplishes the Scope of Work within the appropriate time frame. All invoices must be accompanied by progress reports and backup documentation.

No Guarantee of Usage

H-GAC makes no guarantee of volume or usage under any contract resulting from this Solicitation. Services will be requested and contracted on an as needed basis and the type and value of each assignment will vary.

Pre-Award Audit

Due to the amount and type of funding programmed for this project, H-GAC requires that a pre-award audit be conducted before the execution of a contract. The information required for this audit, in addition to a draft contract and detailed scope of work, is:

1. Detailed annual budget
2. 12-month project Schedule/Timeline
3. Itemized cost estimate by personnel job title (including hours), benefits, overhead, travel, equipment, supplies, printing and other direct expenses; and
4. Support data for the benefit and indirect rates (overhead) based on audited costs.
5. Federal OMB Form 60

Post Award Meeting

H-GAC reserves the right to require the awarded Contractor attend a post award meeting with H-GAC staff and/or other designated persons at H-GAC offices in Houston, Texas within thirty (30) calendar days after the award. The purpose of the meeting will be to discuss the terms and conditions and to provide additional information regarding the work tasks and requirements. Awarded Contractor and H-GAC will identify specific goals, strategies and activities planned for meeting program objectives.

Goal for Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area firms (if subcontracts are to be let)

H-GAC has established a goal of **25%** small and minority businesses, women's business enterprises, and labor surplus area firm participation in its total annual third-party consulting opportunities. H-GAC's goal is to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible in providing services under a contract. In accordance with federal procurements requirements of 2 CFR §200.321, if subcontracts are to be let, the prime contractor must take the affirmative steps listed below:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Nothing in this provision will be construed to require the utilization of any firm that is either unqualified or unavailable.

Supplemental Guidance/Requirements for Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area firms (if subcontracts are to be let)

As a recipient and sub-recipient of Federal funds, the guidance of the appropriate funding agency supplemental regulation regarding Disadvantaged Business Enterprise (DBE) programs will be incorporated as listed below, and as may be applicable. Please refer to the applicable guidance for the indicated funding source. The Small Business Administration (SBA) is the primary reference and database for information on requirements related to Federal Subcontracting <https://www.sba.gov/federal-contracting/contracting-guide/prime-subcontracting>

Funding Source	Supplemental Regulation by Funding Agency
X	U.S. Department of Transportation (DOT/FAA): Title 49 of the Code of Federal Regulations, Parts 23 and Part 26. Only businesses listed under the Texas Unified Certification Database Diversity Management System are qualified to meet the stated goal requirement. Locate a business here: https://txdot.txdotcms.com/
	U.S. Environmental Protection Agency (EPA): Title 40 Code of Federal Regulations parts 33, Executive Order 11625, Executive Order 12138, and Executive Order 12432.
	U.S. Department of Housing and Urban Development (HUD): HUD Acquisition Regulations (HUDAR) HUDAR, dated January 21, 2000, Parts 2419 and 2426.
	U.S. Department of Labor (DOL): Title 48 of the Code of Federal Regulations, Chapter 29, Parts 2900-2999.
	U.S. Department of Commerce (DOC): Title 48 of the Code of Federal Regulations, Chapter 13, Subchapter D.
	U.S. Department of Energy (DOE): Title 48 of the Code of Federal Regulations, Chapter 9, Subchapter D.
	U.S. Department of Agriculture (USDA): Title 48 of the Code of Federal Regulation, Chapter 4, Subchapter D.
	U.S. Department of Homeland Security (DHS) including FEMA: Title 48 of the Code of Federal Regulation, Chapter 30, Subchapter D.
	U.S. Department of Health and Human Services (DHHS): Title 48 of the Code of Federal Regulation, Chapter 3, Subchapter D.
	U.S. Department of Justice (DOJ): Title 48 of the Code of Federal Regulation, Chapter 29, Subchapter D.
	U.S. Department of the Treasury (USDT): Title 48 of the Code of Federal Regulation, Chapter 10, Subchapter D, Part 1022.

