

**WESTWOOD MAGNOLIA PARKWAY IMPROVEMENT DISTRICT**  
**REQUEST FOR QUALIFICATIONS**  
**Professional Architectural Design Services**  
**Precinct 2 Regional Park, Montgomery County, Texas**

**1.0 GENERAL**

Westwood Magnolia Parkway Improvement District (WMPID) intends to enter into a professional services contract with a qualified provider to provide services for the following:

**Professional Architectural Design Services**  
**Regional Park Design Implementation**  
**Phased Development and Construction Administration**

The selected respondent shall serve as the Prime Consultant and shall assemble and manage a multidisciplinary architectural design team capable of providing the required services in an efficient manner, in the best interests of WMPID and Montgomery County Precinct 2 (PRECINCT), and to provide successful, on-time, and on-budget project delivery. Information on all proposed sub-consultants and/or subcontractors shall be included in the response.

**2.0 PROJECT DESCRIPTION AND WORK TO BE PERFORMED**

Montgomery County Precinct 2 is in possession of a 356 acre (+/-) parcel of land located in the Archibald Hodge Survey, Abstract-18. The parcel is bound to the south by Lake Creek and to the east by the Fish Creek Thoroughfare. WMPID in collaboration with the PRECINCT, is advancing the development of a large-scale regional park and desires to contract with a qualified firm to provide full professional design services to implement a previously completed Master Plan.

The project consists of the design and phased implementation of a regional park. The site includes a significant amount of environmentally sensitive areas, resulting in a limited developable footprint requiring a thoughtful, strategic approach to planning, grading, drainage, and sited facility infrastructure throughout the development.

The approved WMPID and PRECINCT Master Plan will be provided after selection and will establish the overall vision, framework, and program for the park and will serve as the foundation for all design efforts under this contract.

Key program elements anticipated to be considered in the project may consist of, but are not limited to:

- Nature Center
- Community Center
- County Branch Library
- Nature-based Passive Recreation Areas
- Active Recreation Areas
- Trail Systems and Connectivity Throughout the Site
- Athletic Fields and Associated Support Amenities
- Parking, Infrastructure, Detention/Retention Site Management Devices, and Supporting Site Improvements

The selected firm will be responsible for advancing the Master Plan into implementable design documents and supporting both WMPID and PRECINCT through construction. Services shall include, but are not limited to, Programming, Schematic Design, Design Development, Construction Documents, Opinions of Probable Cost, Permitting and Coordination with Agencies Having Jurisdiction (AHJ), Bidding Assistance, and Construction Administration.

Due to the scale and complexity of the project, the design team shall develop a clear and implementable phasing strategy that aligns with WMPID and PRECINCT priorities, funding considerations, and site constraints. This includes preparation of cost estimates, identification of logical construction phases, and coordination of infrastructure improvements necessary to support long-term buildout.

The project will require coordination with WMPID and PRECINCT staff, regulatory agencies, and utility providers. The design shall incorporate drainage, floodplain management, and environmental considerations while maintaining the intent and vision established within the Master Plan.

### 3.0 EVALUATION PROCESS

The responses will be evaluated based upon the process set forth in this Request for Qualifications.

The "Weighted Points" represent the percentage or weight WMPID will place on evaluating each factor.

In choosing a firm for award of this project, WMPID shall first select the most highly qualified provider based on demonstrated competence and qualifications and negotiate with that provider a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated, WMPID will formally end negotiations with that provider and attempt to negotiate a contract with the next most qualified provider.

One (1) contract will be awarded, however WMPID reserves the right to not proceed with contract execution.

