



TIRZ23.org

Harrisburg Redevelopment Authority

Tax Increment Reinvestment Zone #23  
PO BOX 22167 Houston, TX 77227

**REQUEST FOR PROPOSAL (RFP)**  
**Eastwood Park Master Plan and Recommended**  
**Improvements to Harrisburg Trail**  
**Located in the Greater East End, Houston Texas**

**CLOSING DATE: February 15, 2019, at 2pm CST**

**FORMAT:**       **Six (6) hard copies** with sections clearly delineated and bound in a manner to allow for copies to be made.

**One (1) electronic document** in fully bookmarked PDF Format on a thumb drive. As an alternative, a consultant may offer a location for download with the understanding that it must be available for full download no later than **February 15, 2019 at 2pm CST** by email, DropBox, Box or other recognized transfer/storage service.

**SUBMIT TO:**    **Tony Allender**  
Deputy Executive Director  
Harrisburg Redevelopment Authority/Tax Increment Reinvestment Zone Number 23  
(Tony will be serving as the TIRZ No. 23 Project Manager)

**Mailing address**  
Post Office Box 22167  
Houston, Texas 77227-2167

**Office Location**  
9610 Long Point Drive, Suite 150  
Houston, Texas 77055

**Contact information**  
Tony Allender  
Deputy Executive Director  
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Those responding to this solicitation may elect to either mail or deliver proposals to the **Harrisburg Redevelopment Authority/Tax Increment Reinvestment Zone Number 23 (TIRZ No. 23)** offices. Failure to submit the required number of copies as stated above may result in disqualification from the proposal process. **TIRZ No. 23** will not accept any proposals delivered by telephonic or facsimile means and will not accept electronic means except as outlined above in regards to the digital document.

The deadline for the submittal of proposals is no later than **February 15, 2019, at 2pm CST**. Proposals received after this date and time will not be accepted. Respondents may submit their proposal to the **TIRZ No. 23** 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 representatives, 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 **TIRZ No. 23**.

#### **ADDITIONAL INFORMATION AND SPECIFICATIONS**

Requests for additional information or questions should be sent to Tony Allender no later than **February 8, 2019, at 5pm CST**. Any amendments to the RFP will be posted on the **TIRZ No. 23** website.

#### **INTERPRETING SPECIFICATIONS**

The specifications and product references contained herein are intended to be descriptive rather than restrictive. **TIRZ No. 23** is soliciting proposals to provide a complete service package which meets its overall requirements. Specifications in this RFP are not intended to preclude proposers from recommending alternative solutions that offer comparable or better performance or value.

**TIRZ No. 23** has sole discretion and reserves the right to cancel this RFP or to reject any or all proposals received prior to the contract award. **TIRZ No. 23** reserves the right to waive any formalities concerning this RFP, or to reject any or all proposals or any part thereof.

#### **OBJECTIVE**

**TIRZ No. 23**, working in coordination with the **City of Houston Parks and Recreation Department** and other local partners, is seeking to improve the recreation opportunities available to residents of the Houston's East End and amenities that serve as a means of drawing people into the area from other parts of the city. Recreational enhancements will increase the quality of life for residents, employees and guests to the East End while also continuing to bolster the economic viability of the area.

More specifically, this project is intended to provide:

- An action-oriented master plan for Eastwood Park, including improvements, priorities, schedule and cost. Inclusive in the master plan is an assessment of the enhancements and needs at Eastwood Park to ensure that it is appropriately programmed to meet the needs of the community and to provide complementary service to other parks and open spaces in the East End.
- Recommendations for enhancement and "extension" of the Harrisburg Trail that includes improvements such as crosswalks, signage, lighting and other appropriate amenities, connection to community destinations, and enhancements to better connect the trail to the nearby trail and recreation networks.

The intention of **TIRZ No. 23** and its partner entities is to utilize this project for improvements for the area. As such, recommendations from the project should include conceptual design and other necessary details to allow for a transition into detailed design and implementation for elements as funding becomes available.

## **BACKGROUND**

The “East End” has many names, even more history, and a diversity of culture that makes it one of the most distinctive areas of Houston. According to the Texas State Historical Association, the area known as “Harrisburg” was established in 1825, served as the seat of government during efforts to gain independence from Mexico, was largely burned by Antonio Lopez de Santa Anna in 1836, and was rebuilt and became a town in 1837. Over time the area gained prominence due to proximity to the port. In the 1900s, immigrants from around the world moved into the area including people from Asia, Europe and Mexico. Second Ward and Magnolia Park areas remain two of Houston's oldest Hispanic neighborhoods. Eastwood Subdivision, established in 1913, is recognized as one of Houston’s first master planned communities. The land pattern in the East End evolved into a mix of residential neighborhoods and industrial areas. Numerous rail lines spread throughout the East End connecting the port and its adjacent industrial areas to Texas and beyond.

