



HDMD / RFP-240412

Houston Downtown Management District (HDMD) Request for Proposal

Consultant for the **Downtown Houston Placemaking & Connectivity Action Plan** for the Houston Downtown Management District (HDMD)

Issue Date: Friday, April 12, 2024

Proposal Due: Monday, May 13, 2024, 2:00 P.M. CDT

<https://downtownhouston.org/do-business/procurement-rfp>

REQUEST FOR PROPOSAL | HDMD / RFP- 240412

Planning Firm as Consultant for the
Placemaking & Connectivity Action Plan for the
Houston Downtown Management District (HDMD)

ISSUE DATE: Friday, April 12, 2024

PROPOSAL DUE: Monday, May 13, 2024, 2:00 P.M. CDT

FORMAT: Digital: PDF file, 25 MB maximum, 20 pages maximum

NUMBER OF COPIES: One (1) digital copy; 300 dpi min; include reference number.

REFERENCE NO: RFP- 240412; please include this number in your email subject line.

SUBMIT FROM: The Proposer’s assigned Project Manager, including email and phone contact information.

SUBMIT TO: cassie.hoeprich@downtownhouston.org
Cassie Hoeprich
Director of Planning & Economic Development

SUBMIT CC: jacque.gonzalez@downtownhouston.org
Jacque Gonzalez-Garcia
Planning & Design Manager

Only electronic submissions (i.e., email) will be accepted. Failure to submit per the above guidelines or instructions in this RFP may result in disqualification by the Houston Downtown Management District (“Downtown District” or acronym “HDMD”). The deadline for receipt of the Proposal is 2:00 P.M., Monday, May 13, 2024. Proposals received after the deadline will not be accepted or evaluated by the Downtown District. Respondents to this request may submit a Proposal any time before the posted deadline.

All A.M. and P.M. time references for HDMD / RFP-240412 are specific to Houston, Texas, Central Daylight-Savings Time (CDT).

ACTION PLAN OVERVIEW

On behalf of Downtown Houston+, the Houston Downtown Management District is seeking proposals from qualified planning consultants to deliver a **Downtown Houston Placemaking & Connectivity Action Plan**, including (1) analysis of placemaking and connectivity opportunities between major nodes of activity and the pedestrian sheds and (2) actionable, site-specific recommendations for public realm improvements, enhanced or new programming, and coordinated investment.

ABOUT DOWNTOWN HOUSTON+

Downtown Houston+ is the name for the family of organizations that lead Downtown Houston investment projects, promotion, and public realm maintenance. Affiliated organizations include the Houston Downtown Management District (HDMD, Downtown District), the Downtown Redevelopment Authority / Tax Increment Reinvestment Zone No. 3 (DRA / TIRZ #3), Central Houston, Inc. (CHI) and Central Houston Civic Improvement (CHCI), 501(c)6 and 501(c)3 organizations. The Strategic Alignment Plan (SAP) for these organizations can be viewed at downtownhouston.org/about/strategic-alignment-plan.

Houston Downtown Management District:

In 1996, and prompted by CHI, the Texas legislature created the Downtown District to beautify and care for the public realm, provide programming and marketing for Houston's urban core, and incentivize economic development. Guided by a diverse board, HDMD is funded through a fair and proportionate assessment of real property. For geographic boundaries of the Downtown District (see EXHIBIT - A). *The Downtown District is the funding entity for this Placemaking and Connectivity Action Plan and is eligible to fund priority projects and opportunities identified through the Action Plan.*

Downtown Redevelopment Authority / TIRZ #3:

The DRA leads capital investments in infrastructure, parks, public realm improvements, and development projects that demonstrate a public benefit (e.g., flood mitigation, housing, historic preservation). Governed by a City-approved board, DRA projects are made possible through the reinvestment of incremental property taxes collected within the TIRZ #3 boundaries (see EXHIBIT - B). *DRA is eligible to fund priority projects and opportunities identified through the Placemaking & Connectivity Action Plan that fall within their boundary.*

Central Houston, Inc. / Central Houston Civic Improvement:

Founded in 1983, CHI advocates and advances the vision for Houston's urban core. CHI has been behind the diversification of Central Houston's industries, innovative land use, and catalyzed the creation of Houston's big city amenities (e.g., Theater District, Minute Maid Park, Toyota Center, George R. Brown Convention Center, Discovery Green, Buffalo Bayou Partnership). Led by a prestigious board of leaders, CHI is a non-profit organization funded by its membership. CHCI is a 501(c)(3) non-profit charitable affiliate of Central Houston, Inc. and serves as the fiscal agent for catalyst projects.

PROJECT CONTEXT

Downtown Houston is home to many vibrant sites of activity, including Minute Maid Park, Toyota Center, the George R. Brown Convention Center, Discovery Green, Avenida Houston, POST, the Theater District, the Bayou trail network, and public spaces & corridors designed, constructed, programmed, and operated by the Downtown District and the DRA, including the More Space: Main Street 2.0 project area, Market Square Park, and Trebly Park.

Nevertheless, Downtown struggles with connectivity between these sites, and moreover, street-level vibrancy. An active tunnel network includes around a quarter of Downtown's retail options, which fractures pedestrian activity above and below ground. Uncomfortable weather periods keep people indoors or in cars, and streets and sidewalks struggle to encourage walking or rolling between one site of activity to the next.

According to data analysis (e.g., Placer.ai, TABC, documented event attendance), activity in Downtown tends to be episodic, transactional, and isolated. Visitors, workers, and even residents rarely depart from the ¼-mile radius around the node of activity they are in. Framed another way, unlike Chicago, New York City, Mexico City, and San Francisco—or cities known for sidewalks and public spaces that are reliably and dynamically active—Downtown Houston has yet to nurture a cohesive Downtown experience.

