

**REQUEST FOR PROPOSAL | HDMD / RFP-230202**  
**Urban Planning and Design Consultant for**  
**More Space: Main Street 2.0 for**  
**The Houston Downtown Management District**

**Addendum 01**

RFP ISSUE DATE: Friday, December 16, 2022

ADDENDUM 01 ISSUE DATE: Friday, January 13, 2023

PROPOSAL DUE: **11:00 A.M., Thursday, February 2, 2023**

**Addendum 01**

Meeting Minutes from the January 6, 2023 Pre-Submittal Conference plus Attendance Roster and M/WDBE Self-Certification with the Downtown District are attached to Addendum 01. Italicized sections of the Meeting Minutes indicate topics verbally detailed during the Pre-Submittal Conference.

**NOTE:** Due to the delay in issuing Addendum 01, the District grants a schedule extension to all Proposers. Please review Addendum 01 and the Pre-Submittal Conference "Meeting Minutes" for further clarification to the Request for Proposal. Any additional questions from Proposers should be submitted by email to [lonnie@downtowndistrict.org](mailto:lonnie@downtowndistrict.org) by 5:00 P.M., Tuesday, January 17, 2023 (in lieu of 11:00 A.M., Thursday, January 12, 2023). The Downtown District will issue a final Addendum responding to all Proposer's questions by 5:00 P.M., Thursday, January 19, 2023. It is the Proposers' responsibility to visit the District's website for all related information pertinent to this Request for Proposal. <http://www.downtowndistrict.org/procurement-rfp-opportunities/>

# Meeting Minutes

## Pre-Submittal Conference

More Space: Main Street 2.0  
Houston Downtown Management District  
1221 McKinney Street, Suite 4250

Friday, January 6, 2023 11:00 AM

- I. Lonnie Hoogeboom of the District called the conference to order at 11:02 A.M.
  - A. Introduction of District Staff
  - B. Attendees Introduction
    1. *Attendees provided self-introductions including firms represented. See Attendance Roster issued under Addendum 01.*
- II. Opening Comments & Meeting Instructions
  - A. *Key City of Houston personnel for project: David Fields (Planning Department), Brian Crimmins (Mayor's Office), Khang Nguyen (Public Works)*
- III. Purpose of This Request
  - A. Background information on COH "More Space: Main Street" program
    1. *This project is an outgrowth of the "More Space: Main Street" program for Downtown started in May-June 2020. The original "More Space: Main Street" program was always intended as a short-term effort to assist the small businesses that were struggling from the effects of the pandemic.*
  - B. Overarching goal More Space: Main Street 2.0
    1. *The big idea for this project is to close Main St. between Rusk and Commerce to vehicular traffic and activate the roadway for pedestrians and bicyclists in a more permanent manner. It will be the task of the design consultants working with the District to determine the best way to utilize both the sidewalk and roadway space to create a more unified, legible experience for users, an improvement over the temporary, chaotic experience that exists today.*
    2. *The temporary café configuration established in the "More Space: Main Street" program is not necessarily an indicator of the permanent condition; that is to be defined in this project.*
    3. *A key component of the planning and design process is understanding the interface between pedestrian/bicycle and vehicular/transit modes at the intersections and creating safe, legible interface for all users.*
- IV. Geographic Area & Scope of Services
  - A. Main St. from the 100 block at Commerce St. to the 700 block at Rusk St.