Today, the East End has retained much of its Hispanic heritage even as it becomes “rediscovered” by new households seeking the affordability and history available in this area. Industrial and heavy commercial sites abandoned over time are being converted into townhomes, particularly in those areas in closest proximity to downtown. In 2015, Houston METRO established the METRORail Green Line, a light rail line extending from downtown into the East End along a reconstructed Harrisburg Boulevard – directly adjacent to Eastwood Park and near to the Harrisburg Trail.

In 1999, the Greater East End Management District was established through the Texas State Legislature in an effort to provide physical enhancements and improve economic conditions in the East End. In 2011 the City of Houston established Tax Increment Reinvestment Zone Number 23 to further improve the area through construction of capital improvements and economic development activity intended to spur additional private investment. The Project Plan and Reinvestment Zone Financing Plan for **TIRZ No. 23** noted improvements to parks and related amenities among areas of focus for investment.

### **About Eastwood Park**

As noted by the Houston Parks and Recreation Department, in 1916, the City of Houston acquired a 10.8-acre site on Harrisburg Boulevard to establish Eastwood Park. The park underwent extensive renovation in the 1970s, including repairs and additions to the community center, construction of a swimming pool, renovation of the existing ball field, construction of a second tennis court, and enhancements to play equipment and other park amenities.

In 1995, new play equipment was added and, in 1998, community organizations assisted in installation of a new patio and landscaping, as well as a new walkway. Later, a Boundless Playground was installed through efforts by the City of Houston and its community partners. The park also includes covered basketball courts, a paved courtyard and a skate park.

In recent years community residents have requested consideration for major improvements to Eastwood Park as some of the current equipment and amenities begin to show wear and are becoming outdated. An appeal to **TIRZ No. 23** requested improvements through development of a master plan for the park.

### **About Harrisburg Trail**

The Harrisburg Trail was completed as part of the Rails to Trails program by converting an abandoned rail line extending from its eastern terminus at Marsden Street approximately 1.5 miles to its western terminus at Drennan Street. The concrete hike and bike trail includes pedestrian scale lights, trees,

benches, trash receptacles and limited artwork. Over time the trail has seen a number of improvements, including a transformation from asphalt to a 10 foot wide, concrete shared use path. However additional enhancements are needed to allow the trail to reach its full potential as a means of connecting the community to its many destinations and attracting others into the area. From each terminus cyclists depend upon sharing the neighborhood and collector roadways (many of which are in poor condition) that are part of a signed route network in order to reach any of the community's destinations. The trail struggles with marginal road crossings, limited signage and other features that would add to the value of the overall experience.

### **SCHEDULED TIME FRAME**

Work on the project is scheduled to begin on or about **April 1, 2019**, and to be completed within **(9) nine months** of the start date. **TIRZ No. 23** reserves the right to extend and/or expand the scope of this contract, subject to **TIRZ No. 23** Board of Directors approval and funding availability.

### **PROPOSAL CONSIDERATIONS**

It is the expectation of **TIRZ No. 23** that a Proposing Team will present an approach that includes the necessary tasks, phases, deliverables and timeline to meet the objectives of this RFP. In doing so, the consultant team should consider the following:

- The community in the area surrounding Eastwood Park deserves to play a major role in the future of Eastwood Park and the Harrisburg Trail. In that regards, strong consideration will be given to community outreach that extends beyond the typical meeting or open house format into innovative techniques designed to allow the community to be an active partner in both design and future implementation. The area is bilingual English and Spanish, therefore community engagement and participation efforts should include methods of communicating that engage all aspects of the community, regardless of proficiency in English.
- **TIRZ No. 23** has allocated funding for implementation of improvements along the Harrisburg Trail. Recommendations for improvements should be presented with sufficient conceptual detail and estimation of costs as to allow **TIRZ No. 23** to move directly into detailed design and project implementation. Consideration should be given to methods of providing recommendations for improvements to the Harrisburg Trail prior to finalization of the master plan for Eastwood Park in order to initiate implementation of one or more of those items in an expedient fashion.
- Eastwood Park is the location for a variety of activities and amenities that have been installed over time. Some of those amenities, such as the swimming pool and the community center are reaching a level of maturity that requires consideration of reconstruction or expansion to remain both up to date with current demands and requirements.
- A master plan for Eastwood Park should be sufficiently visionary to inspire and excite residents of the community while also remaining viable to the organizations that must implement and maintain improvements. The master plan should include an actionable agenda of tasks that can be undertaken, individually or together. Each task should include an estimated cost of completion, an idea of the organizations that could play a role in implementation of the task, an idea of the priority of the task, and an understanding of the tasks that must be completed beforehand.
- An assessment of needs, issues, threats, and opportunities associated with the Eastwood Park master plan should include dialogue with community organizations that have previously studied or otherwise been involved in Eastwood Park and Harrisburg Trail or that otherwise might have important information to consider, including the Houston Parks and Recreation Department, the Greater East End Management District, offices of local elected officials (including Councilmembers Cisneros and Gallegos), TIRZ No. 23, area neighborhood and superneighborhood representatives, and more.