Additional Resources for Socio-Economic Databases/Programs - The entities and programs linked below can also be searched or contacted for assistance in locating a small business if no funding agency is indicated above.	
City of Houston, Office of Business Opportunity	Women's Business Enterprise National Council (WBENC)
City of Austin, Small Business Development	National Women Business Owners Corporation
Corpus Christi Regional Transportation Authority	National Minority Supplier Development Council (NMSDC)
North Central Texas Certification Agency	U.S. Women Chamber of Commerce
South Central Texas Certification Agency	U.S. Department of Transportation DBE Program
Texas Department of Transportation	SBA Women-Owned Small Business (WOSB) Program Certification
The Small Business Administration	

Study Area/Service Region

The proposed Prairie View Livable Centers Study area is 0.5 square miles and sits within the City's Central Business District which hasn't been developed on since the city's inception in 1969. The boundaries of the study area are Sandra Bland Boulevard to the east, Texas Highway 290 to the south, Santee Street to the west, and Owens Road to the north. Prairie View is in Waller County, 50 miles northeast of downtown Houston.

Prairie View's largest population group is comprised of persons aged 20-40. This age group encompasses the greatest share of the labor force and is likely associated with Prairie View A&M University (PVAMU). Prairie View A&M University sits just north of the study area boundary and is home to over 9,500 students. PVAMU was founded in 1876 and is an HBCU or historically black college/university. PVAMU also contributes nearly 2,000 jobs for residents in Waller and Harris Counties.

The Texas Department of Transportation (TxDOT) projects the population of Houston to increase by 64% between 2006 and 2035, which will drastically increase traffic on the City's major highway, US 290. The population of the US 290 corridor between Loop 610 and FM 2920 is approximately 543,000 people, and is projected to grow to 888,000 by 2035. Waller County is preparing to become the next Houston suburb. The County is home to Amazon, Daikin, Goya, Igloo, Burckhardt Compression, Medline, Rooms to Go, and an array of other companies and firms. The surrounding communities are preparing for explosive commercial and residential growth.



PART II – SCOPE OF WORK/SPECIFICATIONS

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 Livable Centers study should create a plan for the area that includes the appropriate components of the Elements (1-5) outlined below. Livable Centers and associated recommendations resulting from this study must be transportation focused and adhere to the reduction of vehicle miles traveled, aid in air quality improvement and focus on live, work, stay and play ideals of a well-connected and accessible center type.

The intent of the study is to create an area that is integrated and connected into its immediate and larger, regional surroundings by building a walkable, transit-friendly community with enhanced access to employment opportunities, civic infrastructure, and amenities, and reduce the impacts of defined barriers to pedestrian and bicyclists. Due to the study area's location, land use composition, and expected growth, a plan to revitalize and connect the City's central business district is needed.

The Prairie View City Council desires to enhance the image along the University Boulevard (between Old Business 290 Highway and the 1098 intersection) adjacent to the Livable Centers area, because it is the primary gateway to the university, and it is symbolically at the heart of the City. To alleviate the existing conditions of poor design, the concept of a well-planned business district will provide a multipurpose social environment to create growth and maintain a holistic community connection.

The plan elements are suggestions that should inform the project work program and timeline included in the Contractor proposal (see Part III Solicitation Submission Contents) and should not be interpreted as a prescription of anticipated plan tasks or chapters. **Contractors are encouraged to build a work program that is both creative and suited for the specific needs of the project sponsor and the study area.**

Plan Elements/Tasks

Element 1: Needs Assessment

Contractor will collect and analyze any data necessary to understand the existing conditions of the study area as they relate to the Livable Centers program. Elements to be evaluated may pertain, but are not limited to, community character, multimodal circulation and connectivity, economic development, housing choice and affordability, community health, and placemaking. In addition to this data, the Contractor will also complete H-GAC's Needs Assessment Metrics to be developed with H-GAC at the beginning of the study process to gather specific data necessary for understanding project impact.

