



PASADENA ECONOMIC DEVELOPMENT CORPORATION

Pasadena, Texas

REQUEST FOR QUALIFICATIONS (RFQ) 26-022

Professional Electrical Engineering Services for

Convention Center Parking Lot

Issue Date: July 8, 2026

Responses Due: July 27, 2026, 4:00 p.m. Central

1. Introduction and Intent

The Pasadena Economic Development Corporation (PEDC), a Texas Type B Economic Development Corporation, is soliciting Statements of Qualifications (SOQs) from qualified engineering firms to provide professional electrical engineering services associated with the completion of electrical infrastructure and lighting improvements for the Convention Center parking lot located at 7902 Fairmont Parkway in Pasadena, Texas.

The parking lot has been constructed; however, electrical service and parking lot lighting have not yet been installed. The selected firm will assist PEDC in evaluating existing site conditions and developing the engineering documents necessary to complete the project.

2. Project Background

PEDC recently completed construction of a parking lot at the Convention Center property. To complete the project, electrical service must be established and parking lot lighting installed.

Preliminary discussions with the electric utility provider indicate that an electrical load analysis and evaluation of existing conduit infrastructure may be required to determine service requirements and verify the suitability of existing infrastructure for the proposed lighting system.

PEDC seeks qualifications from firms with demonstrated experience in electrical engineering, site lighting design, utility coordination, and construction document preparation.

PEDC anticipates making the following information available to the selected consultant:

- Existing parking lot construction plans
- Civil/site plans
- Survey information (if available)
- As-built drawings (if available)
- Existing utility information in PEDC's possession

3. Project Objective

The objective of this project is to complete the remaining electrical infrastructure improvements for the Convention Center parking lot through the installation of permanent electrical service, site lighting, and associated electrical infrastructure necessary to improve safety and support the safe, efficient, and reliable use of the parking facility.

4. Scope of Services

The selected firm shall provide professional engineering services that may include, but are not limited to, the following:

- Review available plans, reports, and project documentation.
- Conduct a site visit and evaluate existing conditions.
- Assess existing conduit infrastructure and determine whether modifications or additional infrastructure are necessary.
- Perform electrical load calculations and service analysis.
- Coordinate with CenterPoint Energy (or other applicable electric utility provider) to establish service requirements, service location, meter requirements, transformer requirements (if applicable), easements (if required), and construction sequencing.
- Prepare sealed engineering plans, specifications, and construction documents suitable for permitting, bidding, and construction, including all plans, specifications, details, schedules, and supporting calculations necessary for installation of the electrical service, parking lot lighting, and associated electrical infrastructure.
- Develop an opinion of probable construction cost.
- Provide bidding and procurement support, if requested.
- Provide limited construction phase services and technical assistance, if requested.

Construction phase services, if requested, may include:

- Preconstruction meeting
- Shop drawing review
- Responses to RFIs
- Site observations
- Final punch list
- Substantial Completion inspection

If authorized by PEDC, these services are optional and will be negotiated as part of the final Professional Services Agreement..

PEDC reserves the right to modify the scope of services during contract negotiations.

5. Deliverables

At a minimum, the firm selected shall provide the following deliverables, as applicable and necessary to complete the project:

- Technical memorandum summarizing existing conditions, findings, and recommendations.
- Electrical load analysis and service requirements assessment.
- Evaluation of existing conduit and related infrastructure, including recommendations for modifications or additional infrastructure if required.
- Coordination documentation and correspondence with the applicable electric utility provider.
- Sealed engineering plans, specifications, and construction documents suitable for bidding and construction.
- Opinion of probable construction cost.
- Responses to requests for information (RFIs) and technical support during bidding, if requested.
- Limited construction-phase engineering support, if requested.

PEDC reserves the right to modify or supplement deliverables during contract negotiations based on project needs and available funding.