Throughout 2023, the Downtown District conducted several public realm studies and identified resources to invest in future urban design improvements and new programming. In conjunction with ongoing capital improvement projects and a robust programming series at both Market Square Park and Trebly Park, an Action Plan will provide a strategic playbook for how to leverage the findings from these studies and determine what, how, and where to implement new urban design and/or programming improvements, achieve greater stakeholder coordination, and pursue investment for the benefit of establishing a sense of place and connection in Downtown.

SCOPE OF SERVICES

The Downtown District seeks Proposals from qualified planning consultants (the “Proposer(s)”) to facilitate a six-month process that results in the creation of a Downtown Houston Placemaking & Connectivity Action Plan (Action Plan). This Action Plan will guide the ongoing and future investments of the HDMD, DRA, CHI, CHCI, and Downtown partners engaged throughout the development of the Action Plan, including public and private organizations.

The project scope area will share the same boundaries as the Downtown District (see EXHIBIT - A). The Downtown District will serve as the client of the selected consultant, including the Planning Team and the Board of Directors. Throughout the Action Plan development process, the consultant will be expected to engage with our Collaborative Committees, including the Connect Committee, Thrive Committee, Engagement Committee, and Enhance Committee. Engagement with these committees will be guided by the organization's staff.

With guidance from the Planning Team, the selected consultant will lead the engagement process, analyses, and Action Plan development. The scope of services includes the goals and desired outcomes from this process and within the Action Plan. The scope of services may be augmented or expanded should the selected consultant propose justifiable modifications.

1. Visioning

The Action Plan must include a narrative vision and framework of the project area as a vibrant, connected, inclusive, and resilient place for local stakeholders, Houstonians, and visitors from abroad. Downtown should be positioned as a place with dynamic experiences in public spaces—from signature events, comfortable places to rest, walkable sidewalks, and spontaneous moments of joy. Guiding question for consideration include:

- How can the Downtown District and partners build on known, successful nodes of activity? Are there opportunities for low-resource or organic programmatic opportunities? Urban design improvements?
- Are there opportunities to link these nodes, especially within the ¼ mile radius surrounding them?
- Are there existing - or upcoming - public spaces that are strategically important and vital for connecting key Downtown activity nodes?
- Are there missed opportunities in the public realm for urban design improvements or programming?
- Are there sites that actively harm connectivity in Downtown?
- How do connectivity interventions differ by time of day and audience?
- Do Downtown organizations collaborate enough—or are there opportunities to deepen public realm improvements, maintenance, and programmatic alignment?

2. Project Management

The selected Consultant will lead the Action Plan’s development, including managing time, staff, budget, and travel (if needed). The Downtown District will assist the consultant with communicating to stakeholders and work in partnership to determine communication protocols with the public and other necessary stakeholders.

3. Existing Conditions Synthesis

The Consultant will examine recently completed studies by the Downtown District and other data that speak to the current land use and opportunity sites across Downtown, including sidewalk and street use patterns, streetscape, and overall infrastructure conditions. These findings should be synthesized by the Consultant and directly shape the Action Plan’s strategy. The final Action Plan should be informed by and in alignment with:

[Downtown Houston Pedestrian Lighting Study \(January 2024\)](#)

[More Space: Main Street 2.0 Basis of Design \(January 2024\)](#)

2023 Block Face Study (May 2023) SEE EXHIBIT - C

[2024 Downtown Houston+ Programming \(2024\)](#)

[North Houston Highway Improvement Project - Civic Opportunities Masterplan \(2019\)](#)
[Plan Downtown \(2017\)](#)

NOTE: All studies are available at downtownhouston.org

4. Opportunities and Challenges

Based on the findings from the existing conditions synthesis, the consultants will engage with the Downtown District Board of Directors, staff, District stakeholders, and others to identify the Downtown's major challenges and opportunities with respect to current conditions and emerging trends. The Action Plan should identify strategies for catalytic urban design, programming, and activation interventions with special attention given to existing nodes of activity (see EXHIBIT - F) and their pedestrian sheds, or the ¼-mile radius surrounding the node.

5. Strategies

Consultants will research best practices, successful examples, and innovative methods for achieving the Action Plan's goals, including a list of strategic recommendations. Strategies should be well-described and with renderings or images, where needed, for illustrative purposes. Strategies should include short-, near- and long-term recommendations and consider Downtown's residential and hotel properties (see EXHIBIT - D and EXHIBIT - E). The Consultant will establish a set of evaluation criteria, informed by community engagement and consultation with staff, to assess the impact of strategic recommendations on the community.

6. Implementation

Consultants will outline the methods for implementing recommended strategies, including budgets, timelines, and responsible entities that consider feasibility and community preferences ensuring equity in the development and implementation of strategies. Consultants will differentiate between strategies the Downtown District can achieve alone, those that can be achieved with partners or by partners.

ENGAGEMENT AND COLLABORATION

A community engagement process is critical for the development of this Action Plan, especially as the Action Plan stands to guide collaboration for numerous Downtown entities. Downtown defines stakeholders as persons or groups having an interest in the area's future. The following list of people and organizations is not an exhaustive list of stakeholders and may be expanded, as necessary. Residents, businesses, institutions, organizations, and key stakeholders throughout the area should be engaged, and when applicable, co-lead outreach efforts. Notable institutions and organizations include:

- HDMD Board of Directors
- DRA Board of Directors
- CHI Board of Directors
- The City of Houston
- Houston Parks Board
- Buffalo Bayou Partnership
- Discovery Green
- Houston First
- Theater District
- Hertiage Society
- University of Houston Downtown
- Residents
- Street-level businesses
- Area workers

Coordination with Complementary 2024 Outreach Efforts

During the summer of 2024, there will be several other Downtown District and DRA outreach efforts underway. These efforts will be led by the Planning Team, who staff both the Downtown District and the DRA. With the support of the Planning Team, this Action Plan's process will be able to benefit and align with these concurrent efforts:

- More Space: Main Street 2.0 Detailed Design + Engineering
- Downtown District Special Events Strategy
- EaDo Cap: Community Engagement + Conceptual Design
- [2024 SWA Summer Student Program: HOUSTON IS SO HOT RIGHT NOW](#)

FOCUS AREAS

The following areas reflect the aspirational goals and notable areas of need as defined by Downtown stakeholders through the Downtown District Collaborative Committees and other recent community engagement efforts. These areas are not intended to be exhaustive and may evolve during the Action Plan development process.