Elements to be evaluated include, but not limited to:

- A. Engage the public and community stakeholders to establish community needs and prioritize projects within the study area.
 - a. On-going stakeholder group involvement and engagement.
 - b. A series of informal interviews / working sessions with residents and the stakeholder group.
 - c. Multilingual considerations to include English and Spanish.
 - d. Virtual engagement considerations for in-person or remote communication.
- B. Strengthen Community Resilience
 - a. Examine Placemaking opportunities that will bolster civic pride
 - b. Evaluate locations for South Houston's central core
 - c. Find opportunities to reduce flood risk through low impact development

- C. Promote efficient use of existing infrastructure.
 - a. Explore opportunities and provide solutions to develop the area's housing diversity and availability.
 - b. Examine existing land use and identify opportunities for mixed use, walkable, new urban ideas for greater flexibility in density and design.
 - c. Identify opportunities for infill development and redevelopment of under-utilized parcels.
- D. Improve multimodal access and connectivity
 - a. Examine potential sidewalk projects and path connectivity to transit stops.
 - b. Evaluate where sidewalk and roadways improvements provide greatest benefit for community connection and access.
 - c. Determine the best locations for additional pedestrian infrastructure.

Element 2: Conceptual Plan and Recommendations

Based on the community feedback, the findings of the needs assessment, and the stated objectives of the study, the Contractor must prepare a conceptual plan that lays out a vision for the City of Prairie View Livable Center Study and recommendations to achieve that vision.

The plan should focus on multimodal circulation and connectivity, particularly as it relates to land use within and around the Study Area, but should offer recommendations that support economic development, housing choice and affordability, resilience, and placemaking.

Element 3: Conceptual Renderings for Specific Proposed Recommendations

Create visual renderings of select recommendations with design concepts that may include circulation, streetscape design, commercial and residential developments, capital improvements to support non-automobile transportation modes, and/or other strategies included in the conceptual plan and recommendations.

Element 4: Implementation Plan for Proposed Recommendations

Working with the project sponsor and stakeholders, the Contractor must prepare an implementation plan that can include, at least, the following for each recommendation:

- General project scope
- Policy or code recommendations that support implementation
- Potential implementation partners
- Timing priority, ex: short, mid, or long-range expected implementation; phased implementation strategy recognizing budgetary constraints and individual and aggregate project benefits
- Generalized implementation costs based on commercially available information, including funding sources
- Inform and prioritize a capital improvement program that is consistent with Livable Centers and community objectives

Element 5: Public Engagement

Working with local partners, the Contractor must develop a robust public engagement plan to foster meaningful participation of the community and facilitate equitable participation within the community. A public engagement plan is a required deliverable.

Public buy-in, support, and feedback are critical for the success of the study and the eventual implementation of the projects recommended. The community engagement effort should gather information that highlights and celebrates the local culture and utilizes the local population, such as students, in the outreach process. Public engagement should collect information that helps build a vision that meets the needs of both the community and stakeholders. As the community engagement piece of this study will be key to the success of this project, it is envisioned to bring together the many stakeholders and groups in a multitude of ways that will encourage participation, goal setting, visioning, and buy-in. The City of Prairie View will utilize a stakeholder group composed of landowners, business owners, community residents, and other representatives from major employers and institutions within or adjacent to the downtown. To be effective, consultant teams should be prepared to prepare public engagement materials in English and Spanish.

Deliverables

- A completed executive summary of the final plan that captures the major concepts and recommendations of the plan – at least five (5) hard copies, but not to exceed ten (10), 1 electronic format. Ideally, the executive summary must be formatted in a way that makes it easy for the project sponsor to download and print additional copies.
- A completed final plan and accompanying appendices accomplishing the objectives of the study and meeting the stated needs of H-GAC and the project sponsor – at least five (5) hard copies, but not to exceed ten (10), 1 electronic format. If necessary and reasonable, certain components of the final plan may be delivered as appendices.
- A completed existing conditions report or needs assessment.
- A completed public engagement plan.
- A completed implementation plan.
- As part of project closeout, complete the Livable Center Program Tracker for future tracking of plan success including projects, policies, and programs to be administered by H-GAC to the Client. Summary matrix of tables, maps, and graphics including page number, subject area and original file locations must be provided.
- Original files of the plan in editable format, including graphics and GIS files (to include Adobe, .shp, gdb, .kmz and .mxd files) utilized to make any maps, provided on a USB drive. All system map recommendations (i.e., bike, pedestrian sidewalks, parking, preferred concept plans) must be tied to spatially referenced data for future mapping and H-GAC/Client use.

Deliverable Requirements

The final plan must be informed by a combination of meaningful public engagement and the data collected in the needs assessment, must include an implementation plan, and must quantify the benefits of study recommendations.

