



Westchase District
Request for Qualifications to develop & update the
2001 Westchase District Mobility Plan

Distributed Monday, August 17, 2015

Westchase District is seeking qualifications from qualified traffic engineering firms or teams to provide services related to updating Westchase District's 2001 General Mobility Plan.

Updating the plan will include, but is not limited to, an up-to-date roadway inventory to include pavement condition analysis, data collection to update traffic counts, roadway capacities, and District-wide mobility-related safety issues. The plan should also analyze traffic counts and flows utilizing the 2040 H-GAC Travel Demand Network. Transit access should also be identified as it relates to the Reimagined METRO bus network.

The plan should ultimately provide recommendations for future mobility improvements for all modes. Special consideration should be paid on the provision of mobility options for Westchase District employees and residents. Recommendations include construction cost estimates, which should include all soft costs related to implementation. The identification of funding sources, project-specific benefits, and an implementation strategy must be included in the planning document. An area wide environmental desktop analysis should be conducted to identify any NEPA-related issues related to project implementation.

The updated Plan should take into consideration recommendations outlined in Westchase District's Long Range Plan and the 2011 Pedestrian & Transit Master Plan. Additionally, the selected firm will be required to coordinate with the firm undertaking the District's Pedestrian and Bikeway Plan, which is expected to be underway by the time this work commences.

The selected firm should demonstrate experience working with the City of Houston, TXDOT, HCTRA, METRO, and H-GAC and should have experience in Roadway Design, Traffic Engineering Studies, Traffic Signal Timing and Traffic Control Systems Analysis, Design and Implementation.

Statements of Qualifications must include at least the following information:

1. Cover letter with a summary of the submittal and proposed consultant team, signed by an officer of the consultant capable of contractually engaging the firm (two-page maximum).
2. Description of key personnel (including any proposed subconsultants) to be assigned to this contract, including resumes.
3. Description of similar completed or ongoing work. Include project profiles (up to five) and identify the project scope, dates, and client contact information.
4. References – at least three (3).

SUBMISSION OF QUALIFICATIONS:

Interested firms should respond and communicate their ability to perform the specific work proposed in as brief a submission as possible. The front cover and any accompanying correspondence or documents should be clearly identified as: **Westchase District Mobility Plan Update SoQ.**

QUALIFICATION BASED SELECTION PROCESS:

Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by Westchase District based on the qualifications submitted in response to this RFQ.

EVALUATION OF QUALIFICATIONS: Westchase District representatives will evaluate Qualifications based on requirements of this RFQ. Westchase District may invite one or more of the most highly qualified Respondents to attend a formal interview to allow further discussion of qualifications and to respond to questions from the Westchase District.

SUBMITTAL DEADLINE

Electronic submittals should be emailed to Irma H. Sanchez at isanchez@westchasedistrict.com by **5:00 PM, Wednesday, September 9, 2015**. Submittals received after this date and time will not be considered.

POINT OF CONTACT:

All questions and contacts regarding this RFQ should be addressed to:

Irma H. Sanchez
Vice President of Projects
Westchase District
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Houston, TX 77042
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isanchez@westchasedistrict.com

Any inquiry that directly affects an interpretation or change to this RFQ will be issued in writing by Westchase District as a clarification and emailed to all parties on Westchase District's initial distribution list, in addition to all other parties who have expressed interest. Westchase District will not accept verbal responses or responses received after submittal deadline.