



## **Houston Habitat for Humanity Request for Qualifications (RFQ)**

**Date Issued:** November 15, 2024

**RFQ Title:** Master Plan Services

**Project Location:** Houston Habitat Headquarters (3750 N. McCarty) and ReStore (6161 S. Loop)

---

### **I. Introduction**

Houston Habitat for Humanity, (Houston Habitat), is part of a global nonprofit organization that is committed to its mission:

***To put God's Love into action by bringing people together to build homes, community, and hope.***

For the past 38 years, Houston Habitat has partnered with families to overcome barriers to home ownership and address the shortage of affordable housing. Today, Houston Habitat is still committed to pursuing its vision of a world where everyone has a decent place to live. Our charge is to help low-income Houstonians achieve strength, stability, and self-reliance through affordable home ownership.

Through shelter, we empower people to build a better future for themselves and their families by completing financial and home maintenance training, building homes alongside volunteers, and by purchasing their homes with an affordable mortgage. Houston Habitat has fundamentally changed lives - building strength, stability, and self-reliance - right here in our community through new homeownership opportunities. Strong and stable families in self-sufficient homes create strong and stable communities.

### **II. Project Overview**

Houston Habitat for Humanity is embarking on a strategic initiative to optimize its facilities and prepare for future growth. Our current infrastructure includes three key locations, each serving different aspects of our operations, from administration to construction and retail. As our organization expands, there is a critical need to reimagine how these spaces can be better utilized to support our mission, enhance operational efficiency, and improve our connection to the communities we serve.

This project will be carried out in two phases. The first phase will focus on identifying immediate improvements that enhance the safety, functionality, and sustainability of our spaces. The second phase will involve developing a long-term vision for renovation, expansion, and potential acquisition of new sites. The goal is to create a comprehensive Master Plan that addresses current needs while allowing flexibility for future growth and evolving community engagement.

We are seeking a qualified design firm to provide expert guidance and develop a Master Plan that will position Houston Habitat to continue its mission of empowering families through homeownership.

### **III. Scope of Services**

Houston Habitat for Humanity is seeking a qualified design firm to develop a comprehensive Master Plan for its facilities. The selected firm will provide services in the following areas:

#### **A. Facility Assessment:**

- i. Conduct thorough evaluations of two primary Houston Habitat locations:
  - a. Headquarters (3750 North McCarty Street, Houston, TX) – administrative offices, warehouse, and construction support.
  - b. ReStore 1 (6161 S Loop E, Houston, TX) – retail store, office space, and storage facilities.
- ii. Review the current infrastructure, identifying opportunities for improvement, deficiencies, and deferred maintenance.
- iii. Perform preliminary reviews of building codes and accessibility requirements for all facilities.

#### **B. Master Plan Development:**

- i. Collaborate with Houston Habitat leadership to develop a phased Master Plan that addresses short-term space optimization and long-term growth, including renovation and potential expansion.
- ii. Provide recommendations on how best to utilize current spaces, taking into account staff, volunteer, and community needs.
- iii. Identify potential new sites to support future growth, particularly in areas that reduce travel time and enhance connectivity with expanding neighborhoods.
- iv. Incorporate sustainability, safety, and efficiency into all recommendations.

**C. Cost Analysis and Phasing:**

- i. Develop a phased implementation plan based on projected capital expenses and budgets.
- ii. Provide "Order of Magnitude" cost estimates for each phase to guide decision-making and prioritization.

**D. Stakeholder Engagement:**

- i. Engage with a broad range of stakeholders, including Houston Habitat staff, volunteers, community partners, and family partners, to gather input and ensure the Master Plan reflects community needs.
- ii. Conduct at least two meetings with Habitat leadership to review findings, discuss recommendations, and finalize the phased plan.

**E. Reporting and Documentation:**

- i. Produce a detailed Master Plan document that outlines recommendations, phased timelines, cost estimates, and key findings.
- ii. Document and distribute meeting notes, ensuring transparency and alignment throughout the project.

## **IV. Qualifications**

The selected firm must demonstrate expertise and experience in the following areas:

**A. Master Planning and Facility Optimization:**

- i. Proven track record in developing comprehensive master plans for organizations, particularly in the nonprofit or public sectors.
- ii. Experience with optimizing existing facilities to improve space utilization, efficiency, and overall functionality.