A. Public Engagement Plan

At a minimum, the Contractor must create and execute a public engagement plan that is approved by the project sponsor and H-GAC.

B. Implementation Plan

At a minimum, the implementation plan must:

1. Identify recommended projects, programs, and policies, and describe their scope
2. Estimate project costs based on commercially available data
3. Identify potential partners and funding sources
4. Provide realistic phasing and timelines for projects with potential project barriers and milestones per recommendation

C. Quantification of Benefits

At a minimum, the plan must quantify the benefits of the recommendations by 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 the study. Additional potential benefits of recommended projects, including potential health benefits, should be identified where possible.

PART III –SUBMISSION CONTENTS

Submissions must include the information described below. Staff resumes, and any additional forms, can be included as an appendix to the submittal and do not count towards any section page limits noted below.

A. Summary Letter

This letter must include a summary of key aspects of the contractor's qualifications and must indicate the Respondent's commitment to provide the services proposed and certify that all statements and information prepared and submitted in the response to this Solicitation are current, complete, and accurate; and that the proposed solution for the project meets all the requirements of this Solicitation. (Maximum 1 page)

B. Signature Page and all Forms as Listed on last page of this Solicitation

Submit completed and signed Signature Page (located on page 2) and all required/applicable forms of the checklist provided on the last page of this solicitation. Submission will be deemed non-responsive and will not be considered for evaluation if the submission is not signed.

C. Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form

Complete and sign the applicable section (A, B, or C) of the Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form. Respondent must identify the small and minority businesses, women's business enterprises, and labor surplus area firms' participation level and the role that each small and minority business, women's business enterprises, and labor surplus area firm will have in the project implementation. Since small and minority businesses, women's business enterprises, and labor surplus area firms' proposed are considered part of the team, the Respondent must include all relevant information necessary to effectively perform the evaluation of the response as it relates to the submission requirements listed in this section. Nothing in this provision will be construed to require the utilization of any small and minority businesses, women's business enterprises, and labor surplus area firm that is either unqualified or unavailable. The applicable section of this form must be completed, signed, and returned with the submission, failure to return this signed form and any applicable required good faith effort documentation may result in the submission being deemed non-responsive.

D. Project Work Program and Schedule (5-page maximum)

Detail approach to this study in a project work program and timeline. The program should propose a scope of work to accomplish the objectives of the study and meet the stated needs and goals of the local sponsor and H-GAC. The Contractor's approach should be guided by the Plan Elements listed in Part II of this RFP and should also demonstrate creativity and a meaningful consideration to the specific needs of the local sponsor. A recommended methodology for the performance of each task identified in the project work program should be included. A timeline accompanying the work program should mark key milestones and anticipate necessary meetings with H-GAC staff, the Stakeholder Advisory Committee, the local sponsor, the public, and others. This contract will be completed within ten (10) months of execution.

E. Challenge, Opportunity, and Success Page (1-page maximum)

Produce a brief statement describing the challenges and opportunities facing the local sponsor, both in general and in the context of the Livable Centers Study. The statement should describe the parameters of a successful Livable Center for the local sponsor. This statement is meant to convey the Contractor's knowledge of the local sponsor and study area.

F. Staff Allocation and Level of Effort (2-page maximum)

Detail the amount of time, hours by element/task dedicated to the project, and percent of time dedicated to this project for each staff person. Contractors are not required to submit a detailed budget of categorical costs but must indicate the approximate percentage of the available funding that will be required to successfully complete each task in the project work program.

G. Project Organization and Management (3-page maximum)

Develop a project organization and management plan that describes the roles and responsibilities of the firms and staff involved. Proposals should clearly delineate all individuals working on this study, by names, titles, and areas of responsibility as they relate to the project work program. The structure and composition of the Contractor should reflect the needs of the project. 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.

H. Qualifications (2-page maximum)

Demonstrate that all team members are qualified personnel capable of accomplishing each portion of the work in this planning study.