Pedestrian-Centric Improvements

Prioritizing walkability and a welcoming atmosphere at the street level, especially one that supports and leverages economic activity. This includes human comfort: a sense of safety, shade, accessibility, seating options, etc.

Enhanced Connectivity

Improving connections between key destinations, neighborhoods, and different modes of transportation, considering existing wayfinding, known networks, and potential partnerships.

Vibrant Public Spaces

Creating attractive and functional parks, plazas, and streetscapes that foster social interaction, community engagement, and cultural expression.

Positioning Downtown as a Neighborhood for All Houstonians

Optimizing and aligning signature events, regular programming, and one-off events across Downtown's 20+ parks and open spaces.

Environmental Sustainability and Resiliency

Incorporating solutions for seasonal challenges (e.g., heat), green infrastructure, promoting climate resilience, and minimizing environmental impact.

Art and Cultural Integration

Leveraging public art, cultural programs, and heritage preservation to enrich the Downtown experience and celebrate its diverse stories.

Technology Integration

Exploring innovative technologies that can enhance public space functionality, user experience, and safety while respecting privacy and accessibility.

FINAL DELIVERABLES

Before project commencement, the final scope of services and associated fees are subject to modification by negotiations between the parties: Downtown District and the selected Consultant.

- A comprehensive Downtown Houston Placemaking & Connectivity Action Plan with clear goals and actionable strategies and urban design concepts, reflecting stakeholder input.
- Site plans and conceptual illustrations for key public spaces and corridors, reflecting community feedback.
- A comprehensive community engagement report including photography of events and summarizing attendance, findings, recommendations, and stakeholder voices.
- Public presentations and materials tailored to different stakeholder groups.
- A phased implementation plan with impact, estimated costs, timelines, and responsible entities for each phase.

ADVERTISEMENT

HDMD / RFP-240412 has been advertised in the *Houston Business Journal* and *Houston Defender Newspaper* for a two-week period beginning April 11, 2024. The RFP and associated Addenda will be available for download on the Organization's website, <https://www.downtownhouston.org/do-business/procurement-rfp>. The following block text communicates the advertisement.

**REQUEST FOR PROPOSALS FOR
DOWNTOWN HOUSTON PLACEMAKING & CONNECTIVITY PLAN FOR
THE HOUSTON DOWNTOWN MANAGEMENT DISTRICT**

The Houston Downtown Management District (the "Downtown District") will receive Proposals for the preparation and issuance of a placemaking and connectivity plan for Downtown Houston, Texas. Proposals will be received until 2:00 P.M. CST, on Monday, May 13, 2024, by Cassie Hoeprich, Director of Planning & Economic Development, at cassie.hoeprich@downtownhouston.org per instructions outlined in this project's RFP document. Proposals received after this time will not be accepted.

Beginning Friday, April 12, 2024, this project's Request for Proposal (RFP) may be reviewed and downloaded from the Organization's website:
<https://downtownhouston.org/do-business/procurement-rfp>

Only queries or requests for information submitted via email will be addressed by the Downtown District. Please submit written queries or requests for information directly to the Director of Planning & Economic Development Cassie Hoeprich at cassie.hoeprich@downtownhouston.org on or before 2:00 P.M. CST, Friday, May 3, 2024. Please note that telephone or mail queries or requests for information will not be addressed by the Downtown District.

Additionally, a proposal pre-submittal conference via Zoom is scheduled for 12:00 P.M. CST, Friday, April 26, 2024. The link to the conference will be available on the Organization's website:
<https://downtownhouston.org/do-business/procurement-rfp>

Based on the Proposals submitted, an evaluation and selection committee will identify up to three qualifying consultants for a second-stage interview to be held in late-May. The Downtown District will award the contract to the selected consultant based on the qualifications and interview performance.

RFP TIMELINE AND PROJECT MILESTONES

	DATE	ACTION	HDMD	PROPOSERS
TH	04/11/24	First Advertisement	HDMD	
F	04/12/24	Issue & Post: Request for Proposal (RFP)	HDMD	
TH	04/18/24	Second Advertisement	HDMD	
F – F	04/12/24 – 05/03/24	Queries Period for prospective Proposers (P) ; (Proposer Questions Due – 05/03/24, 2:00 P.M. CDT)		P
T	04/23/24	Proposal Pre-Submittal Conference (2:00 PM CST) via Zoom	HDMD	P
T	05/07/24	Issue: Final Addendum	HDMD	
F – M	04/12/24 – 05/13/24	Proposal Preparation		P
M	05/13/24	Due – 2:00 P.M. CDT: Proposal		P
T	05/14/24	Notify All Proposers of Receipt of Valid Proposals	HDMD	P
M - TH	05/13/24 – 05/16/24	Proposal Evaluation Period	HDMD	
TH	05/16/24	Proposal Evaluation Panel Meeting	HDMD	
F	05/17/24	Notify & Schedule Short-Listed Proposers (SLP) for Interview	HDMD	SLP
W	05/22/24	Interview Short-listed Proposers & Identify Highest-Ranked Proposal / Proposer (HRP)	HDMD	SLP HRP
TH	05/23/24	Notify Highest Ranked Proposer	HDMD	HRP
TH	05/23/24	Draft Form of Agreement, Clarify Proposal Scope of Services and Associated Fees with Highest-Ranked Proposer	HDMD	HRP
TH– F	05/23/24 – 06/13/24	Agreement Negotiations with Highest-Ranked Proposer	HDMD	HRP
TH	06/20/24	Downtown District Board of Directors Meeting: Authorize Consultant Agreement & Expenditure	HDMD	
M - F	06/24/24 - 06/28/24	Execute Agreement with Authorized Consultant (AC)	HDMD	AC
	JULY 2024	Notice to Proceed with Consultant	HDMD	AC
	DEC 2024	Delivery of Downtown Houston Placemaking & Connectivity Action Plan		AC

SUBMISSION REQUIREMENTS

The valid Proposal must include a letter of interest and concisely communicate the capability, experience, knowledge, and expertise of the Consultant. Proposers may submit a sub-consultant if critical to the Consultant's fieldwork process and analytic approach.