**B. Building Code and Accessibility Compliance:**

- i. Deep understanding of local building codes, safety regulations, and accessibility standards (e.g., ADA compliance).
- ii. Experience in conducting code reviews and integrating compliance into design recommendations.

**C. Sustainable and Adaptive Design:**

- i. Expertise in sustainable building practices and the integration of environmentally responsible solutions.
- ii. Ability to adapt existing infrastructure to meet future needs, including potential expansion or reconfiguration.

**D. Collaboration with Diverse Stakeholders:**

- i. Strong ability to engage with a wide range of stakeholders, including nonprofit leadership, staff, volunteers, and community partners.
- ii. Experience in gathering and incorporating stakeholder input into the planning and design process.

**E. Relevant Project Experience:**

- i. Successful completion of similar projects, especially in nonprofit, public, or community-based settings.
- ii. Experience with projects involving construction values between \$350,000 and \$2,000,000.
- iii. Ability to provide references from at least three completed projects that demonstrate relevant experience and project outcomes.

## **V. Submission Requirements**

Interested firms must provide the following materials to demonstrate their qualifications and approach to this project:

**A. Firm Overview:**

- i. A brief description of your firm, including your history, mission, and areas of expertise.
- ii. Highlight any experience with nonprofit organizations or community-focused projects.

**B. Relevant Experience:**

- i. Provide details on a maximum of three (3) renovation or master planning projects your firm has completed, with construction values between \$350,000 and \$2,000,000.
- ii. For each project, include:
  - a. A brief project description.
  - b. The scope of work your firm provided.
  - c. The final project outcome and how it relates to this RFQ's scope.
  - d. Contact information for client representatives and the General Contractor involved in the project.

**C. Key Personnel:**

- i. Submit resumes for up to three key members of your team who will directly participate in this project.
- ii. Include their relevant experience, qualifications, and specific roles they will play.

**D. Approach and Methodology:**

- i. A concise outline of your firm's approach to the master planning process, particularly how you engage with stakeholders and manage phased renovations.
- ii. Describe how your team will address the specific goals of this project, including cost estimation, code compliance, and space optimization.

**E. Fee Structure:**

- i. Provide a detailed breakdown of fees, separating costs for the Master Plan development and the Phase 1 Concept Design.
- ii. Clearly define the scope of services covered by each cost estimate.

**F. References:**

- i. Provide contact details for three (3) professional references from clients with whom you have completed similar projects.

## VI. Evaluation Criteria

Houston Habitat will evaluate submissions based on the following criteria:

Evaluation Criteria	Points	Description
Relevant Experience and Expertise	30	<ol style="list-style-type: none"><li>1. Demonstrated experience in master planning, facility renovation, and similar projects.</li><li>2. Success with projects of comparable scope, particularly in the nonprofit or public sectors.</li><li>3. Strong understanding of building codes, accessibility standards, and sustainable practices.</li></ol>
Approach and Methodology	25	<ol style="list-style-type: none"><li>1. Clear and effective approach to the master planning process, including stakeholder engagement, phased planning, and budget management.</li><li>2. Innovative solutions for space optimization, safety, and functionality.</li><li>3. Ability to adapt to the specific needs of Houston Habitat's facilities and future growth plans.</li></ol>
Qualifications of Key Personnel	20	<ol style="list-style-type: none"><li>1. Expertise and relevant experience of the project team.</li><li>2. Roles and responsibilities of key team members, and their alignment with the project's requirements.</li><li>3. Strong track record in delivering successful outcomes for similar projects.</li></ol>
Cost and Fee Structure	15	<ol style="list-style-type: none"><li>1. Transparent and detailed fee structure, with clear distinctions between Master Plan and Phase 1 Concept Design costs.</li><li>2. Competitive pricing in relation to the scope of services and expected project outcomes.</li></ol>
References and Past Performance	10	<ol style="list-style-type: none"><li>1. Feedback from references on the firm's ability to meet project goals, stay on budget, and deliver on time.</li><li>2. Proven ability to collaborate effectively with clients and other stakeholders.</li></ol>

**Total Possible Points: 100**

Houston Habitat will evaluate submissions based on the firm's qualifications, relevant experience, and ability to meet the project goals. Shortlisted firms may be invited for interviews before final selection.