- B. This project does not seek to modify subsurface infrastructure nor consider significant roadway reconstructions, street lighting upgrades, or rebuilds of traffic signalization.
    - 1. *The District is not looking to undo past public expenditures but is open to reevaluating modified placement of impermanent elements such as signage, planters, and bike racks.*
  - C. Public engagement requirements
    - 1. *Public engagement must be considerate of the Main Street business and downtown’s broader base of stakeholders.*
    - 2. *Selected consultant should expect to conduct 1-on-1s with both businesses participating in “More Space: Main Street” and non-participating businesses to better understand how the temporary program has performed, what works, what doesn’t, and what could be done better in the future.*
  - D. Public agency coordination
    - 1. *Along with the consideration of public experience of Main Street, other design considerations include fire department access, business deliveries, trash services, and day-to-day public access to businesses. All access and service requirements will need to be coordinated to ensure a smart, safe solution that supports both businesses and the public experience.*
  - E. Deliverables
    - 1. Outline scope for anticipated public improvements (RFP / pgs.5-7)
    - 2. Mid-phase and end-phase estimates of probable costs
    - 3. Development of conceptual design alternatives
- V. Administrative Requirements
- A. Proposal Organization and Selection Criteria
  - B. Budget
    - 1. \$750,000 has been budgeted for capital improvements in the public right-of-way, exclusive of fees associated with planning and design services or catalytic retail grants
    - 2. *The District has not predetermined what will happen with the existing outdoor cafés built through the “More Space: Main Street” program. The selected consultant will need to give due consideration to what has been constructed, how it’s performing, what we can learn, and consider whether the existing temporary structures are able to be reconfigured to fit the permanent design solution and café enclosure guidelines.*
  - C. M/WDBE Requirements – Goal 25%
- VI. Anticipated Project Schedule
- A. Contract Time – 7 months, between late-March 2023 and early-October 2023
    - 1. *The mayor considers “More Space: Main Street 2.0” as one of his legacy projects to the City of Houston. As such, the project will be presented by City staff to the Mayor and City Council as advancing towards implementation prior to the elections.*

2. *The temporary program is set to expire in March 2023, but City staff will request an extension of the temporary program with City Council to bridge the design and implementation duration of the “Main Street: More Space 2.0” permanent solution.*

B. Contingent on Phase 1 recommendations, advance to Phase 2

VII. Other

A. Proposals due at 11:00 AM on Thursday, February 02, 2023

1. **Proposals delivery: Downtown District, 1221 McKinney Street, Suite 4250**

B. Notify and Schedule Short-listed Proposers on Tuesday, February 14, 2023

C. Interview Short-listed Proposers & Identify Highest-ranked Proposal / Proposer on Monday, February 20, 2023

D. Notify highest Ranked Proposer on Tuesday, February 21, 2023

E. Board Authorization for Consultant Agreement & Expenditure on March 9, 2023

VIII. Questions and Answers:

A. Questions from attending Proposers at this conference will be documented during this meeting. “Attendance Roster” and “Meeting Minutes” will be posted as RFP Addenda to the Downtown Districts’ website.

B. Submit additional questions via email to Lonnie Hoozeboom – [lonnie@downtowndistrict.org](mailto:lonnie@downtowndistrict.org) – Due 11:00 A.M on Thursday, January 12, 2023.

C. Final Addendum – to be issued before 5:00 PM on Tuesday, January 17, 2023.

D. Telephone or in-person queries will not be addressed by the Downtown District.

*Q: In regard to the Diversity Commitment, will the Downtown District accept HUB or a City of Houston SBE in lieu of an M/WDBE certification?*

*A: Per the policy of the Downtown District, proposers who are not certified with the City as an M/WDBE vender will be asked to go through self-certification with the District to claim the percentage of M/WDBE participation towards the goal. (See attached M/WDBE Self-Certification application.) The prime does count towards the M/WDBE goal. Qualifying subconsultants also count. It is the responsibility of the proposer to present the team structure and percentages that meet or exceed the 25% goal. Participation in excess of 25% does have a positive effect on evaluations.*

*NOTE: As stated during the conference but requiring correction by the Meeting Minutes: state issued HUB (Historically Underutilized Business) certification is applicable to the District’s M/WDBE self-certification process. City- or METRO-issued SBE (Small Business Enterprise) certification is NOT applicable to the District’s self-certification process.*

