

**CITY OF PASADENA
REQUEST FOR QUALIFICATIONS
19-018**



CITY OF PASADENA

**Request for Qualifications
No.19-018**

**PROFESSIONAL ENGINEERING AND PLANNING SERVICES
for
City of Pasadena Strategic Plan**

RFQ SCHEDULE SUMMARY

July 19, 2019	RFQ documents released
August 2, 2019 at 12:00 noon	Last day for inquiries and clarifications
August 12, 2019 by 4pm	RFQ Due Date
August 13, 2019 at 3pm	Qualifications opened at 1149 Ellsworth, 2 nd Floor, Suite 236
To be Determined	Notify short-listed firms
To be Determined	Interviews (possibly)
To be Determined	City Approval of selected firm

* This schedule is preliminary and may be modified at the discretion of the City.

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SPECIFICATIONS

1. PROJECT INFORMATION

A. General Description

The City of Pasadena, Texas, is requesting submittals for professional engineering and planning services related to the development of a Strategic Plan for the City of Pasadena. The plan should serve as a guide to meet the challenges and opportunities of today and the future of Pasadena. The City is seeking qualified consultants with experience in community engagement; land use and infrastructure planning, and municipal fiscal analysis. To be competitive, the Consultant team shall include members fluent in speaking/writing in Spanish and a professional engineer on the team.

B. Scheduled Time Frame

The work is scheduled to begin on or about October 2019, and to be completed within 12 months of the start date. The City reserves the right to extend and/or expand the scope of this contract, subject to City Council approval and additional funding availability.

C. Project Budget

Budgets for each portion of the project will be determined by the City in the preliminary stage, with an option to proceed with each portion of the project determined by the City.

D. City Representative

Director of Planning or designee, as applicable.

2. INTRODUCTION

A. Community Description

Located in southeast Texas, Pasadena occupies 44 square miles on the Galveston Bay coast. The City is part of the megaregion, known as the Texas Triangle. The Triangle is comprised of four major cities: Houston, Dallas, San Antonio and Austin. Well situated and well serviced by land, water, air and space transportation networks – Pasadena is truly at the intersection of it all.

Project Location



Pasadena is the second largest municipality after Houston in the Houston MSA. Thanks to the **neighboring Houston Ship Channel**, Pasadena is home to one of the world's largest concentrations of oil-refining and chemical manufacturing facilities. The Port of Houston is one of America's busiest ocean

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gateways, and nearby **George Bush Intercontinental Airport** handles large amounts of foreign trade and cargo. Also, **William P. Hobby Airport** services the metro area, handling domestic/international service for four commercial airlines and is an international point of entry for general aviation activity between Texas and Mexico.

The **Space Center and the Houston SpacePort** at Ellington Field are located just outside Pasadena's municipal boundaries. The SpacePort serves as a launch and landing site for suborbital launch vehicles and offers laboratory office space including technology incubator space and large-scale hardware production facilities.

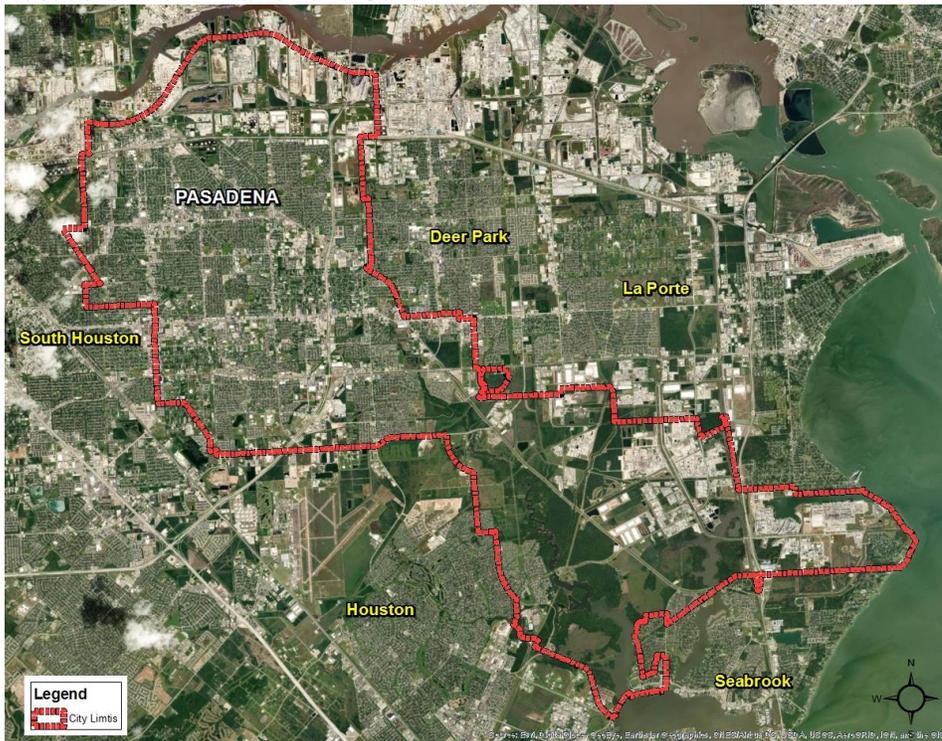
Finally, Pasadena is served by the Beltway 8 Corridor and SH 225 which provide freeway access to regional destinations.