<b>Weighted Points</b>	<b>Evaluation Factors</b>	<b>Max Points</b>	<b>Score</b>
<b>Criteria</b>	<b>Description</b>		
<b>A. Demonstrated Competence &amp; Similar Project Experience</b>	Overall capability of the firm to perform the required services, including technical expertise and ability to successfully deliver projects of complex site development	25	___
<b>B. Demonstrated Qualifications &amp; Project Team</b>	Qualifications of the firm and key personnel, including education, certifications, and relevant project roles, experience and suitability of team and ability to execute the project successfully	20	___
<b>C. Proposed Approach for the Project</b>	Quality and clarity of the proposed approach, including understanding of the Master Plan, approach to phased implementation, cost awareness, and project management strategy	25	___
<b>D. Knowledge of Local Conditions, Prior Experience With WMPID and PRECINCT</b>	Familiarity with Montgomery County standards, permitting processes, contractors, project site-specific conditions, environmental factors, and prior experience with WMPID/PRECINCT	30	___

## **Detailed Description of Evaluation Factors:**

### **Demonstrated Competence & Similar Experience (25 points):**

- Demonstrated technical expertise in park design, site development, and multidisciplinary coordination.
- Ability to successfully deliver projects from design through construction.
- History of delivering high-quality projects that meet client expectations, budget, and schedule.
- Relevant experience with comparable projects, including large-scale parks, nature center design, community center design, recreational facility design, and complex site development.
- Experience implementing previously completed master plans into construction-ready documents.
- Experience with projects involving floodplain constraints, drainage considerations, and environmental sensitivity.
- Experience with phased or multi-stage project delivery.

### **Demonstrated Qualifications & Project Team (20 points):**

- Qualifications of the firm and key personnel, including education, certifications, and professional credentials.
- Respondent architecture firm team shall maintain offices in Montgomery County, TX or otherwise demonstrate strong familiarity with Montgomery County standards, and include Licensed Architect, Licensed Interior Designer, Licensed Landscape Architect, Certified Planner, Certified Arborist, and Certified Forester/Natural Resource Professional as necessary.
- Respondent firm team shall have proven track record of managing local natural resources, design within sensitive ecosystems, and experience implementing comprehensive tree protection plans throughout all phases.
- Relevant experience of team members on similar facilities, park, recreation, and large-scale site development projects to perform the required services.
- Qualifications and coordination approach of sub-consultants.

### **Proposed Approach for the Project (25 points):**

- Project team's organizational structure and plan for accomplishing the work.
- Work proposed to be performed by sub-consultants.
- Approach to phased development, including prioritization of improvements, cost considerations, and constructability.
- Approach to project management, coordination, and communication with WMPID and PRECINCT staff.
- Proposed project schedule identifying the beginning and ending of each phase of work.

### **Knowledge of Local Conditions (30 points):**

- Ability of the firm to provide plans and specifications that consider the uniqueness and constraints of the project site, including floodway/floodplain, drainage, and environmental considerations.
- Demonstrated knowledge of the subject project site, local, state, and federal regulations applicable to park design and construction.
- Familiarity with Montgomery County standards, permitting processes, and coordination with local agencies.
- Experience incorporating public input and stakeholder coordination into project development.
- Implementation of specific issues related to the project that WMPID and PRECINCT previously considered relevant to the project design.

## **4.0 REQUEST FOR QUALIFICATIONS SUBMISSION REQUIREMENTS**

### **4.1 REQUIRED INFORMATION TO RESPOND**

The response to this RFQ must include the following information. Firms shall organize their response to correspond directly with the evaluation criteria outlined in Section 3.0. Responses should be clear, concise, and presented in the order listed below.

#### **SECTION 1 – LETTER OF INTEREST**

Provide a one (1) page letter signed by a principal of the firm. The letter shall include a brief statement of the firm’s understanding of the project, interest in providing services, and confirmation of availability to perform the work within the anticipated schedule.

#### **SECTION 2 – FIRM QUALIFICATIONS**

Provide information demonstrating the overall capability of the firm to perform the required services. Include:

- Demonstrate technical expertise in architectural and landscape architectural design, park design, site development, multidisciplinary coordination, and integration of natural resource management and tree protection strategies
- Experience in natural resource management, including design within sensitive ecosystems and implementation of tree protection measures
- Ability to successfully deliver projects from design through construction

#### **SECTION 3 – RELEVANT PROJECT EXPERIENCE**

Provide no more than 5 examples of relevant experience within the last 5 years. Include:

- Large-scale parks, recreational and community-oriented facilities, and complex site development projects
- Experience implementing previously completed master plans into construction-ready documents
- Projects involving floodplain constraints, drainage considerations, and environmental sensitivity
- Experience with phased or multi-stage project delivery
- Include project descriptions, firm role, and client contact information.

