

INVITATION TO PROPOSERS

**Request for Proposals for Buffalo Bayou Partnership
Community Project Funding (CPF) for
Professional Administration Program Services
For the Japhet Creek Trail and Park Phase 2 Project and the Navigation Boulevard
Bicycle and Pedestrian Improvements Project**

Buffalo Bayou Partnership (BBP) is seeking Requests for Proposals (RFP) for Professional Administration Program Services for the Japhet Creek Trail and Park Phase 2 Project and the Navigation Boulevard Bicycle and Pedestrian Improvements Project (“the Projects”). The Projects, following the vision of the Buffalo Bayou East Master Plan, are supported by a variety of stakeholders including of the City of Houston, Harris County, and the community at-large. These Projects are funded through the U.S. Department of Housing and Urban Development (“HUD”) and would allow BBP to implement these components of the Buffalo Bayou East Master Plan.

The Projects anticipate the use of the three (3) Economic Development Initiative (“EDI”) grants that BBP received for the purpose of Community Project Funding (“CPF”):

Project 1 (Japhet Creek Phase 2 Project):

- FY 2023 (\$750,000) for Japhet Creek Trail and Park Phase 2 Project
- FY 2024 (\$850,000) for Japhet Creek Trail and Park Phase 2 Project

Project 2 (Navigation Boulevard Project):

- FY 2023 (\$750,000) for Navigation Boulevard Bicycle and Pedestrian Improvements Project (Commencement TBD)

BBP, as the grants recipient, is seeking to contract with a single qualified Professional Services Firm (individual/firm) to prepare and conduct administrative and project management, including but not limited to, the section and oversight of construction bidding, management, inspections and environmental management, project close-out, and other responsibilities to comply with the CPF regulations. BBP reserves the right to reject any and all proposals.

To request a copy of the RFP, please email:

Nat Schyma, Buffalo Bayou Partnership Email: nschyma@buffalobayou.org

Telephone: (713) 752-0314 ext.104

Questions and additional information requests should be sent in writing via email to the solicitation contact above no later than 3:00 pm on Friday, August 30, 2024. Responses to questions or clarification should be expected to be received on or before Friday, September 6, 2024.

The Proposals shall be submitted to Nat Schyma by Friday, October 4, 2024, no later than 3:00 p.m. (CDT)

Proposals submitted without all the required information and/or in the manner specified in the RFP may be considered non-responsive.