B. Development Patterns & Context

Pasadena is a home-rule municipality operating under a Council-Mayor form of government. Similar to the Houston MSA, Pasadena's population is growing from an estimated population of 149,043 in 2010 to 153,219 in 2018. Nearly seventy-percent of the population is Hispanic. Approximately, twenty-percent of the population is foreign-born.

The City is un-zoned and has a long history of mixed land uses which create unique challenges and opportunities. Pasadena's industrial districts dominate the land use pattern. Several industrial districts in northern Pasadena near the Houston Ship Channel include a major refinery, shipping related facilities, and oil/gas pipeline services. The Bayport Industrial District extends across the southeastern portion of the City to Galveston Bay. The Bayport Container Terminal, located in the Bayport Industrial District, is a state-of-the-art intermodal shipping facility. Near the north industrial districts are the oldest neighborhoods and business districts mostly built in the mid-20th century. Today, these districts cope with aging infrastructure, declining housing stock, and relatively higher levels of poverty. The key retail center in north Pasadena, the Pasadena mall, originally built in the 1970s, is less than 20-percent occupied. In comparison, neighborhoods and business districts built to the south in the last 20 years offer high-quality housing and amenities.

Pasadena and Environs Land Cover

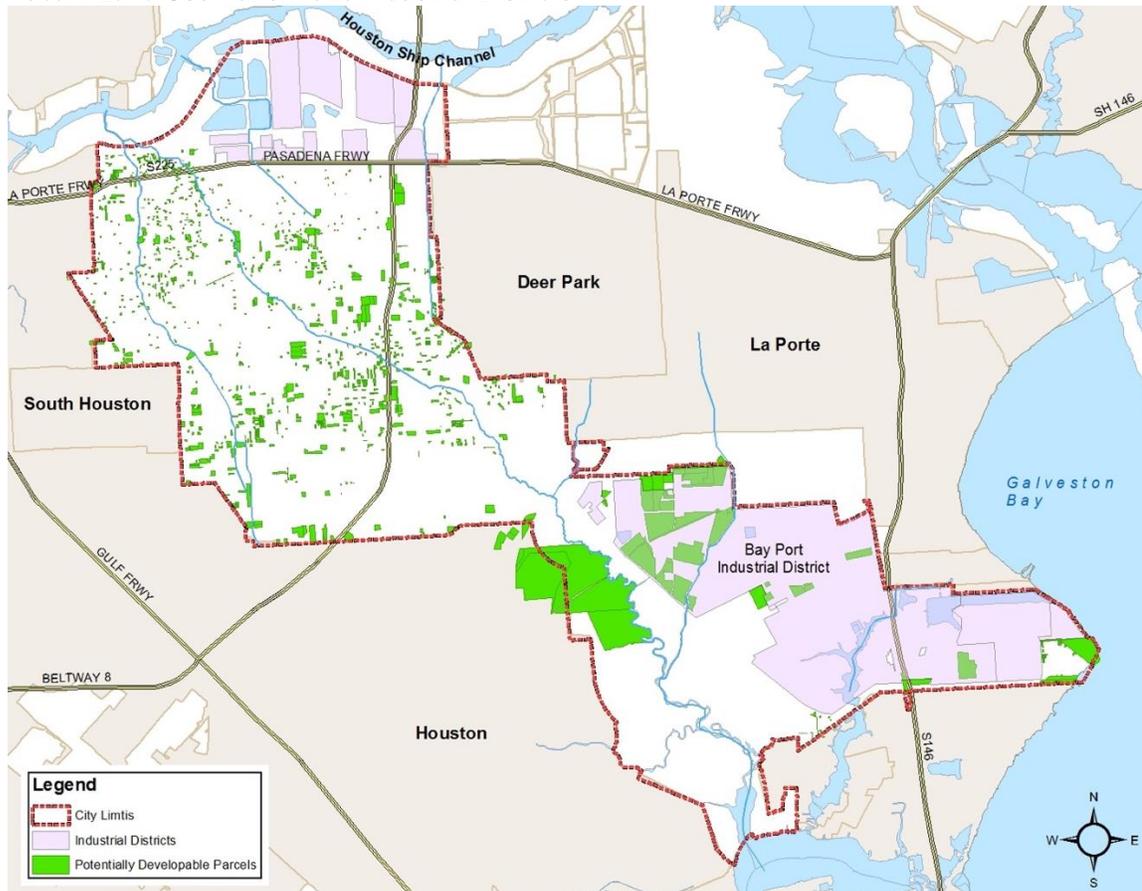


City is located south of the Houston Ship Channel industrial complex and west of Galveston Bay

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Approximately ten-percent of land area within the municipal boundaries is available for new development. Therefore, planning and economic development efforts are shifting to redevelopment opportunities particularly in the aging business districts. With industrial and shipping business as the key economic drivers, future planning strategies must balance Pasadena's traditional business-friendly approach with improving the quality of life and long-term fiscal health.