## VII. Submission Instructions

**Submission Deadline:** January 15, 2024

**Submission Format:** Proposals should be submitted electronically.

**Submission Address:** [Procurement@houstonhabitat.org](mailto:Procurement@houstonhabitat.org)

## VIII. Instructions for Pre-Bid Site Walkthrough (By Appointment Only)

To ensure all interested respondents have an opportunity to visit the project site and gather the necessary information, Houston Habitat for Humanity is offering pre-bid site walkthroughs by appointment only. Please follow the instructions below to schedule and attend your walkthrough:

---

### 1. Scheduling an Appointment

- **Appointment Required:** All site visits must be scheduled in advance; walk-ins will not be permitted.
  - **Contact Person:** Olivia Christina Bush, Government Grants Manager
    - Email: [procurement@houstonhabitat.org](mailto:procurement@houstonhabitat.org)
    - Phone: (713)671-9993
  - **Appointment Times:** Walkthroughs are available on December 9-20, 2024, during the hours of 10-3 pm. Appointments will be scheduled on a first-come, first-served basis.
- 

### 2. Confirmation of Appointment

- After requesting an appointment, you will receive a confirmation email with the following details:
    - Date and time of your site visit
    - Location of the project site
    - Any additional instructions or requirements for the walkthrough
- 

### 3. Site Visit Guidelines

- **Arrival:** Please arrive at least 15 minutes prior to your scheduled appointment time to allow for check-in.
- **Check-In Location:** Houston Habitat Headquarters (3750 N. McCarty) or ReStore (6161 S. Loop)
- **Required Documentation:** Bring a government-issued ID and a copy of your RFQ submission acknowledgment email.

---

#### 4. During the Walkthrough

- **Escorted Tour:** A Houston Habitat for Humanity representative will escort all attendees during the walkthrough.
  - **Information Sharing:** Attendees may ask questions during the tour. However, all official answers will be distributed in writing as an addendum to ensure consistency.
  - **Restrictions:**
    - Photography or videography is only permitted with prior approval.
    - Do not disturb ongoing activities or engage with workers on-site.
- 

#### 5. Follow-Up Questions

- Any follow-up questions must be submitted in writing to [procurement@houstonhabitat.org](mailto:procurement@houstonhabitat.org) by January 11, 2025. All questions and answers will be included in a formal addendum to the RFQ.
- 

#### 6. Important Notes

- **Limited Attendance:** Due to safety considerations, a maximum of two **[2]** attendees per potential Respondent will be allowed.
  - **Failure to Attend:** Respondents who do not attend a walkthrough may still submit an RFQ response; however, attendance is strongly encouraged to ensure familiarity with the site.
- 

Thank you for your interest in this project. We look forward to meeting you during the site walkthrough. If you have any additional questions or concerns, please e-mail [procurement@houstonhabitat.org](mailto:procurement@houstonhabitat.org)



## IX. RFQ Schedule

	Date
RFP Issuance	November 15, 2024
Pre-bid Site Walk-Through (Tour)	December 9-20, 2024 (By Appointment Only)
Deadline for Questions	January 11, 2025
Proposal Submission Deadline	January 15, 2025
Oral Presentations (Invitations Only)	January 21-24, 2025
Selection of Contractor	January 31, 2025

## X. Exhibits

1. Houston Habitat Site and Layout of Locations
2. Reference Form

---

Thank you for your interest in this project. We look forward to reviewing your proposal.

---

**Houston Habitat for Humanity**  
3750 N. McCarty  
Houston, TX, 77029  
(713)671-9993  
Procurement@houstonhabitat.org  
**<https://www.houstonhabitat.org/>**



