

**Request for Qualifications (RFQ)  
Landscape Architecture  
Services**

**Butterfly Pocket Park**

**Notice of Invitation:** The Greater Northside Management District (GNMD) is requesting qualifications from qualified design professional service teams for design, bidding and construction phase services for a park to be named as the Butterfly Pocket Park. The selected team will be required to have experience in site design, landscape design, drainage and construction management.

**Project Description:** The project consists of site improvements to a vacant lot located at 2604 and 2606 Fulton St. Houston, Texas 77009. Improvements include: Permeable paver plazas; Landscaped areas; Trees; Irrigation system; Column for art sculpture and street furniture. A conceptual design can be found in Exhibit A, attached.

**Scope of Work:** Detailed design (PS&E), bidding and construction phase services for the above referenced project description.

**Pre-proposal Meeting:** A non-mandatory pre-proposal meeting will be held at 10:00 AM, September 20<sup>th</sup>, 2018, in the GNMD offices, 615 N. Loop East, Ste. D, Houston, Texas 77022, to discuss the project and to respond to general questions relating to this RFQ.

**Deadline:** Qualifications shall be addressed to the attention of Jorge Bustamante, GNMD, 615 N. Loop East, Ste. D, Houston, Texas 77022. Statements of Qualifications are due by and will be received until 3:00 PM on September 27<sup>th</sup>, 2018. Any qualifications received after this date and time will not be considered. GNMD reserves the right to reject any and all statements of qualification and to waive all informalities in such submissions. GNMD further reserves the right to dismiss all respondents and reissue the RFQ if a satisfactory response is not received.

**Request for Qualifications Requirements:** The Qualifications Statement is limited in length to ten (10) 8 ½ x 11 inch pages, 12-point font size, single-sided. Submittals by fax, email or other electronic means will **not** be accepted. Three (3) paper copies and one (1) digital copy on a flash drive are required and must include the following information:

- **Cover Letter**

A cover letter shall summarize key qualifications of the lead firm. It shall also identify sub-consultant(s) or joint venture arrangements. The letter must be signed by the person(s) authorized to legally bind the lead firm. If the respondent considers any of the terms or scope of required services to be unacceptable, the respondent should identify same and cite appropriate reasons in the submitted cover letter. Those factors will be considered in the evaluation and selection process.

- **Understanding of the Project and Work Approach**

Based upon the Project Description and Scope of Work, outline your firm's approach to the design and construction/implementation of the proposed improvements including a general schedule. Detail roles of sub-consultant(s) as necessary. The respondent must demonstrate a thorough understanding of the options and conditions that pertain to designing and implementing mobility and pedestrian/bicycle related improvements in accordance with the relevant federal, state and local policies, procedures and regulations that apply, including without limitation, compliance with all requirements related to grant funding for such projects.

- **Experience with Similar Projects**

To demonstrate its experience, the respondent should include a brief summary of similar projects, the firm's role, the project location, client name, address and telephone number and key contact person. Providing project profiles and graphic images of similar projects is encouraged.

- **Organization's Resources, Capabilities, Availability**

Describe the capability of the organization to commit the personnel and resources necessary to carry out the project and to begin work within 30 days of selection.

- **Key Personnel**

Describe the proposed project team, the Project Manager, team members and any sub-consultants with a description of the specific responsibilities of each person or sub-consultant relative to the design and implementation of the project and an estimate of the percentage of time dedicated to the project for each team member. Include a resume, not to exceed one-page, for each key team member and sub-consultant.

The Qualifications Statement should, at a minimum, address the following criteria which, among other factors, will be used by GNMD as a basis for its selection of a landscape architecture services consultant team:

1. Professional qualifications necessary for all aspects of the Project requirements and the ability to satisfactorily perform all of the required services.
2. Specialized experience as a firm and technical competence of the proposed key members, specifically the experience of the Project Manager in the type of work required.
3. Capacity to accomplish the work in the required time from resources within the individual firm or through a sub-consultant relationship.

**Questions concerning this RFQ:**

All questions about the meaning or intent of this RFQ are to be submitted in writing or by email to [j.bustamante@greaternorthsidedistrict.org](mailto:j.bustamante@greaternorthsidedistrict.org). Interpretations or clarifications considered necessary by GNMD in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by GNMD as having received this RFQ. Questions received less than five days prior to the date for submission of this RFQ may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Addenda may be issued to clarify, correct, or change this RFQ as deemed advisable by GNMD. **IN ORDER TO RECEIVE ADDENDA, ALL FIRMS THAT INTEND TO SUBMIT A RESPONSE TO THIS RFQ MUST REGISTER BY EMAIL TO [j.bustamante@greaternorthsidedistrict.org](mailto:j.bustamante@greaternorthsidedistrict.org) BY September 20<sup>th</sup>, 2018.**

**Supporting Documentation:** In addition to the **Qualifications Statement**, limited additional materials or statements deemed appropriate by the respondent to demonstrate qualifications or experience may also be submitted. These may include firm brochures, project profiles, awards, etc.

**Additional Information:** GNMD reserves the right to request such additional information as GNMD deems advisable to evaluate the qualifications of the proposed team. Interviews, oral presentation and/or additional information may be requested from firms ranked highest by GNMD.

ATTN: Mr. Jorge Bustamante,  
Project Manager  
Greater Northside Management District  
615 N. Loop East, Ste. D  
Houston, Texas 77022  
713-229-0900

The following are made a part of this RFQ:

EXHIBIT A – Conceptual Exhibit

-Permeable Pavers - North Plaza (existing sidewalk to remain)  
-Street Furniture  
-65 Gallon Trees

-8' high 3' dia. concrete column  
-Butterfly Sculpture (by others)

-Bike parking shelter (By others)

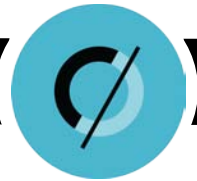
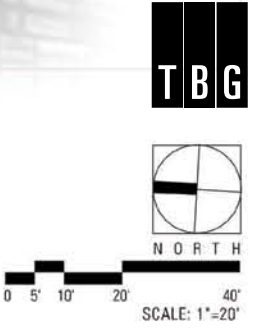
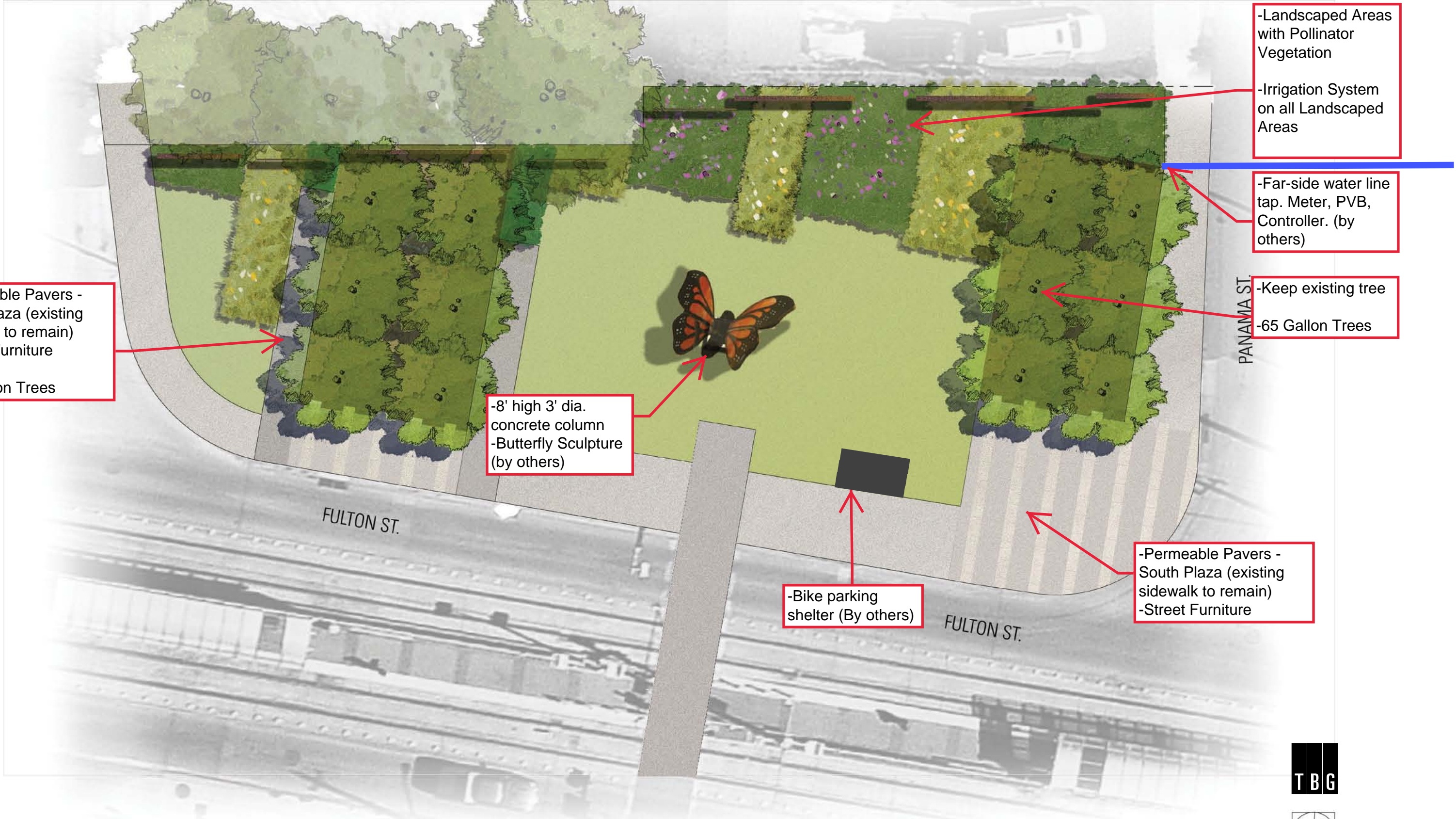
-Permeable Pavers - South Plaza (existing sidewalk to remain)  
-Street Furniture

-Landscaped Areas with Pollinator Vegetation

-Irrigation System on all Landscaped Areas

-Far-side water line tap. Meter, PVB, Controller. (by others)

-Keep existing tree  
-65 Gallon Trees



# FULTON STREET POCKET PARK