Vacant Land Use Pattern and Industrial Districts



C. Previous City Planning Documents

The City has never completed a comprehensive plan. The Blueprint for a Better Pasadena, adopted in 1996, is Pasadena's only city-wide planning document. New information, technologies, and industries face the community now, along with more complex redevelopment issues that must be dealt with in order to manage growth in a responsible and respectful way. Therefore, a concerted effort must be taken to review what elements have been accomplished through previous efforts and update and what elements have not been successfully accomplished and need to be reevaluated and added. Additionally, several different City-wide related studies, plans and reports have been developed since the 1996 Blueprint for Pasadena. The Consultant(s) shall review these studies and reports to ensure the recommendations contained therein are considered and incorporated, wherever necessary, into the Plan:

- [Strategic Economic Development Plan](https://www.dropbox.com/s/hho2j23brwwyqj4/2018-07-25%20Pasadena%20Strategic%20Plan%20FINAL%20%281%29.pdf?dl=0) <https://www.dropbox.com/s/hho2j23brwwyqj4/2018-07-25%20Pasadena%20Strategic%20Plan%20FINAL%20%281%29.pdf?dl=0> – TIP Strategies (2018),
- [Regional Analysis of Impediments to Fair Housing](https://www.dropbox.com/s/dvm68g98hykolqp/Regional%20AI%20Report%206-22-2018.pdf?dl=0) (AFH) for U.S. Department of Housing and Urban Development <https://www.dropbox.com/s/dvm68g98hykolqp/Regional%20AI%20Report%206-22-2018.pdf?dl=0> – BBC Research & Consulting (2018)
- [North Pasadena Plan](https://www.dropbox.com/s/kxwz7ytamwok6lg/1-NPasadenaRedevPlan_FINAL-REPORT_2009.pdf?dl=0) https://www.dropbox.com/s/kxwz7ytamwok6lg/1-NPasadenaRedevPlan_FINAL-REPORT_2009.pdf?dl=0 – Wilbur Smith Associates (2009)