Proposing Consultants should provide the following as Proposal contents:

- Letter of interest and availability
- Scope of services, project schedule, and deliverables, as understood from this RFP
- Consultant profile and team structure
- Identification of team's principal and, if different, the team's project manager
- Summary resumes for key personnel assigned to the project, with past professional experience tailored to this RFP
- Fee proposal, for services and deliverables
- Estimated reimbursable expenses, for airfare, hotel, local transportation rentals, etc.
- Relevant urban project experience where similar services were provided with successful implementation; provide hyperlinks to at least three (3) specific projects of comparable scope
- Three (3) letters of reference from previous or current clients, for projects of similar scope

EVALUATION AND SELECTION CRITERIA

Proposals will be evaluated and ranked based on the planning capabilities and past performance of the proposing Consultant.

Proposals will be evaluated and ranked based on the following criteria:

- 25% - Past and current experience of placemaking and connectivity planning, analysis, and/or project implementation, providing recommendations for future implementation; provide a project brief description and representative image(s) in the Proposal plus hyperlinks to either the Consultant's or project's website
- 30% - Scope of Proposed Services and Deliverables, Project Schedule (duration timeline), and Associated Fees
- 20% - Expertise of Consultant with regards to project management, communications, and facilitation, identifying key personnel assigned to this project
- 15% - Work experience supported by three (3) client references
- 10% - M/WDBE utilization by submission of appropriate certificate, see "Diversity Commitment" below.

Following the receipt of Proposals, valid Proposals will be reviewed by an Evaluation Panel comprised of Downtown District staff and stakeholders.

Short-Listed Proposers will be notified on Friday, May 17, 2024, and invited to interview on Wednesday, May 22, 2024, either in-person at the Downtown District offices or via Zoom.

The Proposer's project principal and project manager (if different) must attend the interview. Those Proposers short-listed to interview will be evaluated and ranked according to the quality of the respective Proposal and interview presentation.

Following the interviews, the Evaluation Panel will identify the Highest-Ranked Proposer who will be notified on Thursday, May 23, 2024, and provided with a draft version of an Agreement for Professional Services. Negotiations between the Proposer and the Downtown District will occur between May 23 and June 13, 2024, to confirm the scope of services and associated fees.

The highest-ranked Proposer will be recommended to the Downtown District Board of Directors on June 20, 2024, requesting authorization to enter agreement and approve funding for the proposed fees per the respective Proposal.

NOTIFICATION PROCEDURES

All Consultants who submit Proposals for HDMD / RFP-240412 will be notified by email no later than 9:00 A.M., May 14, 2024, regarding the receipt and acceptance or disqualification of the respective Proposal.

Following the Proposal evaluation process and Board authorization of the recommended Consultant, all Proposers will be notified by email no later than 5:00 P.M., Monday, June 24, 2024. HDMD will retain all copies of submitted Proposals, with no portion or excerpt returned to any submitting Proposer.

DIVERSITY COMMITMENT

Utilization of certified Minority-Owned / Women-Owned Disadvantaged Business Enterprise (M/WDBE) firms is a primary consideration of the HDMD, DRA, and CHI, but will not solely determine the highest-ranked Proposer. Anticipated to be sole-prime Proposal, M/WDBE firms registered with the City of Houston receive favorable evaluation. For non-registered firms or for Texas firms not based in the Houston Region, a State Historically Underutilized Business (HUB) certification is sufficient. For non-registered firms operating outside of Texas, the Proposer's local area's comparable diversity program is sufficient for evaluation purposes. For vendors not certified under a local area's diversity program but for a small business who may be potentially eligible, HDMD, DRA, and CHI offer a self-certification process to satisfy the organization's diversity commitment (see EXHIBIT - G). Either a current certificate from the Proposer's local area or the enclosed self-certification form should be included in the Proposal, within the page-count limits. The annual and cumulative goal for the Downtown District is to award 25% of the total fees for all vendors to M/WDBE companies or firms.

COSTS AND EXPENSES

All costs and expenses incurred by any Consultant responding to HDMD / RFP-240412 will be borne solely by the Proposer. In no event will HDMD have any monetary responsibility or pay any remuneration to any Proposer for the Proposal production or submittal process.

QUERIES PRIOR TO PROPOSAL SUBMITTAL

A pre-submittal conference will be held via Zoom for this project on Tuesday, April 23 at 2:00 P.M. CDT at this link: <https://us06web.zoom.us/j/7093147758>

While the pre-submittal conference will not be recorded, meeting minutes will be posted as part of Addendum 01 on the procurement page of the Downtown Houston+ website: <https://downtownhouston.org/do-business/procurement-rfp>

“Requests for Clarification or Additional Information” from prospective Proposers will be considered by HDMD during a queries period between the issue date of Friday, April 12, 2024, and on or before 2:00 P.M. on Friday, May 3, 2024.