#### **SECTION 4 – PROPOSED APPROACH FOR THE PROJECT**

Provide a detailed description of the firm’s approach to the project. Include:

- Project work plan
- Work to be performed by sub-consultants
- Demonstrated understanding of the previously completed Master Plan and approach to implementation
- Approach to phased development, including prioritization, cost considerations, and constructability
- Approach to project management, coordination, and communication with WMPID and PRECINCT staff

#### **SECTION 5 – KNOWLEDGE OF LOCAL CONDITIONS**

Describe the firm’s familiarity with local conditions and regulatory requirements. Include:

- Experience designing projects with floodplain, drainage, and environmental constraints
- Knowledge of applicable local, state, and federal regulations
- Familiarity with Montgomery County standards, permitting processes, and coordination requirements
- Experience with stakeholder coordination and public involvement

- Identification of key project considerations specific to WMPID and PRECINCT objectives for the project site

#### **SECTION 6 – PROJECT TEAM (PROJECT MANAGER & KEY STAFF)**

Provide information on the proposed project team. Include:

- Provide roles of key staff and sub-consultants
- Provide a clear organizational chart identifying the Prime Consultant and all sub-consultants
- Provide resumes for all key personnel identified in the organizational chart.

#### **5.0 SUBMISSION REQUIREMENTS:**

Responses to this Request for Qualifications should be delivered to:

Westwood Magnolia Parkway Improvement District  
32935 Tamina Rd, Suite 104  
Magnolia, Texas 77354

AND

Via email to [info@westwoodmpid.org](mailto:info@westwoodmpid.org) and [info@mzslegal.com](mailto:info@mzslegal.com)

The deadline for submission is May 1, 2026, no later than 5:00 p.m. Proposals received after the deadline will not be considered for award.

One (1) complete electronic PDF of the response and/or five (5) hard copies shall be submitted.

All responses shall be clearly labeled with the respondent's name and RFQ Project Title or number. Responses shall be sealed in an envelope and delivered to the address identified in this RFQ prior to the stated deadline.

Late responses will not be accepted.

#### **5.1 GENERAL SUBMITTAL REQUIREMENTS**

Each response shall be organized to conform to the RFQ sequence and format. Respondents shall provide a complete response to each section, as evaluation will be based on the adequacy, clarity, and completeness of the information provided.

WMPID reserves the right to reject any or all responses and to waive informalities in the solicitation process as deemed to be in the best interest of WMPID.

#### **6.0 REQUEST FOR CLARIFICATIONS**

Any prospective respondent desiring clarification or interpretation of this RFQ shall submit a written request no later than five (5) business days prior to the submittal deadline. Responses to questions may be issued in the form of addenda and distributed to all known prospective respondents.

#### **7.0 CONTRACT OBLIGATIONS**

The selected respondent will be required to enter into a Professional Services Agreement with WMPID to proceed.

The respondent's submittal may be incorporated into the final contract; therefore, respondents are cautioned not to make statements or commitments that cannot be met contractually.

Failure to fulfill the obligations represented in the response may result in termination of the agreement or requirement to provide additional resources to meet contractual commitments.

## **8.0 INSURANCE REQUIREMENTS**

The selected respondent shall maintain, at a minimum, the following insurance coverage:

**Workers' Compensation** in accordance with the laws of the State of Texas

Employer's Liability Insurance

- \$1,000,000 per accident
- \$1,000,000 per disease

Commercial General Liability Insurance

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

Automobile Liability Insurance

- \$1,000,000 combined single limit

Professional Liability Insurance

- \$1,000,000 per claim / aggregate

The selected firm shall furnish certificates of insurance evidencing coverage for the duration of the project. WMPID and PRECINCT shall be listed as an additional insured where applicable.

The firm shall provide at least thirty (30) days written notice of cancellation, non-renewal, or material change in coverage.