- Q: Is the intent of the permanent program to close off the entirety of Main Street to vehicular traffic between Commerce and Rusk or will street closures remain an opt-in as the temporary program exists today?*
- A: The District does not envision curb or roadway structures changing due to cost and preserving the potential for the street to revert to its pre-pandemic condition. Full-closure will need to be evaluated as part of the process with due consideration of access for emergency services and daily operations as needed.*
- Q: Is there a specific age demographic this project is looking to target?*
- A: No, it's geared to all Downtown users: nightlife, residents, Downtown office-workers, people of all mobility levels, all users.*
- Q: How much of the engagement process would extend outside of the sphere of the corridor and would that be run through the offices of the Downtown District?*
- A: General stakeholder engagement is a part of the project. The best means of engagement will need to be determined, but may include workshops, drop-in formatted meetings, presentations, or even a "day of engagement" where we would connect to the business community, residents, workers, and broader users. This project needs to be considered as much as a signature placemaking project, a corridor project, a Downtown project, a City project, and as broadly benefiting all daily uses and visitors.*
- Q: Between curb-to-curb, are any permanent elements to be considered?*
- A: Possibly ramps or raised tables, but the project must not radically alter drainage conditions or limit access to large response vehicles. Appropriate block end closure devices such as removable bollards are likely to be considered.*
- Q: Will the consultant need to perform any traffic analysis or is it assumed that Main Street can be closed?*
- A: Prior to the issuance of this RFP, the City has determined that non-vehicle lane utilization of Main Street is acceptable; a detailed traffic analysis is not required. Using the traffic volumes on the City's website should provide sufficient understanding for the consultant. Proposers should not identify traffic analysis as a key task in their proposal.*
- Q: Aside from the stakeholder engagement workshop, what other engagement is expected?*
- A: Please refer to the RFP for full breakdown.*

IX. Meeting adjourned at 11:38 A.M.

**END OF MEETING MINUTES**



COMPANY	ADDRESS	CITY	STATE	ZIP	PHONE	REP. NAME	REP. TITLE	REP. EMAIL	REP. CELL
CLARK CONDON	1000 Stella Link	Houston	TX	77025	(713) 671-1414	ELIZABETH GILBERT	PRINCIPAL	egilbert@clarkcondon.com	(713) 679-4774
AECOM	19219 Katy Freeway	Houston	TX	77092	281 675 1713	ANDRES BERDUGO	PROJECT MANAGER	andres.berdugo@aecom.com	(832) 482-7267
PAGE	1100 LOUISIANA ST ONE	HOU	TX	77002	713 658 2196	JAMIE FLATT	PRINCIPAL	jflatt@pagethink.com	713-256-4330
PAGE	1100 LOUISIANA ONE	HOU	TX	77002	713 658 2196	JACKIE LONGORA	ASSOCIAT	jlongora@pagethink.com	972-989-6308
Kimley-Horn	11700 Katy Fwy	Houston	TX	77002	501-216-2657	Jenny Lei	Planner	jenny.lei@kimley-horn.com	507-216-2657
DESIGN WORKSHOP	918 CONGRESS ST	HOUSTON	TX	77002	225 278 5963	ALEX RAMIREZ	PRINCIPAL	aramirez@designworkshop.com	225-278-5963
Rogers Partners	718 Richmond Ave	Houston	TX	77006	346-471-1712	Mariana Hinojosa	Planner / Designer	mhinojosa@rogersarchitects.com	956-592-4805
Ultra Borrero	2339 COMMERCIAL #158	Houston	TX	77002	713-364-3422	MARCUS MARTINEZ	Partner / Urban Des / Arch	MARCUS@ULTRABORRERO.COM	832 755 8355
Bryan Brown	3200 Travis	Houston	TX	77006	(713) 551-5698	Bryan Brown	Sr. Associate	bbrown@thegardenercorp.com	(713) 551-5698
Asakura Robinson	2500 Sommer St.	HOUSTON	TX	77007	713 249 3850	RANJAN ROY	DIR. OF URBAN DESIGN	ranjan@asakurarobinson.com	713 249 3850
TEI Planning + Design	712 Main St #150	Houston	TX	77002	713 884 9055	Geoff Calata	Sr. Principal	geoff.calata@teiconsult.com	713 884 9055
DESIGN WORKSHOP	918 CONGRESS	"	"	77002	954 591 0203	BRIAN CHAMBERS	Principal	bchambers@designworkshop.com	954 591 0203
ASAKURA ROBINSON	2500 Sommer St.	"	"	77007	713-635-2715	HUGO COLON	ASSOC. PRINCIPAL	HUGO@ASAKURAROBINSON.COM	787-635-2715
SWA	712 Main St.	Houston	TX	77002	713-557-4101	Natalia Beard	Principal	nbeard@swagroup.com	713-557-4101
SWA	712 Main St.	Houston	TX	77002	713-471-8800	SCOTT MCREARY	PRINCIPAL	SMCCREARY@SWAGROUP.COM	713-471-8800
SWA	713 Main St.	Houston	TX	77002	713-935-6374	Rachel Vaughns	Marketing Manager	rvaughns@swagroup.com	832-371-0774
Houston Downtown Management District	1221 McKinney St. Suite 4250	Houston	TX	77010	713-650-3022	Lonnie Hoogeboom	Director of Planning & Design	lonnie@downtowndistrict.org	
						Jacque Gonzalez	Planning & Design Manager	jacque@downtowndistrict.org	
						Allen Douglas	Chief Operating Officer, ED & General Counsel	jadouglas@downtowntirz.com	
						Brett DeBord	Director of Operations & Capital Projects	brett@downtowndistrict.org	
						David Gwin	Economic Development Manager	dgwin@centralhouston.org	