RFP queries will be considered only as written requests by email to:

- Cassie Hoeprich, cassie.hoeprich@downtownhouston.org
- Jacque Gonzalez-Garcia, jacque.gonzalez@downtownhouston.org

Please state “HDMD / RFP-240412/ Query” in the email subject line.

By 2:00 P.M., Tuesday, May 7, 2024, HDMD responses to appropriately submitted queries will be posted via Addenda to the procurement page of the Downtown Houston+ website: <https://downtownhouston.org/do-business/procurement-rfp>

Telephone or in-person queries will not be addressed.

CONSULTANT QUALIFICATION

With regard to the urban planning and design services sought by HDMD from RFP 240412, HDMD is not seeking and will not evaluate or select (1) the services of a professional engineer, architect or landscape architect, as defined by State law; or (2) any other professional service as defined by the Texas Professional Services Procurement Act, Chapter 2254, Texas Government Code (“Services”). All deliverables called for under the RFP shall be limited to conceptual planning documents that do not require the Services stated above. HDMD will conduct a future Request for Qualifications, if necessary, for any future product or delivery that requires the Services listed above. All responses should be submitted in accordance with this clarification.

EXHIBIT - A: DOWNTOWN DISTRICT BOUNDARY



EXHIBIT - B: DRA BOUNDARY

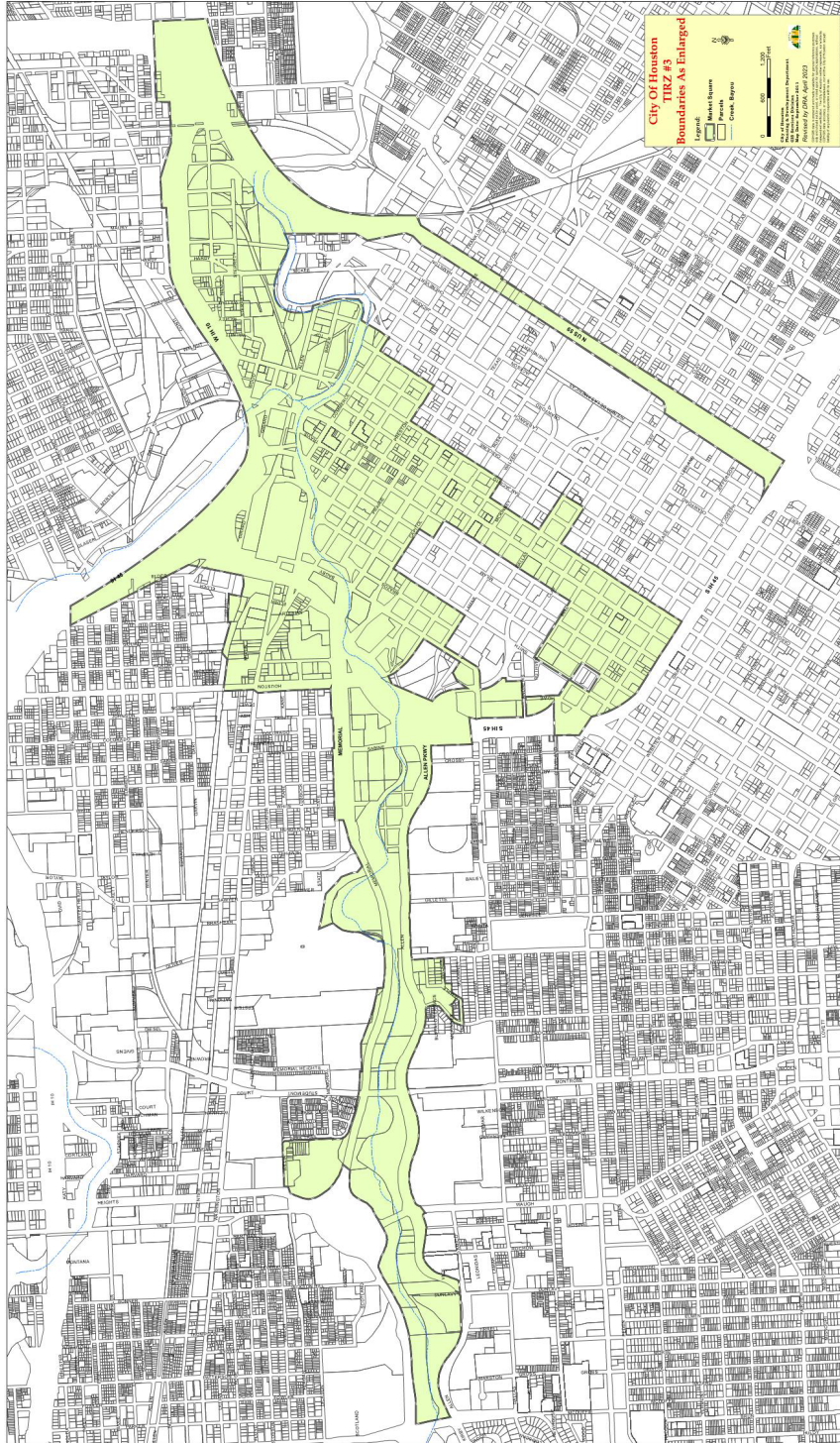


EXHIBIT - C: BLOCKFACE STUDY - AREA OF FOCUS

NOTE: The full study will be made available to the authorized consultant.