## Submission Checklist

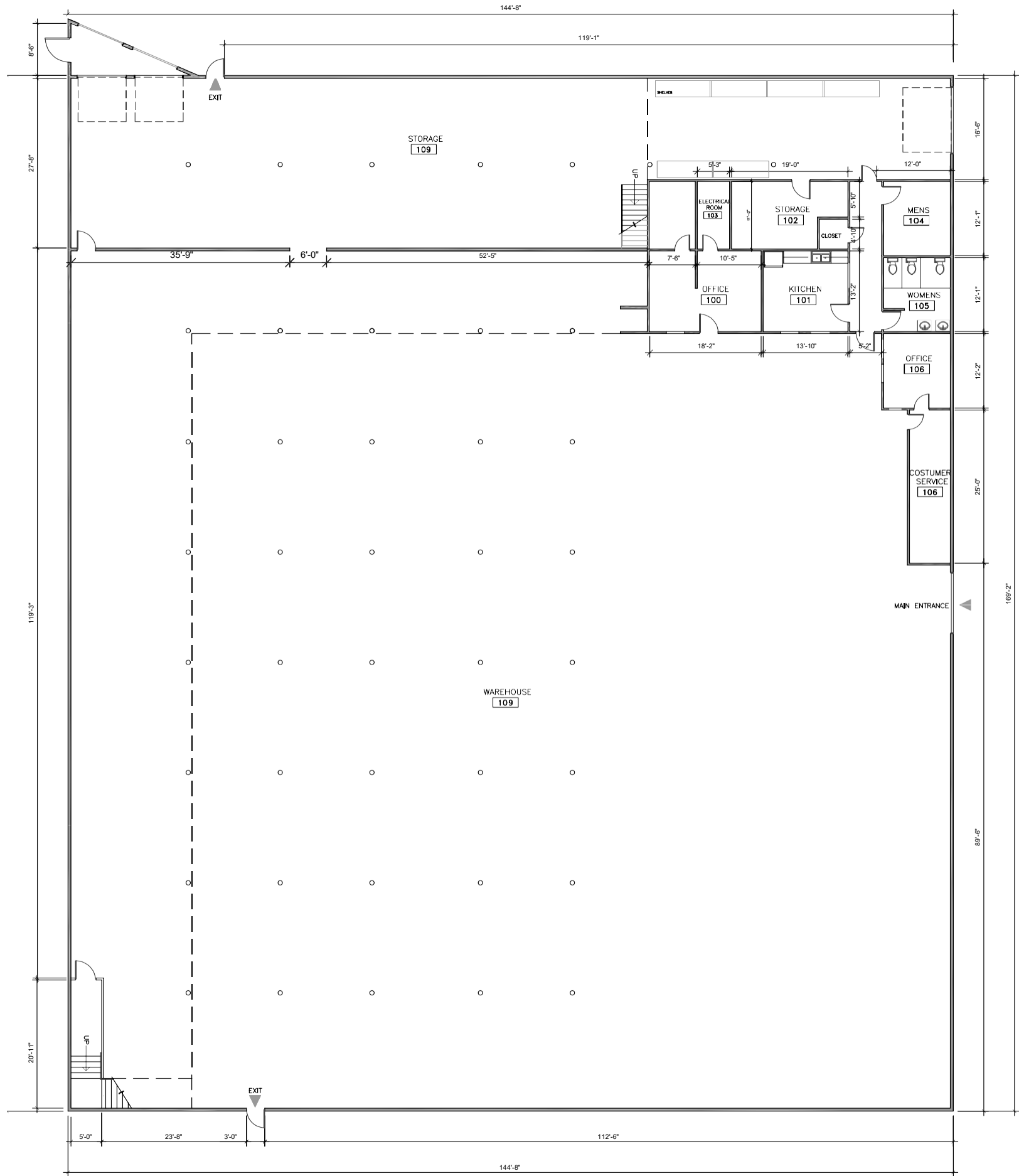
Contractors must ensure that all required documents and information are included in their submission package. Please use the checklist below to confirm that your submission is complete and meets all requirements:

Checklist Item	Included (Yes/No)
<b>I. Firm Information</b>	
<b>Firm Overview:</b> Description of the firm, including history, mission, and areas of expertise.	
<b>II. Relevant Experience</b>	
<b>Project Details:</b> Information on up to three (3) renovation or master planning projects completed (construction value between \$350,000 and \$2,000,000).	
A. <b>Project Description:</b> Brief overview of each project.	
B. <b>Scope of Work:</b> Description of services provided.	
C. <b>Project Outcome:</b> Results and relevance to this RFQ.	
D. <b>References:</b> Contact information for client representatives and General Contractors involved in each project.	
<b>III. Project Approach</b>	
<b>Resumes:</b> Up to three resumes of key team members who will participate in the project.	