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- [Shaw Street Redevelopment Strategy](https://www.dropbox.com/s/70cps086c98mf27/CDS%20Shaw%20Street%20Study%20-%202013.pdf?dl=0)
<https://www.dropbox.com/s/70cps086c98mf27/CDS%20Shaw%20Street%20Study%20-%202013.pdf?dl=0> – Community Development Strategies Market Research (2014)
- [Southmore Avenue Redevelopment Strategy](https://www.dropbox.com/s/j5urjgy9441q7o4/CDS%20Pasadena%20Southmore%20Report%20-%2020032414.pdf?dl=0)
<https://www.dropbox.com/s/j5urjgy9441q7o4/CDS%20Pasadena%20Southmore%20Report%20-%2020032414.pdf?dl=0> – Community Development Strategies Market Research (2014)
- [Healthy Planning in Pasadena: A Health Impact Assessment in Harris County, Texas](https://www.dropbox.com/s/s87xnb1ddjhavak/HLM-Harris%20County%20CAP_FINAL%28compressed-Smallpdf%29.pdf?dl=0)
https://www.dropbox.com/s/s87xnb1ddjhavak/HLM-Harris%20County%20CAP_FINAL%28compressed-Smallpdf%29.pdf?dl=0 – Harris County Public Health (2017)
- [Keeping our Kids and Communities Safe – A Safe Routes to School Action Plan for Pasadena, TX](https://www.dropbox.com/s/2k7xd1d5kk3czke/Pasadena_SRTS_Plan.pdf?dl=0)
https://www.dropbox.com/s/2k7xd1d5kk3czke/Pasadena_SRTS_Plan.pdf?dl=0 - Harris County Public Health (2018)
- Two other planning efforts are currently underway:
[Healthy Parks Master Plan](https://www.pasadenahealthyparks.com/) (2019/20) <https://www.pasadenahealthyparks.com/> and a
[Pasadena Livable Centers Study](http://www.h-gac.com/livable-centers/planning-studies/pasadena.aspx) <http://www.h-gac.com/livable-centers/planning-studies/pasadena.aspx>
(2019/20).

D. Community Engagement

The planning processes should foster broad public participation to insure the plan belongs to the community. The Consultant should seek innovative approaches to engage persons not normally involved in the planning process. Engagement activities will be in-person and online such as public hearings, workshops, focus groups, moderated online forums, walking tours, pop-ups, polls and surveys. All approaches and activities shall be offered in Spanish and English.

E. Staff Working Group (SWG)

The SWG will provide available materials, data and information pertinent to the creation of the plan. The SWG will also provide guidance and support to ensure that the Consultant is able to provide services efficiently and in a fiscally responsible manner. Members of the SWG may include representatives from the Mayor's office, Economic Development, Housing, Neighborhood Network, Parks and Recreation, Engineering/Public Works, and Planning.

F. Technical Advisory Steering Committee (TASC)

The City anticipates the formation of an advisory committee (TASC) to work closely with the selected Consultant during the planning process. The TASC members will be selected by the Mayor and include key stakeholders. The TASC will serve to provide insight, expertise, and information as well as act as ambassadors for the Plan, and provide constructive feedback to the Consultant(s).

G. Respondent Requirements

Respondents shall be firms, corporations, individuals or partnerships that normally engage in the preparation of municipal comprehensive and strategic plans and should have experience doing such with municipalities in the State of Texas. Consultant submittals may provide full in-house engineering and planning services or may propose using a team approach. Submittals should reflect the Consultants' ability to provide a full range of expertise in all areas described in this document.

3. SCOPE OF WORK

A. Objectives

The primary objective is to provide a Plan based on extensive community engagement that will guide decisions by city leaders, developers, business owners, and citizens. The Plan will examine the challenges and opportunities and provide strategies to address both in the futures. Envisioned as a policy guide for the City, the Plan will serve as the framework for current and future planning initiatives. The Plan will spur and direct Pasadena's growth and redevelopment.

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The final Plan shall be comprehensive and internally consistent. It will provide **long range policy direction for land use, mobility, housing and neighborhoods, community facilities and infrastructure, fiscal sustainability, and hazard mitigation**. The findings of the Strategic Economic Development Plan (2018) and the Healthy Parks Plan (on-going) will be incorporated into the Plan. Ultimately, the Plan will express the community's vision and guide the manner in which development and redevelopment occurs. It will serve as the renewed 'blueprint' for growth as determined by the residents, business owners and community leaders of Pasadena.

The City regards the Plan as a living document that will be updated as social, economic and environmental factors shift. Like a business entity which plans strategically for both the short term and the long term, Pasadena must plan so that decisions can be based on sound information, data, principles, and shared goals, strategies, and priorities.