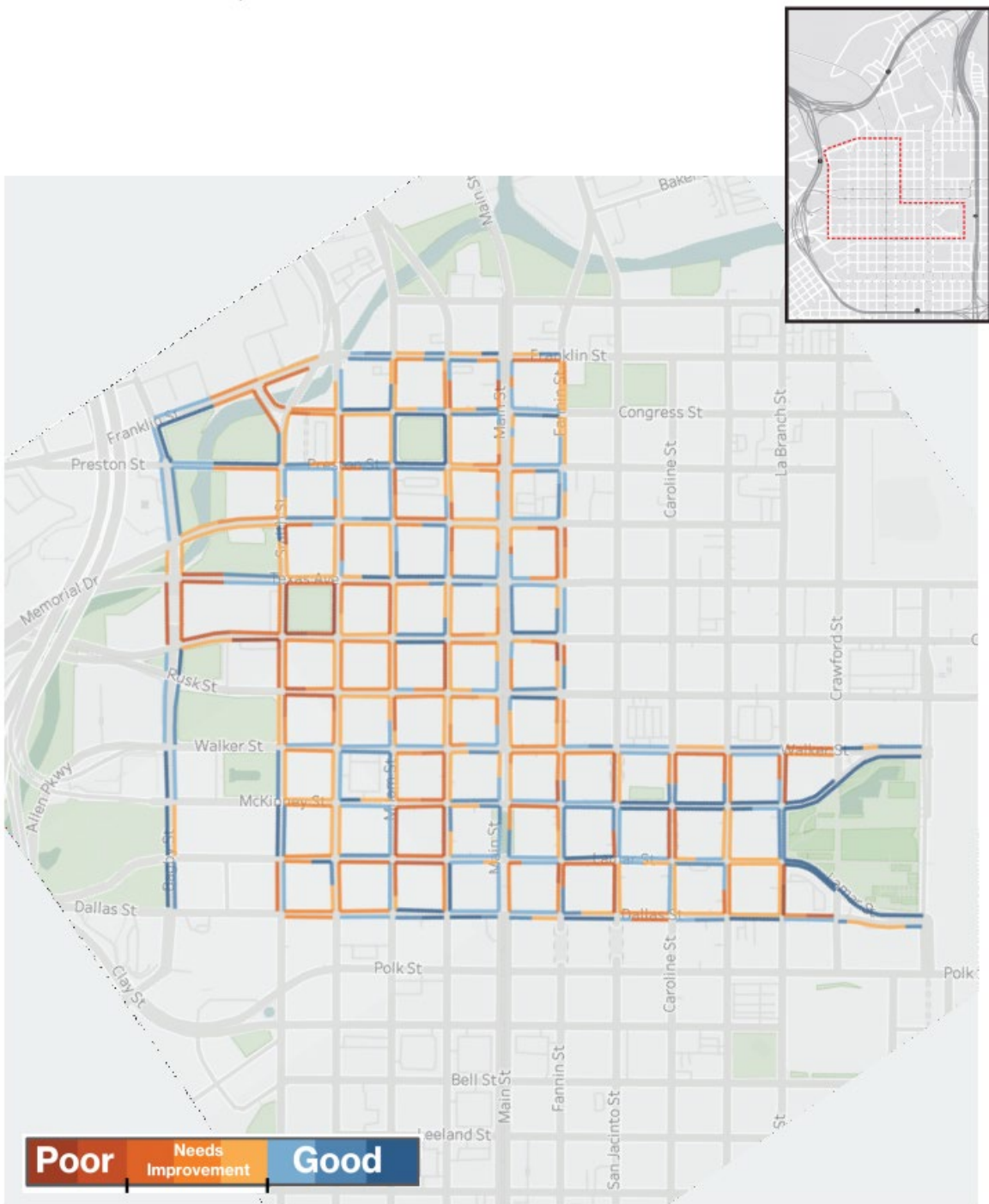
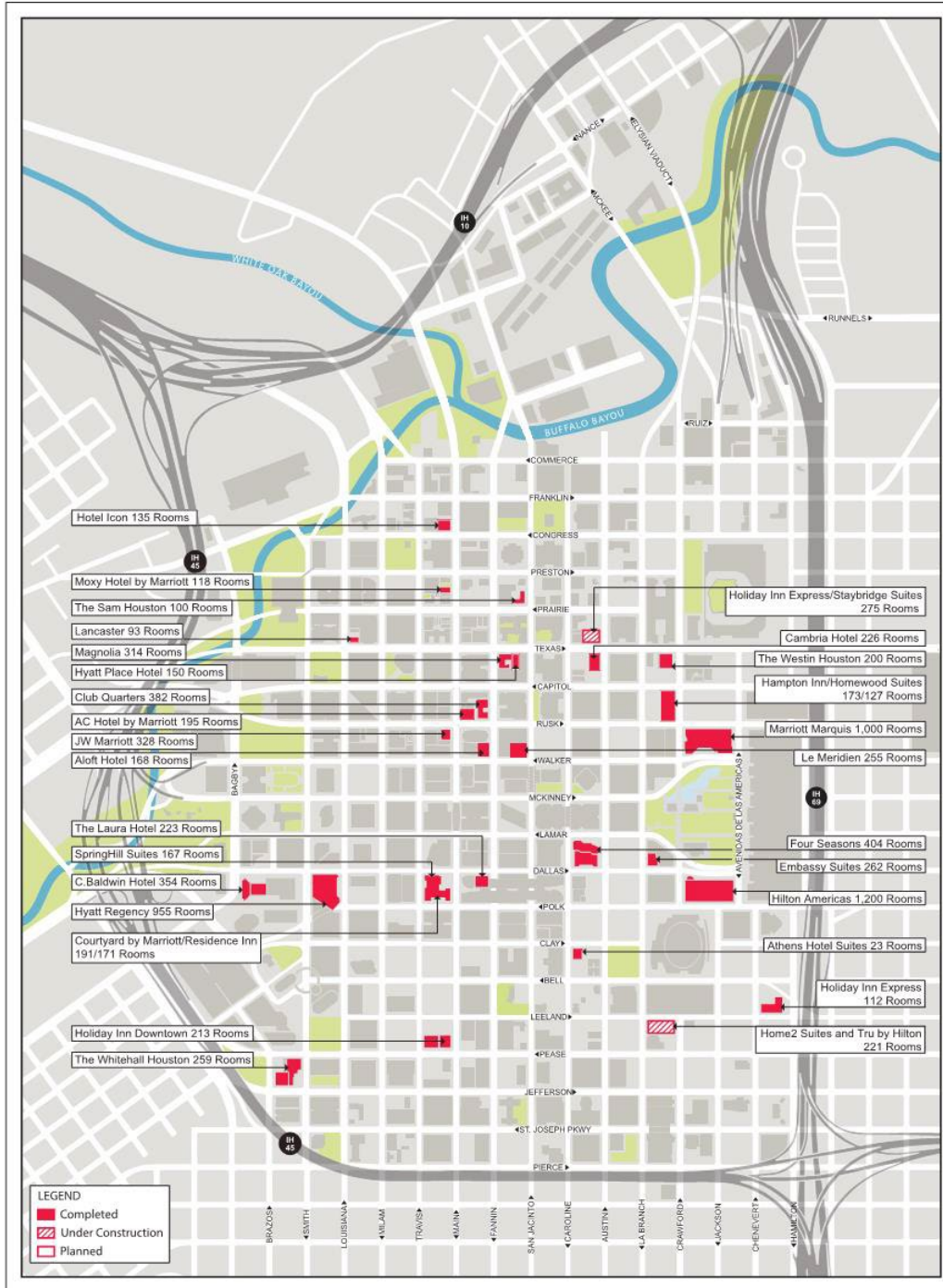