<b>IV. Approach and Methodology</b>	
<b>Project Approach:</b> Outline of the firm's approach to the master planning process, including stakeholder engagement and budget management.	
<b>V. Cost and Fee Structure</b>	
<b>Fee Breakdown:</b> Detailed breakdown of fees for the Master Plan and Phase 1 Concept Design.	
<b>VI. References</b>	
<b>Reference Contacts:</b> Contact information for three (3) professional references.	
<b>G. Supporting Materials</b>	
Any additional documents or materials that support the submission (e.g., brochures, case studies, etc.).	

Please ensure that all the required documents are compiled, clearly labeled, and submitted by the specified deadline. Submissions that are incomplete or do not meet the RFQ requirements may not be considered for evaluation.





Houston Habitat  
for Humanity, Inc.  
3750 N. McCarty  
Houston, Texas  
77029

713-671-9993

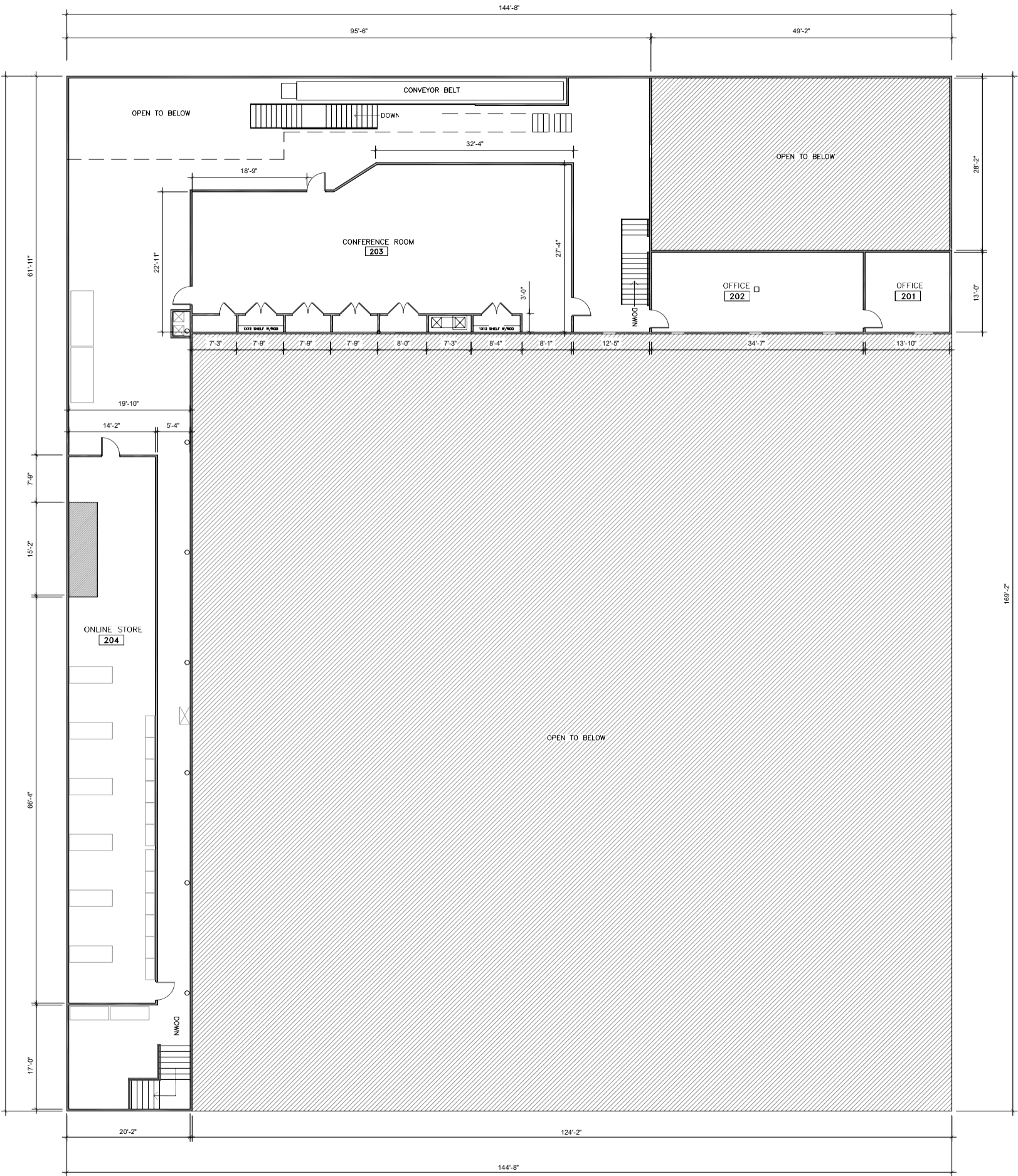
HOUSTON HABITAT  
FOR HUMANITY  
RESTORE