I. References

Include a list of three (3) non-H-GAC and non-Client references. References included in the proposal should represent past performance of the Prime Contractor and/or Project Manager on work that relates to elements in the work program. **Complete Attachment A List of References and submit with proposal.**

After the RFP closes, the listed references will receive an email from noreply@h-gac.com with the subject titled "H-GAC Livable Centers RFP - Reference Evaluation". This email will contain a link to the reference evaluation form hosted on the H-GAC website (h-gac.com). ***It is the responsibility of the respondent to inform their listed reference of this notification/process. H-GAC is not responsible for failure of a reference to respond. The system will apply a zero if no response is received.***

J. Additional Information (10-page maximum)

Submit additional information Respondent deems pertinent to demonstrating qualifications and/or experience to perform the services being requested such as memberships in any professional associations, documents, examples, and others. (Maximum 10 pages)

PART IV – EVALUATION, SELECTION AND AWARD

Evaluation

An evaluation committee may consist of representatives from H-GAC and other stakeholders. The committee members will individually evaluate and numerically score each submission in accordance with the evaluation criteria section of this Solicitation.

Selection/Award Recommendation

The evaluation will be conducted in a two-step process. The first step involves scoring of the written submission to the Solicitation. The second step involves interviews with the short-listed Respondents. At the end of the interview, the evaluation of the short-listed Respondent(s) will be completed, and the evaluation committee will rank each submission on the total combined score of the written and oral interview.

1. Written Proposal Evaluation & Reference Check (maximum score – 100 points)

The evaluation committee will individually evaluate the written proposals and numerically score each proposal in accordance with the evaluation criteria listed in this solicitation. Each criterion is scored on a scale of 1-4 and weighted to a total of 90 points. While the evaluation committee is reviewing written proposals, Reference checks will be performed online via the H-GAC Livable Centers Solicitation Evaluation website and shared with the evaluation committee. The references score is weighted to 10 points and will be added to the written proposal score to obtain a Final Written Proposal Score out of 100 available points.

After the Solicitation closes, the listed references will receive an email from noreply@h-gac.com with the subject titled "H-GAC Livable Centers RFP - Reference Evaluation". This email will contain a link to the reference evaluation form hosted on the H-GAC website. ***It is the responsibility of the respondent to inform their listed reference of this notification/process.*** H-GAC is not responsible for failure of a reference to respond. The system will apply a zero (0) if no response is received. The results from the reference(s) check will be shared with the Evaluation Committee members.

2. Interview Evaluation (maximum score – 25 points)

Based on the Final Written Proposal Scores, the evaluation committee will develop a short list consisting, at minimum, of the top two (2) scoring Contractors. The short-listed Contractors will be scheduled for a structured interview. Each interview question will be scored on a scale of 1-4 and weighted to total of 75 points. The final tallied scores from the evaluation committee members will be averaged for each interview to obtain the Final Interview Score. At this point, the Final Written Proposal Score will be weighted to total 25 points* and will be added to the Final Interview Score to obtain the Final Proposal Score.

Upon review of all information provided by Respondents, the evaluation committee will rank each submission. H-GAC intends to select the submission(s) that best meets the needs of H-GAC, and other stakeholders to be determined.

Approval and Final Award

A recommendation will be presented to the H-GAC Board of Directors for approval to negotiate, and execute, a contract with the ranked Contractors in descending order. H-GAC reserves the right to award based on the best interests of H-GAC, whether that be single or multiple awards. However, the final approval and selection of award lies with the Board of Directors. H-GAC reserves the right to delay that date as needed and to reject any and all submissions as deemed in its interest.

Debriefing

Requests for a debriefing must be made in writing to purchasing@h-gac.com within five (5) working days after notification of non-selection. H-GAC reserves the right to not conduct debriefings if requests are made after that time. This procedure is NOT available to Respondents who did not participate in the selected Solicitation, to non-responsive or non-timely Respondents, or when all submissions are rejected.

Presentation/Demonstration/Interview

The evaluation committee reserves the right to request and require that each Respondent provide a final presentation/demonstration/interview regarding submission at a scheduled date and time. No Respondent is entitled to this opportunity, and no Respondent will be entitled to attend the presentation/demonstration/interview of any other Respondent. The purpose of the presentation/demonstration/interview is to inform the work of the evaluation committee. If necessary, Respondents may be required to make more than one presentation/demonstration/interview. Interviews can incorporate clarifying questions of the evaluation committee and H-GAC reserves the right to utilize the information to complete final scoring of proposals after the presentation/demonstration/interview. During this process, the proposer cannot incorporate, or present new information not contained in the original submitted proposal.