EXHIBIT - D: HOTEL DEVELOPMENTS

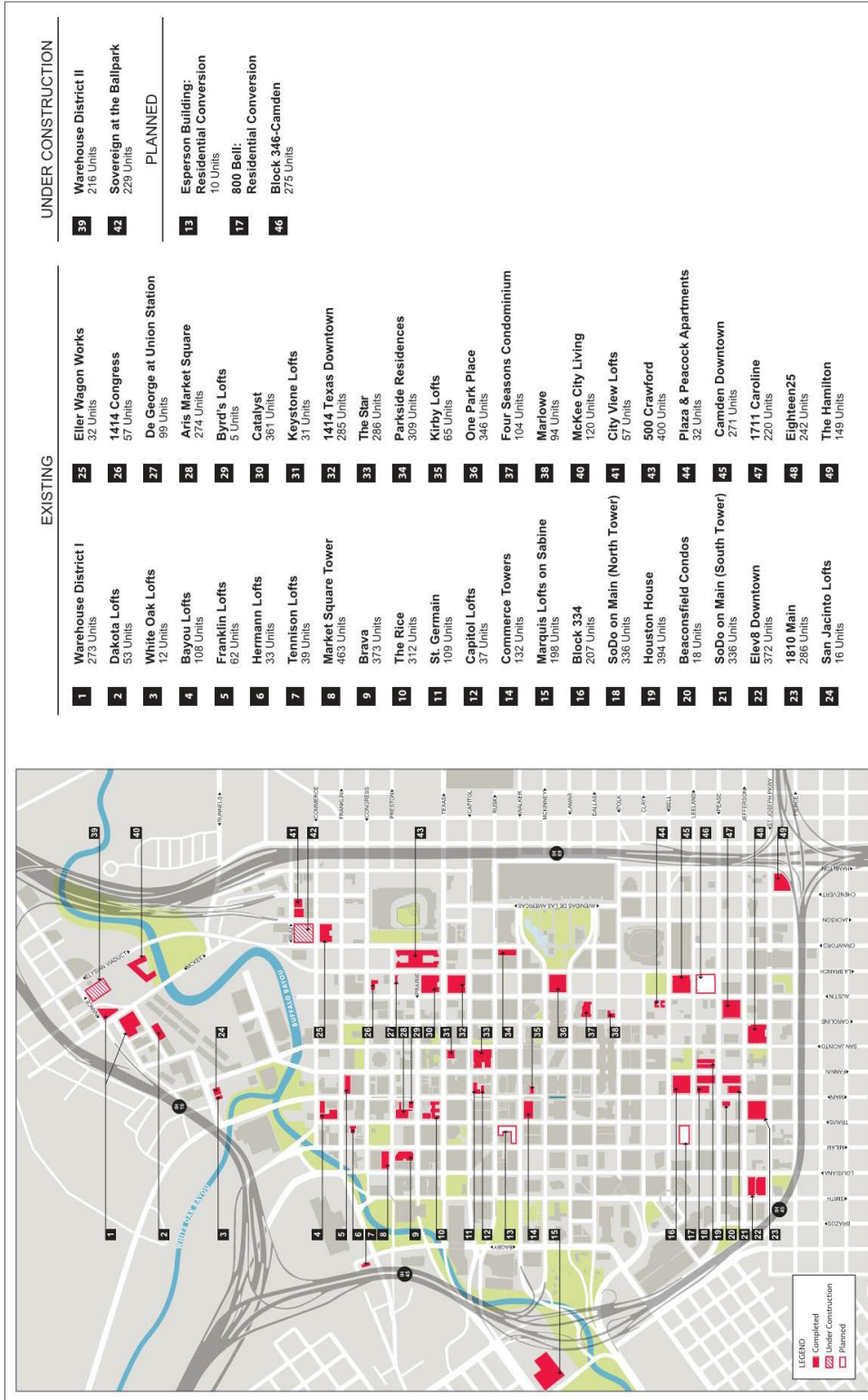


DOWNTOWN HOUSTON+
www.downtownhouston.org

Downtown Houston
Hotel Developments
Updated March 2024

Total Units Completed: 8,498
Total Units Under Construction: 496

EXHIBIT - E: RESIDENTIAL DEVELOPMENTS



Multi-family Residential Units
10,170 Residents in Downtown Core
Updated March 2024