6161 SOUTH LOOP EAST  
HOUSTON, TEXAS  
77078

PLAN TYPE:	
FIRST FLOOR PLAN	
REV. DATE:	
1	
2	
3	

THIS DRAWING IS THE  
PROPERTY OF HOUSTON  
HABITAT FOR HUMANITY, INC.  
THE USE OF THIS DRAWING  
WITHOUT THE EXPRESSED  
WRITTEN PERMISSION OF  
HHFH IS PROHIBITED.

PLANS BY: HHFH
REVIEWED BY: HHFH
INITIAL DATE: 09-08-2021
A.1
SHT 1 OF 3



**1 FLOOR PLAN**  
NO SCALE



Houston Habitat  
for Humanity, Inc.  
3750 N. McCarty  
Houston, Texas  
77029

713-671-9993

HOUSTON HABITAT  
FOR HUMANITY  
RESTORE  
6161 SOUTH LOOP EAST  
HOUSTON, TEXAS  
77078

PLAN TYPE:	
SECOND FLOOR PLAN	
REV. DATE:	
1	
2	
3	

THIS DRAWING IS THE  
PROPERTY OF HOUSTON  
HABITAT FOR HUMANITY, INC.  
THE USE OF THIS DRAWING  
WITHOUT THE EXPRESSED  
WRITTEN PERMISSION OF  
HHFH IS PROHIBITED.

PLANS BY: HHFH
REVIEWED BY: HHFH
INITIAL DATE: 09-08-2021
<b>A.1</b>
SHT 1 OF 3



## **Houston Habitat for Humanity Request for Qualifications (RFQ) Reference Form**

**Date Issued:** November 15, 2024

**RFQ Title:** Master Plan Services

**Project Location:** Houston Habitat Headquarters (3750 N. McCarty) and  
ReStore (6161 S. Loop)

---

### **SECTION A: Contractor Information**

- **Contractor Name:**
  - **Address:**
  - **Contact Person:**
  - **Phone Number:**
  - **Email Address:**
- 

### **SECTION B: Reference Information**

Please provide details for three (3) completed projects similar in scope and complexity to the project described in the RFQ. Include visuals of each project as part of your submission.

---

#### **Reference #1**

- **Project Name:**
- **Project Location:**
- **Client/Owner Name:**
- **Client Contact Person:**
- **Client Contact Phone:**
- **Client Contact Email:**

- **Project Description:**
  - **Contract Value:**
  - **Completion Date:**
  - **Visuals Included:**
    - Photos of completed work
    - Key architectural or engineering drawings
    - Before-and-after visuals (if applicable)
    - Other (e.g., videos or renderings)
- 

## **Reference #2**

- **Project Name:**
- **Project Location:**
- **Client/Owner Name:**
- **Client Contact Person:**
- **Client Contact Phone:**
- **Client Contact Email:**
- **Project Description:**
- **Contract Value:**
- **Completion Date:**
- **Visuals Included:**
  - Photos of completed work
  - Key architectural or engineering drawings
  - Before-and-after visuals (if applicable)
  - Other (e.g., videos or renderings)



---

**Reference #3**

- **Project Name:**
- **Project Location:**
- **Client/Owner Name:**
- **Client Contact Person:**
- **Client Contact Phone:**
- **Client Contact Email:**
- **Project Description:**
  
- **Contract Value:**
- **Completion Date:**
- **Visuals Included:**
  - Photos of completed work
  - Key architectural or engineering drawings
  - Before-and-after visuals (if applicable)
  - Other (e.g., videos or renderings)

---

**SECTION C: Authorization**

By submitting this form, I certify that the above information is accurate and that the individuals listed as references are authorized to provide information regarding the contractor's performance.

- **Authorized Representative Name:**
- **Title:**
- **Signature:** \_\_\_\_\_
- **Date:**

---

**Note:** Please ensure that all visuals are included as part of your electronic submission in a consolidated PDF or presentation format. Houston Habitat for Humanity reserves the right to contact references to verify the information provided.