B. General Requirements

The Consultant(s) will have overall responsibility for the creation of the Plan, lead the project, and be responsible for the timely completion of the project. All work shall be completed in accordance with applicable City standards and within the agreed upon timeline. This includes, but is not limited to, preparing and maintaining a detailed project timeline (the general timeline of the project is third quarter of 2019 to fourth quarter of 2020), conducting inclusive and innovation community engagement, leading public hearing(s) and workshops/study session presentations, conducting technical analysis with subsequent recommendations for the Plan, and document and website creation. While creative design is encouraged, all documents related to the Plan shall be consistent with the City's branding standards and will be owned by the City. All materials, online and in print, must be provided in English and Spanish.

C. Plan Elements

The following outline provides information related to the expected content for the Plan. The Consultant(s) shall take primary responsibility for the completion of these elements. The City encourages the Consultant(s) to take a creative approach to maximize the accessibility of the document and the potential for successful implementation of the recommendations.

a. Introduction & Community Profile

The introduction will orient the reader to the community, history, general existing conditions, current and anticipated trends, demographics, as well as describe the goals and purpose of the planning process.

b. Issues & Opportunities

This element provides a summary of planning issues and opportunities. It may include evaluation of City infrastructure, development patterns, growth models, traffic patterns, and economic needs.

c. Guiding Principles

Guiding principles will reflect and summarize a shared vision for Pasadena over the coming decades. Goals and initiatives for each plan element will also be developed.

d. Land Use

This element will describe the land use history of the City and identify the type and intensity of current land use. It will recommend the future distribution, location, and interrelation of public and private land uses. This element shall identify target areas for new development and redevelopment. Recommendations will inform land use and development decisions, economic incentives, capital improvement programs and service delivery. Consultant(s) should also consider the benefits of healthy communities with increased walkability, connectivity, and land use patterns that facilitate mobility.

e. Fiscal Sustainability

This element will assess the relationships between the City's revenue and expenditures, land use, mobility, infrastructure, neighborhood health, and economic development trends. Consultant(s) develop revenue maps and model future development patterns. The models and associated analysis will assist the community in understanding the relationships between land use, tax revenues, and long-term infrastructure and service costs. The analysis will include an

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assessment of land uses that negatively impact the City's fiscal sustainability. This element will also include recommendations for maintaining a fiscally-balanced growth pattern and maximizing efficiency in infrastructure and service delivery.

f. Mobility & Connectivity

Consultant(s) will inventory and analyze various transportation modes and connectivity with attention to the needs of various socio-economic groups. This element will also examine regional transportation initiatives and the impact, if any, on the City. Recommendations should provide for increased mobility and access for all socio-economic groups in the City.

g. Housing and Neighborhoods

This element will address the needs of present residents and those individuals and families anticipated to reside in the City in the future. It will present strategies to ensure that housing opportunities are provided within diverse high-quality neighborhoods that are safe and amenity rich. Recommendations should support housing at various densities and prices, reinvestment in the existing housing stock and the sensitive development of new housing within the fabric of existing neighborhoods.

h. Parks and Recreation & the Natural Environment

The Consultant(s) should incorporate the on-going Healthy Parks Master Plan and suggest how the proposed plan elements will be coordinated.

i. Environment

The Consultant(s) will evaluate the City's environmental resources, natural habitat, open space, and related resources. This element will suggest initiatives to improve the natural environment and promote sustainability.

j. Community Facilities & Infrastructure

This element focuses on the public's investment in the design, development and delivery of services and programs. It will assess publicly-owned buildings, properties and land in light of present and future needs. The Consultant(s) shall address the provision of utilities and the maintenance of infrastructure to serve existing and future land uses.

k. Hazard Mitigation

Pasadena a coastal community located near to the Gulf of Mexico. Potential hazards include flooding, storm surge, tropical storms, sea level rise, and industrial accidents. The Consultant(s) should propose strategies to promote community resilience.

l. Community Character & Design

This element will examine Pasadena as a unique place. It will recommend strategies to highlight Pasadena's strengths and demand excellence in the physical appearance of the built environment without creating an undue burden. Where appropriate, this element will identify areas for specific urban design approaches, such as the Shaw District or Golden Acres.