**MINORITY-OWNED / WOMAN-OWNED  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (M/WDBE)  
SELF-CERTIFICATION**

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Federal Tax ID:** \_\_\_\_\_ **Industry:** \_\_\_\_\_

**Please check one of the following disadvantaged business qualifying categories that apply to you.**

- A Corporation formed for the purpose of making a profit of which at least fifty-one percent (51%) of all classes of the shares of stock or other equitable securities are owned by one or more persons who are economically and socially disadvantaged because of their identification as members of certain groups, that may include African Americans, Hispanic Americans, Asian- Americans, American Indians, women, and the disabled, that have suffered the effects of discriminatory practices or similar insidious circumstances over which they have no control;
- A sole proprietorship for the purpose of making a profit that is one hundred percent (100%) owned, operated, and controlled by one or more persons described by Paragraph (1) of this subdivision;
- A partnership for the purpose of making a profit in which fifty-one percent (51%) of the assets and interest in the partnership must be owned by one or more persons described by Paragraph (1) of this subdivision, and minority or women partners must have a proportionate interest in the control, operation, and management of the partnership affairs;
- A joint venture between minority and women’s group members for the purpose of making a profit in which the minority participation is based on the sharing of real economic interest and must include equally proportionate control over management, interest in capital, and interest earnings. If majority (non-minority and non-women’s) group members own or control debt securities, leasehold interest, management contracts, or other interests, the joint venture shall not be designated a disadvantaged business; or
- A supplier contract between persons described in Paragraph (1) of this subdivision and a prime contractor in which the disadvantaged business is directly involved for the manufacture or distribution of the supplies or materials or otherwise for warehousing and shipping the supplies.

<b>Upon executing this document you attest to the accuracy of the statements herein and acknowledge any material misrepresentation is cause to be terminated from any contract or agreement with Houston Downtown Management District.</b>	
<b>Signature</b>	<b>Date</b>
<b>Name (Print)</b>	<b>Title</b>

Please email to [DBEProgram@downtowndistrict.org](mailto:DBEProgram@downtowndistrict.org) (in PDF format) or fax to (713)223-1003.