EXHIBIT - F: EXISTING NODES OF ACTIVITY

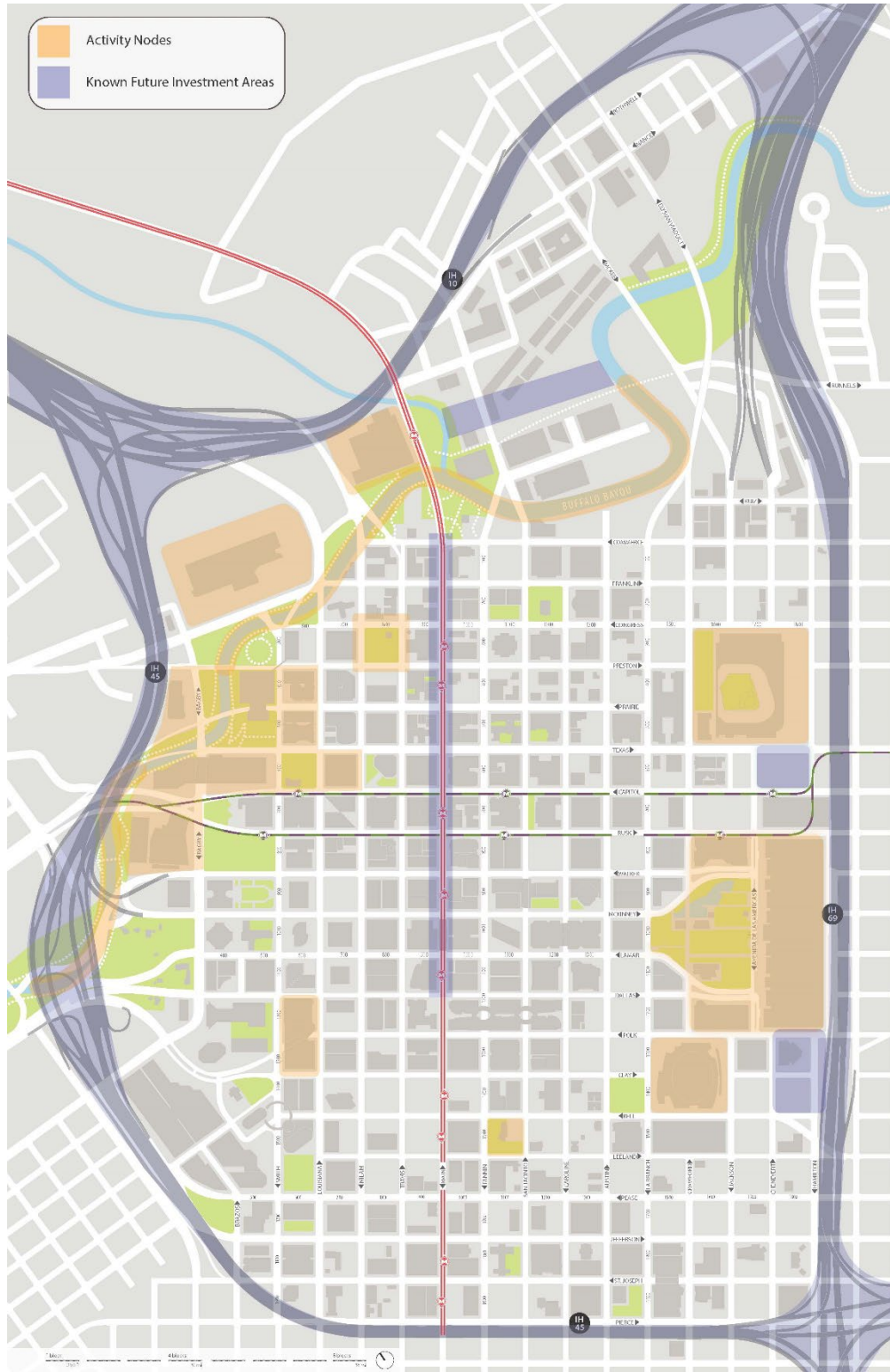


EXHIBIT - G



**MINORITY-OWNED / WOMAN-OWNED
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (M/WDBE)
SELF-CERTIFICATION**

Company Name: _____

Contact Person: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Cell:** _____

Email: _____

Federal Tax ID: _____ **Industry:** _____

Please check one of the following disadvantaged business qualifying categories that apply to you.

- A Corporation formed for the purpose of making a profit of which at least fifty-one percent (51%) of all classes of the shares of stock or other equitable securities are owned by one or more persons who are economically and socially disadvantaged because of their identification as members of certain groups, that may include African Americans, Hispanic Americans, Asian- Americans, American Indians, women, and the disabled, that have suffered the effects of discriminatory practices or similar insidious circumstances over which they have no control;
- A sole proprietorship for the purpose of making a profit that is one hundred percent (100%) owned, operated, and controlled by one or more persons described by Paragraph (1) of this subdivision;
- A partnership for the purpose of making a profit in which fifty-one percent (51%) of the assets and interest in the partnership must be owned by one or more persons described by Paragraph (1) of this subdivision, and minority or women partners must have a proportionate interest in the control, operation, and management of the partnership affairs;
- A joint venture between minority and women’s group members for the purpose of making a profit in which the minority participation is based on the sharing of real economic interest and must include equally proportionate control over management, interest in capital, and interest earnings. If majority (non-minority and non-women’s) group members own or control debt securities, leasehold interest, management contracts, or other interests, the joint venture shall not be designated a disadvantaged business; or
- A supplier contract between persons described in Paragraph (1) of this subdivision and a prime contractor in which the disadvantaged business is directly involved for the manufacture or distribution of the supplies or materials or otherwise for warehousing and shipping the supplies.

Upon executing this document you attest to the accuracy of the statements herein and acknowledge any material misrepresentation is cause to be terminated from any contract or agreement with Houston Downtown Management District.	
Signature	Date
Name (Print)	Title

Please email to DBEProgram@downtowndistrict.org (in PDF format) or fax to (713)223-1003.