m. Economic Development

The Pasadena Economic Development Corporation recently completed a Strategic Plan (2018). The findings and recommendations shall be integrated into this Plan. This element will also specifically address development types, lifestyle amenities, policies, and approaches.

n. Redevelopment/Reinvestment

This element will provide guidance to the City as an older inner ring industrial suburb. Key issues to be considered include more intense development of large lots in older neighborhood; teardown/rebuilding; increasing market demand for rental multi-family housing in single-family neighborhoods; port, trucking and industrial related uses in mixed-neighborhoods unprotected by deed restriction, and other issues pertinent to mature communities. Redevelopment of industrial, institutional, and commercial areas should also be considered. Findings from other elements that related to redevelopment may be incorporated to support recommendations.

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o. Implementation Plan

Policies and initiatives included in the Plan shall be realistic and presented with measurable benchmarks.

D. Community Engagement Plan (CEP)

Working with the City and other local partners, the Consultant(s) shall develop a robust community engagement plan to foster meaningful participation and facilitate equitable participation within the community. A CEP is a required deliverable.

The CEP will be designed to:

- Ensure that a clear and responsible community engagement process is implemented;
- Involve a range of approaches and strategies to meet the diverse needs of Pasadena's citizens and stakeholders;
- Convey to residents and stakeholders how they can most effectively participate at each state of the planning process;
- Provide opportunities to increase awareness of the Strategic Plan; and
- Build a common understanding of ongoing long-range planning in the City.

The CEP will be a working document. As the planning process progresses, specific outreach approaches will be finalized and other updates will be made as necessary.

E. Project Management and Coordination

The Consultant(s) shall prepare, submit, and administer a project management plan that specifies a schedule of work; defines the roles and responsibilities of the Consultant(s) and City staff; and identifies specific work tasks, milestones, and community engagement activities.

It is expected that the Consultant(s) will:

- Coordinate meetings/conference calls at least every two (2) weeks with the Staff Working Group (SWG).
- Coordinate regularly with the Technical Advisory Steering Committee (TASC).
- Coordinate and conduct an engagement strategy to encourage broad participation.

F. Deliverables

The Consultant(s) will develop and deliver a professional Strategic Plan that accomplishing the objectives of the study and meeting the stated needs of the City. The final plan shall be practical and implementable. It shall provide clear direction for development policy decisions, City services, and City projects in the coming years. The deliverables and expectations are as follows:

Strategic Planning Process Components

- a. **Community Engagement Plan (CEP)** – At a minimum, the Consultant(s) shall create and execute a community engagement plan that is approved by the City.
- b. Data inventory and analysis of community indicators including but not limited to demographics, land use, mobility, housing, community facilities, infrastructure, capital improvements and municipal fiscal basis
- c. Rational projection of community indicators based on the regional, national, and international context
- d. Online engagement platform to present opportunities, events, activities, and Plan progress
- e. Integration of existing and forthcoming plans including the Economic Development Strategic Plan, Healthy Parks Plan, and Pasadena Livable Centers Study
- f. Use and promotion of City branding
- g. Renewed and widely-shared vision for the City of Pasadena
- h. Analysis of current City development regulations and policies in relation to the guiding principles to contribute to implementation recommendations
- i. Interim draft documents of plan elements submitted to the SWG for review, comment, and approval

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- j. **Implementation Plan** – At a minimum the implementation plan shall:
 - 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
- k. **Public Draft** document presented to the TASC, Planning Commission, City Council, and public
- l. **Final Draft** document presented at a City Council hearing and before any other official body necessary to secure adoption of the Plan
- m. **Final Plan** translation into Spanish and presented online to encourage continued interaction

Public Meeting & Hearings

It is expected that the Consultant(s) will conduct formal public meetings with the Planning Commission and City Council at critical milestones. The Council will have ultimate authority to approve the Plan. The Consultant(s) should plan to make multiple presentations (separate and/or combined) and, at least, one presentation to each group prior to a formal public hearing for Plan adoption.

Final Plan Document

Within 30 days of adoption by City Council, the Consultant(s) will deliver one unbound copy of the Plan, one electronic copy of the Plan in Microsoft Word, and one electronic copy of the Plan in the software in which it was composed.

The Staff Working Group (SWG) will finalize the scope of work with the selected Consultant(s) prior to contract authorization. The City will consider professional suggestions relevant to the scope described above.

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EVALUATION OF QUALIFICATIONS

EVALUATION METHOD AND CRITERIA

General: The City shall be the sole judge of its own best interests, the qualifications, and the resulting negotiated agreement. The City reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Respondent, including stockholders and principals before making an award. Awards, if any, will be based on both an objective and subjective comparison of Qualifications and Respondents. The City's decisions will be final.

The Purchasing Dept. will appoint an Evaluation Committee to review the qualification submittals received. The City's Evaluation Committee will act in what they consider to be the best interest of the City. The City reserves the right to reject any or all submittals, waive informalities, and/or request additional information. The City intends to negotiate a contract with the most qualified firm in order to complete the project for an amount that is fair, competitive, and reasonable for both parties.

If oral presentations are scheduled, the representatives of the firm who will be directly assigned to the account must be present at the interview. During the interview portion of the meeting, the evaluation team shall allow the presenting team to address any questions or concerns.

Qualification submittals will be evaluated using the criteria listed below to ascertain which submittal best meets the requirements of the City. The selection of a successful respondent shall be based on, but not limited to, the listed criteria and the quality and completeness of the submission. The factors to be considered during the evaluation and the associated weights are listed in the following table.

Evaluation Criteria	
Criteria	Points
1. Project Work Program and Schedule	30
2. Project Organization and Management	20
3. Qualifications and Experience	15
4. Staff Allocations and Level of Effort	10
5. Context – Demonstrated understanding of the City's unique challenges, opportunities, and success statement	10
6. Community Engagement Approach	10
7. References (provide at least three relevant references)	5

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The City of Pasadena is soliciting qualifications for the herein described services for the purpose defined in this document. By responding to this request, the offeror agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award.

The City reserves the right to waive any informality in submittals received, deemed to be in the best interest of the City.

1. SUBMISSION INSTRUCTIONS

A. Submission due date and location:

August 12, 2019 on or before 4:00pm CST

City of Pasadena City Secretary's Office
1149 Ellsworth, 2nd Floor
Pasadena, Texas 77506

B. Any submission not prepared and received in accordance with provisions stated herein, will be considered an informal submission and any, or all of the submissions may be rejected.

C. Submit five (5) hard copies of your Qualifications including all required forms as listed in this request.

D. Format for your Request for Qualifications shall include the following information in the sequence and format prescribed.

- Cover Letter – Respondents shall include a one page introductory cover letter indicating interest in projects.
- Submittal Cover/Signature Sheet (Form #1) – respondent shall complete and sign this form. Respondent must complete and include the Submittal Cover/Signature sheet with submittal. The Submittal Cover/Signature Sheet must be signed by a person, or persons, authorized to bind the entity, or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority.
- Submittal Checklist (Form #2) – Respondent shall complete this form which is to be used as the Table of Contents for its submittal.
- Felony Conviction Notification (Form #3) must be completed to include any of the principals of any of the companies involved in this submittal.
- Supplemental Qualification Statement in narrative form that covers items in the Evaluation Criteria table shown on page 10.
- Resumes labeled as Attachment.
- Additional information (optional) labeled as Attachments

2. SELECTION PROCESS

A. The selection process will follow the stipulations as applicable from Chapter 2254 Local Government Code.

B. The City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ according to the criteria set forth in the Evaluation Criteria table shown on page 10. The City will appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents will be interviewed and scored based upon criteria to be determined by the selection committee. If interviews are to be held, an interview invitation letter will provide the evaluation criteria to be used. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent.

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- C. Within thirty (30) days after the date of opening the Request for Qualifications, the City will evaluate and rank each submission in relation to the criteria set forth in the Request for Qualifications for Professional Engineering and Planning Services for the City of Pasadena Strategic Plan.
- D. At the conclusion of the selection process, each of the rated elements for each firm will be evaluated to determine the best qualified firm or the project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for final approval.
- E. If the City is unsuccessful in negotiating a contract with the best-qualified firm, the City may then negotiate with the second or third most qualified firm until a contract is executed, or may decide to terminate the selection process.
- F. Firms short listed for interviews or the firm selected for this project will be notified directly by the City per the above schedule.
- G. Final approval of a selected Respondent is subject to the action of the City of Pasadena City Council.

Required: Proof of Professional Liability Insurance

3. GENERAL INFORMATION

- A. Pursuant to the requirements of House Bill 1295, 84th Legislative Session, contract with successful respondent is contingent upon the business entity's completion of the required Form 1295, Certificate of Interested Parties.

B. HOUSE BILL 914 DISCLOSURE OF CERTAIN RELATIONSHIPS

The Texas Ethics Commission adopted Form CIQ (Conflict of Interest Questionnaire) pursuant to H.B. 914. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose pertinent information in the Questionnaire Form CIQ.

The questionnaire is to be filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

The CIQ Form can be located at <http://www.ethics.state.tx.us/forms/CIQ.pdf>

4. QUESTIONS AND ADDENDUM

All questions that respondents wish to have addressed and that might require an addendum must be submitted in writing to the Purchasing Department, Attn: Barbara Hamlett at 1149 Ellsworth Dr., Suite 400, Pasadena, Texas, 77506, emailed to bhamlett@pasadenatx.gov or faxed to (713) 920-7938. Questions must be received at least seven (7) days prior to the submission due date. If required, written addendum will be issued within four (4) days to all firms that have been sent a copy of this RFQ, as well as posted on the City of Pasadena website and DemandStar.com. PLEASE NOTE: No portion of your Qualifications response can be sent via fax or e-mail. **All addendum issued must be signed and returned with submittal.**

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**CITY OF PASADENA
1149 Ellsworth, 2nd Floor
Pasadena, Texas 77506**

FORM 1

SUBMITTAL COVER / SIGNATURE SHEET

ISSUE DATE:	July 19, 2019	Request For Qualification Title: Engineering & Planning Services
DATE OF CLOSING:	August 12, 2019	ID# RFQ NO. 19-018
TIME OF CLOSING:	4:00 P.M. CST	DEPARTMENT / DIVISION:
SUBMIT TO:	City of Pasadena Office of the City Secretary 1149 Ellsworth, 2 nd Floor, Pasadena, Texas 77506	Planning Department

READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED.

Legal Name of Firm:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Office Phone Number:	Alternate Phone Number:
E-Mail Address:	Fax Number:
<p>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this submittal reflects accurately data regarding my organization/firm, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process.</p> <p>The undersigned certifies that he/she is authorized to bind the organization. All provisions in Respondent's submittal, shall remain valid for 120 days following the deadline date for submissions or, if Respondent is awarded a contract, throughout the entire term of the contract.</p>	

Signature of Authorized Individual

Typed Name of Authorized Individual

Date

Typed Title of Authorized Individual

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FORM 2

SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on the checklist. Identify the corresponding page numbers in the space provided.

Page No.	Form No.	Form Title
	No Form	Cover Letter
	Form 1	Submittal Cover/Signature Sheet
	Form 2	Submittal Checklist (Table of Contents)
	Form 3	Felony Conviction Notification (must be notarized)
	No Form	Statement of Qualifications in narrative form that covers all items in the Evaluation Criteria table on page 10
	No Form	Resumes labeled as Attachment.
	No Form	Additional Information (Optional)

**CITY OF PASADENA
REQUEST FOR QUALIFICATIONS
19-018**

FORM 3

FELONY CONVICTION NOTIFICATION

Note: The Statement of Affirmation Must Be Notarized

STATEMENT OF AFFIRMATION

“The undersigned affirms that he/she is duly authorized to provide this information by the person(s) or business entity submitting the qualifications, and the information provided below concerning felony convictions has been personally and thoroughly reviewed, and verified, and is, therefore, current, true and accurate to the best of my knowledge.”

- a. _____ My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.
- b. _____ My firm is not owned nor operated by anyone who has been convicted of a felony.
- c. _____ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s) _____

Details of Conviction(s) _____

PLEASE CHECK a, b, or c ABOVE AND SIGN BELOW.

Respondent
Name _____

Position/Title _____

Offeror Signature _____

Date _____

Subscribed and sworn to me on this _____ day of _____

Notary Public _____

My Commission expires on _____