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## ADDENDUM

Document 00910

ADDENDUM NO. 1

Date of Addendum: 3/11/2025

PROJECT NAME: Task Order Contract for Professional Roofing and Building Envelope Consultant Services

PROJECT NO: N/A

SUBMITTAL DATE: March 20, 2025 (There is no change to the Submittal Date)

FROM: City of Houston, General Services Department  
900 Bagby, 2nd Floor, City Hall Annex  
Houston, Texas 77002  
Attn: Eric Rhoden, Division Manager

TO: Prospective Respondents

This Addendum forms a part of the RFQ Documents and will be incorporated into the Contract, as applicable. Insofar as the original RFQ published documents are inconsistent, this Addendum governs.

*This Addendum uses the change page method: remove and replace or add pages, as directed in the change instructions below. Change bars ( | ) are provided in the outside margins of pages from the Request for Qualifications to indicate where changes have been made.*

### REQUEST FOR INFORMATION (RFI) SUBMITTED BY RESPONDENTS

**Item 1.** Add the attached in response to the RFI's submitted by the Respondents related to the RFQ.

END OF ADDENDUM NO. 1

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DocuSigned by:  
(JR: Richard Vella)  
Richard Vella  
597721A7EB34B6...  
Assistant Director  
Real Estate, Design & Construction Division  
General Services Department

DATED: 3/12/2025

**Task Order Contracting for Professional Roofing and Building Envelope Consultant Services**  
**COH Request for Information Response – Addendum #1**

**QUESTION:****RESPONSE:**

Regarding the three required representative projects (metal roof $\geq$ 8,000 sq.ft., low-slope roof $\geq$ 15,000 sq.ft., flat roof $\geq$ 20,000 sq.ft.), does the City require all three to be fully completed and closed out to qualify, or would the City consider projects that are substantially complete (past final inspection, pending paperwork, etc.)?	Projects should be "substantially complete" at the time of submission - the month/year should be 03/2025 or older.
For firms with limited re-roof experience under the current company name, would the City consider relevant building envelope or waterproofing projects that demonstrate similar scope, even if they are not strictly re-roof projects?	Projects should demonstrate the three roof types requested; additional building envelope experience can be described in Project Description and Services Provided below.
Can projects from an individual team member's experience at a previous firm be included if they were personally involved in a significant role?	The respondent's experience should reflect projects performed for that firm. Key personnel's experience can reflect projects performed while working at other firms and should indicate as such.
Is the city only seeking firms to showcase projects in Houston and the surrounding area, only?	Projects are not required to be from Houston. A similar climate zone is preferred.
Proposed Team Roles-Please clarify the project roles specified by the city in the RFQ: TOC Project Manager, Roof and Building Envelope Designer, Construction Administrator, and Inspector. Does the City prefer these specific titles for the roles? Is it acceptable for one individual to be assigned multiple SOQ project roles?	Corporate titles can be different than project roles. Please describe functions of each role in the column provided in Section 4.5. One individual can be assigned to multiple project roles.
The RFQ mentions a broad range of building envelope services (assessments, QA/QC, design, testing, etc.). For projects assigned under this contract, does the City expect the consultant to provide full design and construction documents (CDs) for re-roof and envelope projects or is the City's primary need condition assessments and QA/QC during construction?	The consultant is expected to provide full design and construction documents as well as condition assessments and QA/QC during construction.
Does the City prefer or require the consultant to conduct field testing (water testing, roof uplift testing, etc.) directly, or is it acceptable for the consultant to coordinate and oversee third-party testing agencies?	It is acceptable to for the consultant to coordinate and oversee third-party testing agencies.
The RFQ includes other BE Consulting Services in addition to Roofing. Can we include other BE-related projects in our project experience response, both as a firm and individually, to highlight our various BE consulting services?	Projects should demonstrate the three roof types requested; additional building envelope experience can be described in Project Description and Services Provided below.
Clarification about low-slope roofs vs. flat roofs. Roofs are classified based on slope. A low-slope roof is defined as one with a slope of less than 2:12, while some refer to roofs with a slope of $\frac{1}{2}$ inch per foot or lower as flat roofs.	Confirmed. Low slope roof 2:12; flat roof $\frac{1}{2}$ inch per foot or lower.

In addition to the SOQ tables, can we include additional qualifications such as a cover letter, firm capabilities, and resumes for our key personnel?	Resumes are not required as part of the RFQ submission. Respondents must include the three proposed key personnel in Section 4.5, and their Experience in Sections 4.6 through 4.9, as indicated. Any additional information will not be reviewed or graded.
Can we include personnel in addition to the four key personnel included in the SOQ table?	Respondents must include the three proposed key personnel in Section 4.5, and their Experience in Sections 4.6 through 4.9, as indicated. Any additional information will not be reviewed or graded.
In an effort to meet the City's MWBE participation goal on this contract, we will include a MWBE firm on our team. How should this be reflected in the qualifications? Can we include their firm information and experience?	If submitting as a joint venture, complete Section 4.2. Otherwise, the MWBE subconsultants will be added to the contract after the City issues a request for services on a project by project basis. Respondents shall make good faith efforts to award subcontracts or supply agreements in at least the percentage set out on the cover page of the RFQ.
The RFQ includes a "Standard" agreement form beginning page 36, and a "Federal" agreement beginning page 76. Which one will govern this contract? May we disregard the other?	\$3M is the maximum capacity of the Contract per vendor. The individual task orders issued on each Contract will vary on a project by project basis - standard or federal.
Regarding the three required representative projects (metal roof $\geq$ 8,000 sq.ft., low-slope roof $\geq$ 15,000 sq.ft., flat roof $\geq$ 20,000 sq.ft.), does the City require all three to be fully completed and closed out to qualify, or would the City consider projects that are substantially complete (past final inspection, pending paperwork, etc.)?	Projects should be "substantially complete" at the time of submission - the month/year should be 03/2025 or older.
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