Best and Final Offer (BAFO)

H-GAC reserves the right to request a Best and Final Offer from finalist Respondent(s), if it deems such an approach necessary. In general, BAFO would consist of updated costs and answers to specific questions that were identified during the evaluation. If H-GAC chooses to invoke this option, Submissions would be re-evaluated by incorporating the information requested in the BAFO document, including costs, and answers to specific questions presented in the document. The specific format for the BAFO would be determined during evaluation discussions. Turnaround time for responding to a BAFO is usually brief (i.e., five (5) business days).

PART V – EVALUATION CRITERIA

Responsiveness (Pass/Fail)

Submission must be responsive to all material requirements that will enable the evaluation committee to evaluate submissions in accordance with the evaluation criteria to make a recommendation to H-GAC officials. This includes a signed signature page by a person authorized to bind the company to any contract/purchase order that may result from this Solicitation; if subcontracting, may include the completed Small and Minority Business Affirmation Form.

Project Work Program and Schedule (36 points)

The proposal delineates an effective and creative approach to achieving project objectives and meeting the stated needs and goals of the local sponsor and H-GAC within the available time frame. The approach includes a public engagement plan, an analysis of needs to inform the study, a conceptual plan, recommendations, and an implementation plan that can be utilized by the local sponsor to fully execute the recommendations of the study. The proposal outlines a reasonable timeline for achieving the key milestones of the project and demonstrates the Contractor's knowledge of the study area by offering strategies specific to the needs of the community.

Project Management and Organization (23 points)

The organizational structure provided is well-suited for the project and includes clear descriptions of project roles, responsibilities, and relationships of all firms and individuals on the Contractor. The team has a qualified Project Manager. The proposal offers an effective approach for communicating with the local sponsor and other stakeholders throughout the course of the study.

Qualifications (14 points)

Contractor members possess knowledge of best practices for design of Livable Centers investments, creating multi-modal environments, and an understanding of the types of projects that are eligible for federal funding. The Contractor also demonstrates a substantive understanding of various financing mechanisms and implementation strategies to further the recommendations of the study.

References (10 points)

Demonstrated track record of timely performance, quality and integrity as evidenced by a list of local sponsor references that demonstrate how the team has successfully accomplished similar projects in the past.

Cover Letter and Challenge, Opportunity, and Success Statement (9 points)

Cover letter is complete, signed, and contains the required information. The proposal indicates a full understanding of the anticipated scope of work for the study. The Contractor demonstrates knowledge of the needs and opportunities of the community as shown in the Challenge, Opportunity, and Success Statement.

Staff Allocation and Level of Effort (8 points)

The proposal provides a reasonable percentage of indicated level of effort and dedicated resources that will be required to successfully complete each task contained in the project work program. Hours allocated for key personnel support the successful completion of the project.

Evaluation Criteria: Interview

H-GAC will require that each short-listed Respondent make representative(s) of the Prime firm available for a formal oral interview at a scheduled date and time. The purpose of the interview is to answer questions concerning the work described in the submission. Interviews may include questions pertaining to the work described in the submission and questions concerning gaps in the submission content or plan. The questions will be assigned points and will be scored. If necessary, Respondent(s) may be required to make more than one interview. Interviews will be scored at a total of 75 points based upon the responses provided during the interview and up to 25 points will be carried over from the written submission score, for a total of 100 points. For the entire interview, the Respondent must have present, the proposed Project Manager or designee, and other pertinent personnel, as required, with the maximum number in total not to exceed four (4). The evaluation committee will document all decisions in writing. Written decisions and supplemental documents will become part of the Solicitation file. The interview will be scheduled for a total of forty-five (45) minutes structured as follows:

- 10 minutes - Introduction of the Respondent Team and General comments about the study from Respondent
- 35 minutes - Q & A from the evaluation committee
- 5 minutes - Wrap-up

PART VI – INSTRUCTIONS TO RESPONDENTS

Pre-Proposal/Response Conference

A Pre-Proposal Conference will be held on **Tuesday, November 15, 2022 at 10:00 a.m.** The virtual meeting will be held using Zoom, registration is required. Once registered, applicants will receive notification and a direct link for participation. Click on the following link to register:

<https://us06web.zoom.us/j/81925445814?pwd=Wkl2cThkYVRqcEMwZ3ZzSGpWcm5vdz09>

It will be assumed that Respondents attending any conference have reviewed the Solicitation in detail and are prepared to raise any substantive questions which have not already been addressed by H-GAC in this Solicitation.