6. Anticipated Project Schedule

PEDC anticipates the following schedule (subject to change):

- RFQ issued: July 8, 2026
- Questions deadline: July 17, 2026
 - All questions that might require an addendum must be submitted in writing to the Purchasing Department, Attn: Karen Wallace at 1149 Ellsworth Dr., Ste 400, Pasadena, TX 77506, emailed to kwallace@pasadenatx.gov or faxed to (713) 920-7938. If required, written addendum will be issued within four (4) business days to respondents that have received this RFQ as well as posted on the City of Pasadena website, the Pasadena EDC website, and DemandStar.com.
- SOQs due: By 4:00 p.m. CST on July 27, 2026
- Shortlist & Interviews (if necessary): August 3, 2026
- Consultant selection and notice of intent to award: August 7, 2026
- Contract Execution: Week of August 17, 2026
- Project kickoff: August 24, 2026

7. Minimum Qualifications

Responding firms shall:

- Be authorized to conduct business in the State of Texas.
- Employ or retain a Professional Engineer licensed in the State of Texas.
- Demonstrate experience with electrical distribution, site lighting, parking lot lighting, and utility coordination projects.
- Demonstrate successful completion of similar projects within the past five years.

The selected consultant will be required to provide certificates of insurance evidencing coverage in the types and amounts required under the Professional Services Agreement prior to contract execution.

8. Submittal Requirements

Interested firms should submit a concise SOQ that includes the following components. The PEDC encourages brevity and clarity. Submittals should not exceed 20 pages, excluding covers and required documents.

- i. Cover Letter**
 - Brief statement of interest
- ii. Firm Profile**
 - Firm History
 - Office Location(s)
 - Areas of expertise
- iii. Project Team**
 - Key personnel
 - Relevant experience
 - Texas PE registration information

iv. Relevant Project Experience

- Description of at least three (3) comparable projects
- Client references

v. Project Approach and Understanding

- Narrative describing the firm's understanding of project objectives
- Proposed approach to key scope elements, including existing conditions

vi. Schedule and Management

- Description of project management approach, quality control, and communication with staff
- Preliminary project schedule identifying anticipated milestones from notice to proceed through delivery of final construction documents

9. RFQ Submittal Envelope

Proposal must be placed in a sealed envelope that is completely and properly identified with the name of the firm, RFQ number, due date and time. The sealed envelope must include the original printed RFQ and a digital copy on a USB drive. It is the firm's responsibility to have the RFQ correctly marked, addressed, and delivered to: **City Secretary Office; 1149 Ellsworth Drive, Pasadena, TX 77506 by 4:00 p.m. CST on July 27, 2026.**

10. Evaluation and Scoring Rubric

Selection Process

The selection of professional engineering services will be conducted in accordance with the Texas Professional Services Procurement Act, Texas Government Code Chapter 2254. Firms will be evaluated based on demonstrated competence, qualifications, and experience relevant to the services requested in this RFQ. Fees will not be considered as part of the evaluation process. Following selection of the most qualified firm, PEDC will enter negotiations to establish a fair and reasonable fee for the requested services.

The PEDC will conduct a comprehensive, fair, and impartial evaluation of all submittals received in response to this RFQ based on the evaluation criteria set forth below. The PEDC will appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under this RFQ. The selection committee may select all, some or none, of the respondents for interviews. The PEDC may also request additional information from respondents at any time prior to final selection.

- Firms shortlisted for interviews or the firm selected for this project will be notified directly by the PEDC.
- At the conclusion of the selection process, the selection committee will rank the firms based on qualifications and responsiveness to the requirements of this RFQ. The PEDC will enter negotiations with the highest-ranked firm to establish a fair and reasonable fee and finalize contract terms.
- If the PEDC is unsuccessful in negotiating a contract with the highest ranked firm, the PEDC may terminate negotiations and proceed to negotiate with the next highest ranked firm until a contract is successfully executed or the selection process is terminated.
- Final approval of the selected respondent is subject to the approval of the PEDC Board of Directors at their Board Meeting.

Evaluation Criteria

The selection committee, in their deliberations, will consider the following criteria:

1. Qualifications of Project Team (25 points)
2. Relevant Experience with Similar Projects (30 points)
3. Understanding of Project & Technical Approach (20 points)
4. Utility Coordination and Electrical Design Experience (15 points)
5. References/Past Performance (10 points)

11. Reservation of Rights

PEDC reserves the right to reject any or all submissions, waive informalities, request additional information, negotiate scope and fees, and select the firm deemed most qualified to perform the services described herein.

Issuance of this RFQ does not obligate PEDC to award a contract or reimburse any respondent for costs incurred in the preparation or submission of a Statement of Qualifications. All such costs shall be borne solely by the respondent.

PASADENA ECONOMIC DEVELOPMENT CORPORATION
Pasadena, Texas