- While there is some discussion with local organizations, there is currently not a nonprofit organization to partner with the Houston Parks and Recreation Department to spearhead fundraising or plan implementation in the manner of Friends of Hermann Park or Friends of Emancipation Park. With this in mind, organizational structure needed for successful implementation of the master plan for Eastwood Park should be among the topics considered.

## **PROPOSAL CONTENTS AND SPECIFICATIONS**

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

### **A. Introduction**

The introduction should include:

- A general introduction to the proposed consultant team, including the primary consultant and any subconsultants,
- Indication of the unique qualifications, approach or other features that make the Proposing Team stand apart from competition,
- Names and contact information of individuals that will serve as project manager or that TIRZ No. 23 can expect to regularly interact regarding the project, and,
- Commitments by the proposer regarding timely and cost effective delivery of products, that the individuals presented in the proposal will be the individuals involved in the project as described, and provision of an outstanding product as presented in the proposal.

Please note that the introduction may also serve as a cover letter, if desired.

### **B. Project Understanding**

The Proposing Team should detail understanding of the project, the area, and the role of Eastwood Park and Harrisburg Trail in the community. This section of the RFP provides the Proposing Team the opportunity to also show the depth of understanding of the need for project, its impact, and the entities involved in the project, including government and community organizations.

### **C. Proposed Project Team**

Building upon information provided in the Introduction and Project Understanding, the Proposed Project Team section of the RFP should describe the various **firms** involved in the team along and the manner in which this combination of firms meets the needs of the project, including:

- A profile of each firm involved in the proposal beginning with the primary firm. Information should include location of the organization, presence and use of a local office (if appropriate), the number of years the organization has been in business in the professions relevant to the RFP, and the number of professional staff in the firm,
- The roles that each firm will undertake in various aspects of the project ranging from administration or data collection to distinct areas of expertise or plan development, and,
- The management structure that will be employed to ensure success of the project, including the methods taken to ensure quality assurance and quality control.

### **D. Project Team Detail**

The Project Team Detail section of the RFP provides the Proposing Team an opportunity to describe in greater detail the **individuals** to be involved in each aspect of the project. Information provided in this section should, at minimum, include:

- An organization chart defining the different roles needed to complete the project, the individuals proposed to fill those roles, and the firm for which each person is employed. The

organization chart should clearly delineate the project manager, deputy project manager (if applicable), and task leaders (also if appropriate),

- In addition to other roles, the organization chart should delineate the individuals charged with administration, community engagement, and quality assurance,
- A bio or resume describing the experience, skills and background relevant to this RFP for each individual included in the organization chart or otherwise involved in the project, and,
- A system of measurement to indicate the amount of effort each individual can expect to provide to the project.

#### **E. Relevant Experience**

The Proposing Team should provide examples of experience relevant to the various aspects of this project and in addressing the different elements that exists in Eastwood Park and improvements proposed to Harrisburg Trail (including pool/water activities, skate parks, ball fields, basketball courts, trail signage, bike path enhancements, and more). Experience may be relevant in terms of forms of community engagement used, master plans or trail recommendations for similar projects (in terms of scope, community character, issues, client or other), projects resulting in implementation, or other measure. Relevant Experience should, at minimum, include:

- Five examples of relevant experience completed and implemented in the last (10) ten years, including:
  - At least three examples related to parks master planning,
  - At least one example from each firm involved with the Proposing Team,
  - At least one example in which the proposed project manager served as project manager, and,
- Five references for contact, including name of individual, organization, role in the project, email address and phone number.

#### **F. Project Approach and Schedule**

The Proposing Team should detail their approach to undertake the tasks necessary to adequately complete perform the requirements of the project and meet the Objectives and Considerations previously described in the RFP. The Project Approach should include, at minimum:

- A task by task methodology for completing the project with sufficient description to provide a clear understanding of the steps that will be taken at each stage of the process,
- Phases for completion should include a phase for establishing a full project understanding, determination of solutions and development of a conceptual plan, detailed development of the conceptual plan, and development of the final master plan, or an alternative process preferable to the Proposing Team that achieves the same results or better,
- The approach may be divided to separately address improvements to the Harrisburg Trail and the master plan for Eastwood park or the tasks may be completed simultaneously,
- The approach should include a detailed discussion of community engagement efforts as well as tasks taken to ensure quality control throughout the process,
- A project timeline that indicates the dates at which each task is expected to be complete, deliverables are to be available for review, critical milestones will be met, community engagement activities are to take place and more as seen necessary by the Proposing Team. As noted above, this contract will be completed within nine months of execution, unless otherwise extended by **TIRZ No. 23**.

## G. Project Deliverables

The Proposing Team should define deliverables in terms of the stages at which deliverables will be provided as well as the type of deliverables to be expected. The Proposing Team, if selected for the project, will be responsible for development or production of all materials needed for meetings and presentations, unless otherwise determined in coordination with the **TIRZ No. 23** Project Manager, including graphics, images, tables, documents and more.

As a final product, the Proposing Team shall, at minimum, provide:

- A single, bound, full-color, hard copy document
- A high-resolution, print-ready, fully bookmarked digital version of the final product, including any appendices, maps or other attachments in PDF format
- A lower resolution version of the same document suitable for placement at the **TIRZ No. 23** website
- All original files in editable format, including graphics and GIS files (to include .shp, .gdb, and .mxd files) utilized to make any maps

## H. Fee

TIRZ No. 23 has allocated \$100,000 for completion of the project. The Proposing Team should submit a budget describing categorical costs necessary to complete the proposal and indicate the approximate percentage of the available funding estimated to be required for each task. Respondents should be prepared to provide a detailed budget in a timely fashion should they be selected. Unless determined otherwise, the Proposing Team should assume a lump sum fee payable upon conclusion of specific tasks or deliverables or on a monthly basis. All travel, production and other costs associated with completion of the project are expected to be included in the proposed budget as part of the lump sum budget or as a separate not-to-exceed figure.

## I. Samples of Similar/Applicable Work and Other Relevant Materials

The Proposing Team may wish to provide additional materials to further describe the capabilities or accomplishments of the team such as samples of similar or otherwise relevant work. If so, such information should be included in this section. Samples of similar work or other relevant materials are NOT a requirement of this RFP.

## EVALUATION PROCEDURES

A Selection Committee will review complete responses received by the closing date utilizing a scoring process to rank the accepted proposals. The Selection Committee reserves the right to select a preferred Consultant Team without interview. However, in the event that the Selection Committee opts to conduct interviews, then the Committee shall determine the number of firms to interview based upon ranking. **Proposing Teams selected for interview will be notified by email or phone call to the project manager designated in the proposal no later than March 1, 2017, and selected firms are expected to make a presentation and answer questions of the Selection Committee between March 18-20, 2019 between 8:00am CST and 5:00pm CST in Houston, Texas with a firm date and location to be determined upon determination of the number of teams to interview.**

**TIRZ No. 23** reserves the right to contact Proposing Teams for clarification of information submitted and to contact references to obtain information regarding past performance, reliability and integrity. Requests for a debriefing are requested to be made within one week of notification of non-selection.

## **EVALUATION CRITERIA**

The evaluation criteria for the Selection Committee will include the following broad categories as described in greater detail in the Proposal Contents section of this RFP:

- **Project Understanding** (10 percent)
- **Caliber and Appropriateness of the Proposing Team** (15 percent)
- **Quality of Team Details including Project Management, Organizational Structure and Key Personnel** (15 percent)
- **Appropriateness and Quality of Past Experience** (10 percent)
- **Approach, including Community Engagement** (20 percent)
- **Quality of Deliverables** (10 percent)
- **Budget** (15 percent)
- **Other Elements** (5 percent)

## **CONTRACT AWARD**

**TIRZ No. 23** will provide short-listed respondents with instructions as to how the final Consultant Team ranking will be selected. The process may include, but not necessarily be limited to, questions about elements of the proposal submitted, specific scope of work questions and/or interviews. A recommendation will be presented to the **TIRZ No. 23** Board of Directors for approval to negotiate, and execute, a contract with the selected consultant team. **TIRZ No. 23 reserves the right to reject any and all proposals or to discontinue pursuit of the project as deemed in its interest.**

## **TIRZ NO. 23 RESPONSIBILITIES**

**TIRZ No. 23** is responsible for project administration and final decisions on all contractual matters. All responses to inquiries about the RFP and attachments should be directed to Tony Allender as the individual that will serve as project manager for the client.

# Aerial View of Eastwood Park



# Aerial View of Harrisburg Trail