Inquiries and Additional Information

Respondents must submit questions by e-mail to Purchasing@h-gac.com by the Questions deadline, any questions received after the deadline will not be answered. Telephone inquiries will not be accepted. H-GAC will respond as completely as possible to each question. Questions and answers will be posted on the H-GAC website (<http://www.h-gac.com/procurement>) as soon as available. The names of respondents who submit questions will not be disclosed.

Letter(s) of Clarification

All clarifications to this Solicitation will be in writing and identified as a Letter of Clarification. Verbal communications and other written documents intended to clarify and interpret will not legally bind H-GAC. Only information supplied by a Letter of Clarification posted at <http://www.h-gac.com/procurement>) should be used in preparing a response. **H-GAC does not assume responsibility for the receipt of any Letters of Clarification by Respondent(s). Respondents must periodically check the website for updates.**

Examination of Documents and Requirements

Each Respondent must carefully examine all Solicitation documents and become thoroughly familiar with all requirements prior to submission to ensure the response meets the intent of this Solicitation. Respondent is responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this Solicitation. Failure to make such investigations and examinations will not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the Solicitation.

Modification of Submission (Before Deadline)

Respondents may modify submissions that have already been submitted by providing a written modification to H-GAC. However, no submissions may be modified after the deadline.

Non-Responders to Solicitation

If unable to submit a response, please email Purchasing@h-gac.com and advise the reason.

Resolution of Protested Solicitations and Awards

Any Respondent who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement, and up to five (5) days after the H-GAC Board of Directors public agenda is posted for action regarding the questioned item. Grievances filed more than five (5) working days after action by the H-GAC Board of Directors will not be deemed timely and will not be considered. In order for a Respondent to enter the grievance process, a written complaint must be sent to the Deputy Assistant Director of H-GAC by certified mail and sent to 3555 Timmons Lane, Houston, Texas 77027, 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 Deputy Executive Director will initiate the informal resolution process.

The Procurement and Contracts Department will 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 Deputy Executive Director of the resolution with specifics on each point addressed in the original complaint.

If the Procurement and Contracts Department is not successful in resolving the allegations, the complaint, along with the comments, will be forwarded to the Deputy Executive Director immediately. The Deputy Executive Director 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 Deputy Executive Director'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, will 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 will conduct a hearing and forward a summary and recommended resolution to the Executive Director.

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

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

Resolution of Protested Solicitations and Awards for Workforce Solicitations

Following the final decision by the H-GAC Board of Directors, a respondent may file a protest with the Texas Workforce Commission. The Commission reviews protests only after H-GAC's process has been exhausted. Protests filed with the Commission are limited to the following issues: (a) violation of federal law and regulation, and/or (b) violation of protest procedures or failure to review a protest. To file a protest on this level, write to Workforce Quality Assurance Manager, Houston-Galveston Area Council, Post Office Box 22777, Houston, Texas, 77227-2777, 713-627-3200.

PART VII – REQUIRED FORMS TO SUBMIT WITH RESPONSE

	Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form (if subcontracts are to be let)
	Signed Signature Page (located on Page 2)
	Attachment A – List of References

PART VIII - REQUIRED FORMS IF AWARDED A CONTRACT

	Certification Regarding Debarment, Suspension, and Ineligibility
	(External Form) Conflict of Interest Form CIQ (if a conflict exists) (refer to link Part VII, DD)
	(External Form) Certificate of Interested Parties – Form 1295 (refer to link Part VII, DD)
	Certification Regarding Lobbying
	Copy of W-9

Download Forms: <https://www.h-gac.com/procurement>

PART IX – SOLICITATION TERMS AND CONDITIONS

By submitting a response to this Solicitation, respondent agrees that it has read and fully intends to comply with the terms and conditions of this solicitation as applicable to any subsequent contract or funding agency requirements or agreements. Exceptions to these Terms and Conditions are not permitted. Please view the full Terms and Conditions located here: <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions>