

ADDENDUM

Document 00910

ADDENDUM NO. 2

Date of Addendum: August 6, 2025

PROJECT NAME: Municipal Court Department - Replacement Facility

PROJECT NO: WBS No. D-160010-0001-4

PROPOSAL DATE: August 28, 2025 (This is a change)

FROM: City of Houston, General Services Department
900 Bagby, 2nd Floor, City Hall Annex
Houston, Texas 77002
Attn: Greg Kieschnick, Project Manager

TO: Prospective Proposers

This Addendum forms a part of the Proposal Documents and will be incorporated into the Contract, as applicable. Insofar as the original Project Manual and Drawings are inconsistent, this Addendum governs.

CHANGE IN PROPOSAL DATE

The Proposal Date for this Project is changed from Thursday, August 21, 2025, to Thursday, August 28, 2025. Time of day and place for submittal of Proposal remains the same.

CHANGES IN PROPOSAL

The deadline of all questions for this Project is changed from Monday, August 11, 2025, to Monday, August 18, 2025. Time of day for questions to be submitted remains the same.

The issuance of Addendum for this Project is changed from Friday, August 15, 2025, to Friday, August 22, 2025. Time of day for issuance of Addendum remains the same.

CLARIFICATIONS

Question 1: Is this correct that the old facility will be demolished prior to the construction of the new facility? If this is correct, when and where are the people vacating this facility?

Answer: The new facility will be built first, then demolition of the existing facility will

ADDENDUM

occur.

Question 2: After reviewing the RFP documents for the City of Houston Municipal Court Department – Replacement Facility, we would like to confirm whether a Project Labor Agreement (PLA) will be in place for this project. If so, could you please provide additional details regarding its scope, signatory requirements, and any applicable exemptions (e.g., for DBE firms or non-union subcontractors)?

Answer: There will not be a PLA for this project.

Question 3: Is there a preliminary high-level schedule that will be provided to show the various phasing for the project? With thirty-nine (39) months of construction we assume there must be some enabling projects that must occur prior to the construction of the new tower. We assume utilities and facilities associated with the Police Complex and the Existing Facilities will be impacted.

Answer: No.

Question 4: There is no reference to the amount of the liquidated damages for the project. Can you clarify what LDs will be including a dollar amount in the RFP?

Answer: \$2,400/Day

Question 5: Please advise if one individual can fill more than one of the key personnel roles, or if the intent is that it's one person per role.

Answer: Yes, one person can fill more than one role.

Question 6: For the Proposer's Construction Experience forms, it is noted that up to 2 additional pages of photos may be attached. Is this limited to only photos, or is it allowable to include additional features/stats/captions that are relevant to the previous project experience in addition to photographs?

Answer: You are limited to 2 additional pages per project for additional information.

Question 7: For the Key Personnel Experience forms, it is noted that up to 2 additional pages of photos may be attached. Is this limited to only photos, or is it allowable to include additional features/stats/captions that are relevant in addition to photographs?

Answer: You are limited to 2 additional pages per project for additional information.

Question 8: 4.14 – Safety, is the extent of what is being required only the answer to

ADDENDUM

the Yes or No question? We are happy to provide a summary of our construction program, safety stats, EMR ratings, etc if it is allowable.

Answer: To receive any points, you must provide a Safety Program Manual.

Question 9: Ownership Information - Listing of Officers, If there are more officers than the number of line items provided, may we attach a copy of our firm's Corporate Resolution which identifies all officers?

Answer: Make a copy of the page in question and insert the page in the appropriate location in Document 00455.

Question 10: Amendment No. 1 now includes a sample contract which also includes Exhibits. Exhibit G is for the federal requirements. Are there any Federal Contract Requirements that are missing from the Exhibit G (i.e. e-verify, accounting clarifications, etc.)?

Answer: Refer to Exhibit G: Federal Provisions.

The following documents from the pre-proposal meeting on August 5, 2005, will be posted for review:

- D-160010 Pre-Proposal Sign In Sheets
- D-160010 Municipal Court CMAR Pre-Proposal Submittal Mtg
- GSD OBO Pre Bid Meeting Municipal Court CMAR 8.5.25
- POP Municipal Courts CMAR RFP Pre-Proposal Meeting

A site walk will be held on Wednesday, August 13, 2025, at 9:00 AM. We will meet at the corner of Washington Avenue and Riesner Street.

END OF ADDENDUM NO. 2

DocuSigned by:

Richard Vella

DATED: 8/6/2025

Richard Vella

Assistant Director

Real Estate, Design & Construction Division

General Services Department

DS
Dk

DS
Gk

DK:GK:gk

00910-3

02-22-2022



General Services Department Design and Construction Division Municipal Courts CMAR RFP Pre-Proposal Meeting Sign in Sheet

Date: August 5, 2025
Time: 2:30 PM – 3:30 PM
Location: 900 Bagby St, Houston, TX 77002, Conference Room 382
Purpose: Pre-Proposal Meeting

Printed Name	Company	Phone	Email	Signature
ANDREW RENO	TURNER	281.389.2319	ARENO@TACO.COM	
MATT BAILEY	WHITE	281.435.7625	mattb@whiteconst.com	
MARK ELPERS	SKANSKA	812-459-3901	markelpers@skanska.com	
JESSICA FOSTER	WHITE	216.882-6003	jessica.f@whiteconst.com	
HELEN CALLIER	BRADLINK LLC	281.312.9981	helen@bradlinkllc.com	
DAVID ADERWIG	MANHATTAN	346.409.6803	DAADERWIG@manhattanconstruction.com	
RAY GUTTERERZ	HOUSTON CONSTRUCTION SERVICES	832.414.8300	RAY@HOUSTONCONSTRUCTIONSERVICES.COM	
JOE MENDYK	SPAWGLISS	281-755-8163	joemendyk@spawglass.com	
ALEX SKOTNICKI	CLARK	832.570.7610	ALEX.SKOTNICKI@CLARKCONSTRUCTION.COM	
BILL BRAUN	TELFERSEN	832-493-1615	bbraun@TELFERSEN.COM	

**General Services Department
Design and Construction Division
Municipal Courts CMAR RFP Pre-Proposal Meeting
Sign in Sheet**

Date: August 5, 2025
Time: 2:30 PM – 3:30 PM
Location: 900 Bagby St, Houston, TX 77002, Conference Room 382
Purpose: Pre-Proposal Meeting

[illegible]



General Services Department Design and Construction Division Municipal Courts CMAR RFP Pre-Proposal Meeting Sign in Sheet

Date: August 5, 2025
Time: 2:30 PM – 3:30 PM
Location: 900 Bagby St, Houston, TX 77002, Conference Room 382
Purpose: Pre-Proposal Meeting

Printed Name	Company	Phone	Email	Signature
Matthew Baker	SpawGlass	281 216 0173	MATTHEW.BAKER@SPAWGLASS.COM	
LEA EDWARDS	HEWSEL PHELPS	409.692.9179	ledwards@henselphelps.com	
Elizabeth Stenac	Satterfield + Partners	713 498 1611	estemac@satterpen.com	
Keevan Myers	Bellows Construction	512-659-4630	kmyerse@wsbellows.com	
Morgan DuBorde	Flintco	713-822-5000	morgan.duborde@flintco.com	
CALEB KENORZICK	HEWSEL PHELPS	866 203 6008	CKENORZICK@HEWSEL PHELPS.COM	
Shantia Wilson	QSD CoH	832-393-8123	Shantia.Wilson@houston.tx.gov	
BRIAN BENEFIELD	Hoar	713.244.2201	bbenefiel@hoar.com	
Emmanuel Giron	Impact Strategic Consulting	713-517-4410	eguerreo@impact-consulting.com	

MUNICIPAL COURT DEPARTMENT REPLACEMENT FACILITY

PRE-PROPOSAL MEETING
AUGUST 5, 2025



AGENDA

- Introductions
- General Notes
- Project Description
- CMAR Services
- Proposal Overview
- Proposal Submittal Instructions
- Evaluation Process and Criteria
- OBO Highlights – Jamie Childress
- POP Highlights – Shantra Wilson
- Estimated RFP Timeline

GENERAL NOTES

- This is a One Step Process: Pre-Proposal Meeting prior to the Interview / Presentation
- A maximum of five Proposers may be short listed to participate in an interview/presentation. The Proposer's designated Key Personnel will be expected to participate in the interview/presentation. Proposers will be notified in writing of the date/time and location of their interview

GENERAL NOTES

- Addenda: All modifications or clarifications will be issued in writing as an Addendum.
- Addenda will be posted at on <https://www.civcastusa.com/>.
- Proposers may only rely on information set out in this RFP, as modified by Addenda. By submitting a Proposal, Proposers will be deemed to have received all Addenda.
- No Addendum will be issued later than **Friday, August 15, 2025**, except Addenda with minor clarifications, withdrawing the RFP, or postponing the Submittal Date.

PROJECT DESCRIPTION

Project Name: Municipal Court Department – Replacement Facility
Location: 61 Riesner St Garage, Houston, TX 77004 or Alternate Site
Est. Project Budget: \$132,000,000

- The project will replace the existing municipal court building located at 1400 Lubbock Street. The new facility, which will be between 130,000 SF – 140,000 SF, and associated parking for the municipal court's judges and staff, will be built prior to the demolition of the existing municipal court building.
- New Municipal Court Building Construction Duration – Twenty (20) months from Notice to Proceed date.
- The existing courts facility will remain occupied during construction of the new court's facility.

CMAR SERVICES

For this project, the responsibilities of the CMAR shall include but are not be limited to the following:

- Function as a consultant to the Owner during the pre-construction process
 - Pre-Design
 - Schematic Design
 - Design Development
 - Contract Document Phases
- Review consultation during the design phase with emphasis on coordination and constructability reports at each design phase.
- Collaborate with the City of Houston and architect to support the development of the project's control budget.
- Provide construction cost estimates at the appropriate stage of design: Pre-Design, Schematic, Design Development, 50% Contract Documents, and 95% Contract Documents.

CMAR SERVICES (CONT.)

For this project, the responsibilities of the CMAR shall include but are not be limited to the following:

- Provide assurance that the plans and specifications are complete and detailed to the extent required to provide an accurate GMP through constant monitoring and modeling during the design development process.
- Develop a construction phasing plan and prepare and manage a Master Schedule prepared on Microsoft Project; show critical path and update monthly over baseline.
- Submit a Guaranteed Maximum Price (GMP) for the project.
- Assume the risk for the construction phase of the project.

PROPOSAL OVERVIEW

- Submittal Date: August 21, 2025, at 10:30 a.m., Thursday

City will utilize online bidding services via CivCast at <https://www.civcastusa.com/bids>. Electronic Proposals are due at 10:30 a.m., local time on Proposal Date. Follow submittal instructions on <https://www.civcastusa.com/>.

- Communication: Send questions to:

Richard Vella, Assistant Director, GSD – Richard.Vella@HoustonTx.gov

cc: Greg Kieschnick, Sr PM, GSD – Gregory.Kieschnick@HoustonTx.gov

All questions must be submitted before 5:00 PM, Monday, August 11, 2025.

PROPOSAL SUBMITTAL INSTRUCTIONS

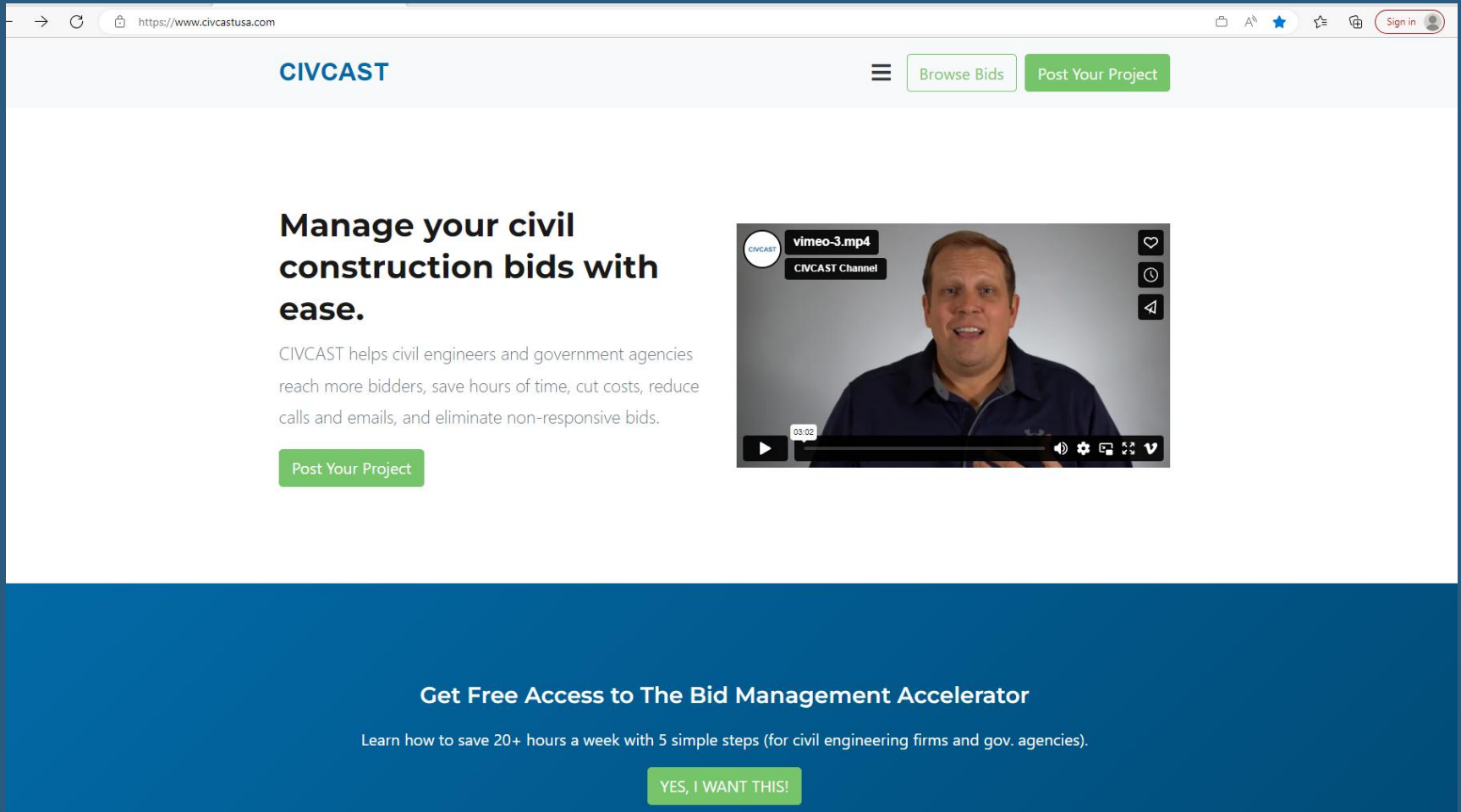
Please follow instructions carefully. Review Proposal 3.4, 4 – Standard Form, and 5 - Proposal form and provide any written questions via email.

Proposers shall submit the following:

1. Utilize online bidding service via CivCast at <https://www.civcastusa.com/bids>. Electronic Proposals are due at 10:30 AM local time on Proposal Date. Follow submittal instructions on <https://www.civcastusa.com/>.
2. Do not deliver hard copies of the proposal to the City Secretary's office.

Anticipated Selection Target Date: October 2025

PROPOSAL SUBMITTAL INSTRUCTIONS



The screenshot shows the CIVCAST website interface. At the top, the browser address bar displays 'https://www.civcastusa.com'. The website header features the 'CIVCAST' logo on the left, a hamburger menu icon in the center, and two buttons: 'Browse Bids' and 'Post Your Project' on the right. The main content area has a white background. On the left, the text 'Manage your civil construction bids with ease.' is displayed in a large, bold font. Below this, a paragraph states: 'CIVCAST helps civil engineers and government agencies reach more bidders, save hours of time, cut costs, reduce calls and emails, and eliminate non-responsive bids.' A green button labeled 'Post Your Project' is positioned below the text. To the right of the text is a video player showing a man in a dark blue shirt speaking. The video player interface includes a play button, a progress bar at 03:02, and various control icons. Above the video, the text 'vimeo-3.mp4' and 'CIVCAST Channel' are visible. The bottom section of the page has a dark blue background. It features the heading 'Get Free Access to The Bid Management Accelerator' in white, followed by the text 'Learn how to save 20+ hours a week with 5 simple steps (for civil engineering firms and gov. agencies).' and a green button labeled 'YES, I WANT THIS!'.

→ ↻ 🔒 https://www.civcastusa.com

CIVCAST

☰ Browse Bids Post Your Project

Manage your civil construction bids with ease.

CIVCAST helps civil engineers and government agencies reach more bidders, save hours of time, cut costs, reduce calls and emails, and eliminate non-responsive bids.

Post Your Project

vimeo-3.mp4
CIVCAST Channel

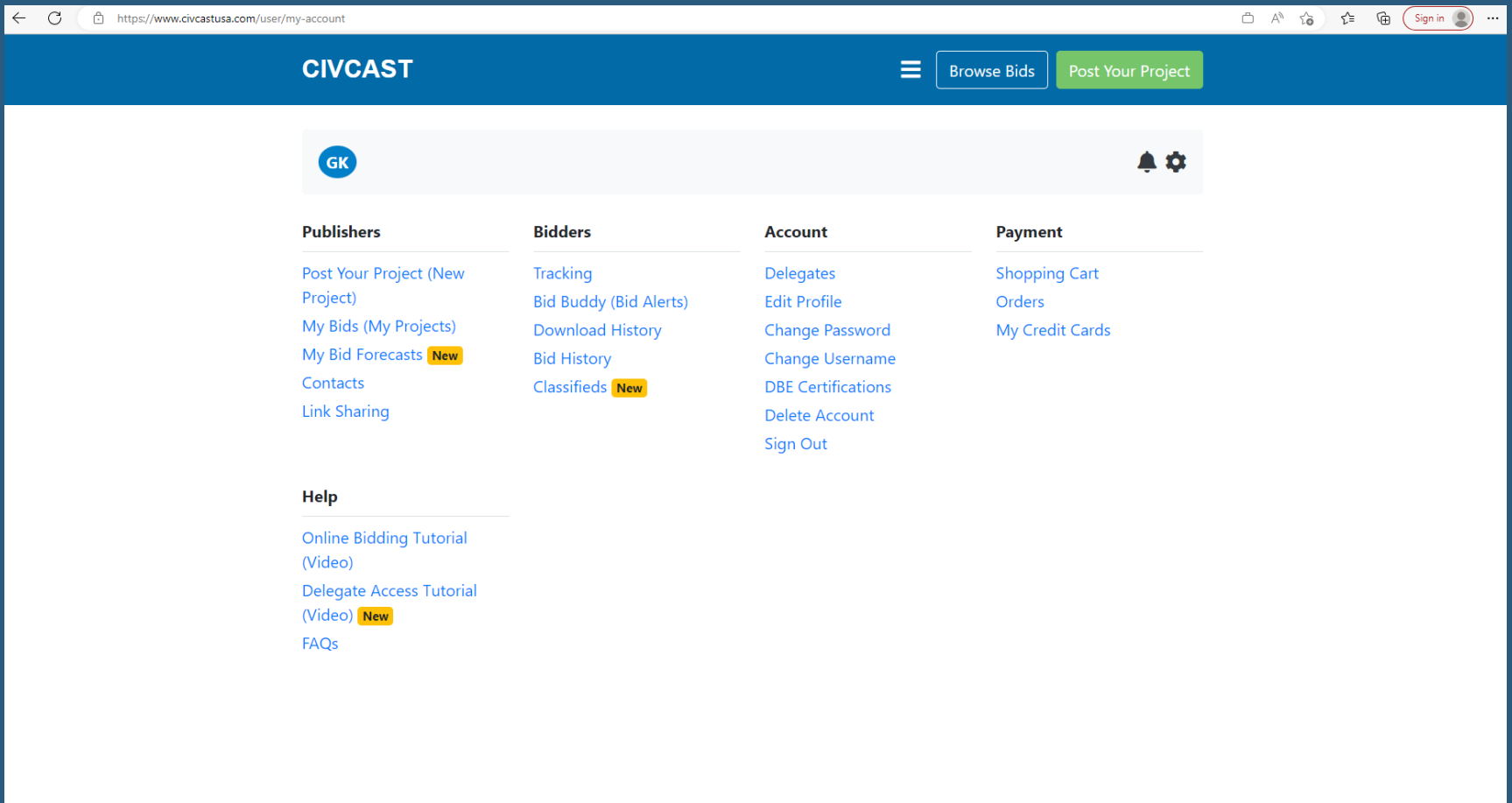
03:02

Get Free Access to The Bid Management Accelerator

Learn how to save 20+ hours a week with 5 simple steps (for civil engineering firms and gov. agencies).

YES, I WANT THIS!

PROPOSAL SUBMITTAL INSTRUCTIONS



EVALUATION PROCESS AND CRITERIA

Proposers will be ranked by an Evaluation Committee based on the following criteria and points:

- Proposal completed in accordance with instructions. (**5 Points Maximum**)
- Proposer's Experience (**20 Points Maximum**) - Reference **Document 4** - Proposal Form - Part A, Section 4.4 – 4.6
- Proposed Key Personnel's Experience (**25 Points Maximum**) - Reference **Document 4** – Proposal Form – Part A, Sections 4.7 – 4.12
- Pre-Construction Approach (**25 Points Maximum**) – Reference **Document 4** – Proposal Form – Part A, Section 4.13
- Safety (**5 Points Maximum**) - Reference **Document 4** – Proposal Form – Part A, Section 4.14.
- Fee Proposal (**20 Points Maximum**) - - Reference **Document 5** – Proposal Form – Part B.
THERE IS NO CONTRACTOR'S CONTINGENCY FOR THIS PROJECT. SUBMIT YOUR CONSTRUCTION PHASE FEE TAKING THIS INTO ACCOUNT.

Total **100 Points Maximum** Possible

EVALUATION PROCESS AND CRITERIA

4: PROPOSAL FORM FOR CMAR SERVICES

- *Proposal to have clearly marked tabs that correspond to the sections of the Proposal*
- *Total pages are limited by the Proposal form and additional pages set out in Proposal instructions. Other pages should not be included.*
- *The response boxes can be expanded to fit more information; however, the tables must remain the same size.*
- *Typically, font size shall be 8 pt. or larger.*

EVALUATION PROCESS AND CRITERIA

Interview / Presentations Target Date: **September, 2025**

- A maximum of five (5) Proposers may be short listed to participate in an interview/presentation. Proposers will be notified in writing of the date/time and location of their interview
- Proposer's designated Key Personnel will be expected to participate in the interview / presentation.
- **5 minutes** to set up
- **30-minute** presentation
 - Introduction
 - Respondent CMAR experience
 - Key Personnel experience, including CMAR
 - Team synergy and dynamic
 - Project and Pre-Construction Approach
 - Respondent pre-con and project approach
 - Applicable innovative solutions
 - Highlight ideas related to this project, and include a constructability statement
- **15-minute** Q and A

OFFICE OF BUSINESS OPPORTUNITY

RFP TIMELINE SCHEDULE

- Pre-Proposal Meeting: 2:30 PM, August 5, 2025
- Questions Deadline: 5:00 PM, August 11, 2025
- Addenda Deadline: Friday, August 15, 2025
- **Submittal/Proposal Date: 10:30 AM, August 21, 2025**
- Anticipated Selection Date: September 2025
- Interview/Presentation Date: September 2025
- Anticipated Award Date: October 2025
- Council Date: October 2025
- Contract Notice to Proceed: November 2025

HPD HQ FIRE/SMOKE DAMPER REPLACEMENT

SUBMIT QUESTIONS TO
Richard Vella, Assistant Director, GSD –
Richard.Vella@HoustonTx.gov

cc: Greg Kieschnick, Senior PM, GSD –
Gregory.Kieschnick@HoustonTx.gov

Thank You

Make sure you signed in on the
signup sheet at the door





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Hurricane Harvey Municipal Courts CMAR August 5, 2025

Presented by:
Tifney M. Scott
Procurement Specialist



John Whitmire
Mayor

Cylenchia Hoyrd
Director

611 Walker, 7th Floor
Houston, TX 77002
www.houstontx.gov/obo

T. 832.393.0600 F. 832.393.0646





Pay or Play Program (POP)

Developed to address the needs of the uninsured in the Houston area by Executive Order 1-7, certain contractors are required to either:

- Pay: Contribute a designated amount to be used to offset the costs of providing healthcare to uninsured people in the Houston/Harris County area.
- Play: Provide certain employees a minimum level of healthcare benefits.

Funds collected as a result of POP are placed in a Contractor Responsibility Fund that provides healthcare services to uninsured individuals in the Greater Houston area.



The advertised M/WBE goals for this project are:

MBE Goal: 18% and WBE Goal: 6% and good faith efforts must be made to meet each goal separately.

The bidder may substitute SBE participation towards the MBE and/or WBE goal(s), up to 4%.



Bidder's MWSBE Participation Plan: Document 00470

The Bidder must submit Document 00470 for construction bid submissions to demonstrate how they will meet the advertised MBE and WBE goals, using any goal type permitted on the advertisement.

The Prime must list firms currently certified by the City of Houston, the work they will perform on the project, and the percentage of the goal for which they will be utilized.



Bidder's MWSBE Participation Plan Document 00470

- Submitted at the time of bid.
- Captures the MWSBE participation that the Bidder commits to achieve for the contract.
- Used for determining whether Bidder has a plan to meet the goal.
- Language added to *specify* the City's separate Contract Goals and how to count MWSBE participation in order to meet the City's MWBE Contract Goal.

<<ShortPrgName>>
WBS NO. «WBSNo»

BIDDER'S MWSBE
PARTICIPATION PLAN

Document 00470

BIDDER'S MWSBE PARTICIPATION PLAN

The Bidder or Proposer shall submit this completed form with the bid to demonstrate the Bidder/Proposer's plan to meet the MWBE contract goal(s) ("contract goal(s)"). If the Bidder/Proposer cannot meet the contract goal(s), the Bidder/Proposer has the burden to demonstrate "Good Faith Efforts," which shall include correctly and accurately preparing and submitting this form, a Record of Good Faith Efforts (Document 00471), a Request for Deviation from the Goal (Document 00472), and supporting documentation evidencing their "Good Faith Efforts," as required by the City of Houston's Good Faith Efforts Policy (Document 00806). The City will review the Participation Plan and Good Faith Efforts at the time of bid opening. Visit <http://www.houstontx.gov/iso> for more information.

City Advised Contract Goal	MBE	WBE	<ul style="list-style-type: none"> • MBE and WBE Goals are two separate Contract Goals, to be met individually. • Any excess of one Goal cannot be applied to meet another Goal. • An SBE can be applied to the MBE and/or WBE Goal, but not to exceed 4%. • Up to 50% of the Bidder's Participation plan may be met using Suppliers. • Up to 50% of the advertised goal may be met at the Prime level if the Prime is a City-certified firm. Bidder must select one (1) certification type for Prime level credit. Prime level participation percentage must not exceed the individual MBE or WBE advertised goal. Prime level credit does not apply to SBE-certified firms. 		
NAICS Code (6 digit)	Description of Work (Plan Sheet #, Unit Price #, Scope of Work #, as applicable)	% of Total Bid Price (2 decimal places; for example: 5.00%)	Services or Supplier	Cert. Type for Goal: MBE, WBE, or SBE	Certified Firm Name Firm Address Contact Name Phone No. and E-Mail
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	USE THIS LINE FOR PRIME LEVEL CREDIT ONLY. CREDIT MUST NOT EXCEED 50% OF THE ADVERTISED GOAL.
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	

By submitting this form, your firm agrees to enter into formal subcontracting agreement(s) with the MWBE subcontractors/subconsultants listed on this participation plan upon award of a contract from the City.

Bidder's Participation Plan Total	MBE	WBE	SBE

Authorized Signature: _____
Printed Name: _____
Date: _____
Email: _____
Company Name: _____
Phone: _____

<<Bidder or Proposer Name>>
00470 - 1
Edition Date: 01-18-2022



Good Faith Efforts

If your firm is unable to meet the MBE and WBE goals fully, then you can submit to the City your efforts to meet the goal and ask that your "Good Faith Efforts" be evaluated. If you are using this option, then we ask that you start documenting all of the efforts your company made to find MWBE participation and the results of your search so that your efforts can be evaluated.

A copy of the Good Faith Efforts Policy can be found in Section 00808 of the Project Manual and is also available on OBO's website:

https://www.houstontx.gov/obo/contract_compliance.html



Pre-Bid Good Faith Efforts Document 00471

If the Bidder cannot meet advertised goals as stated, they must complete Documents 00470, 00471, and 00472 in their entirety and submit with their bid.

This allows the Bidder to document the efforts made to meet the goal. The City will evaluate the Prime's "Good Faith Efforts" to meet the goal if the three (3) forms listed above are submitted.

PRE-BID
GOOD FAITH EFFORTS

[Short Project Name] _____
WBS No. [WBS No.] _____

Document 00471

PRE-BID GOOD FAITH EFFORTS

Bidder Name: _____ **Project Name:** _____

A Bidder or Proposer that may be unable to complete or follow a Participation Plan (Document CCD-00470) to meet the Contract Goal in the Supplemental Conditions (Document 00800), must submit this completed form, Goal Deviation Request Form (Document 00472), providing supporting documentation evidencing their "Good Faith Efforts", as required by the City of Houston's Good Faith Efforts Policy (see Document 00808).

The Bidder or Prime Contractor has the burden to demonstrate "Good Faith Efforts" to meet the MWSBE goal, which includes correctly and accurately preparing and submitting this form and other efforts described in the City's Good Faith Efforts Policy (Document 00808). The Office of Business Opportunity will review Good Faith Efforts and Participation Plan after selection of an apparent low bidder.

UNLESS THE BIDDER'S/PROPOSER'S PARTICIPATION PLAN MEETS THE CONTRACT GOAL, FAILURE TO
SUBMIT THIS FORM MAY RESULT IN THE BID BEING FOUND NON-RESPONSIVE.

NAICS Code	Plan Item No.	MWSBE Type for Goal	Certified Firm Name Address, Phone No. and E-Mail	Certified Firm Contact Person	Methods of Contact	Prime Contact Dates	Certified Firm Response	Results of Contact (why suitable or not suitable for work)
		MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>			Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
		MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>			Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
		MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>			Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
		MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>			Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			

Authorized Signature: _____ Date: _____ Phone: _____
Print Name: _____ Email Address: _____
Company Name: _____

00471-1
August 2015



MWBE Prime Level Participation

MWBE Primes may utilize a portion of their self-performance to meet up to 50% of the total advertised goal.

MWBE Primes must choose which goal type they would like to receive credit for on construction projects (MBE or WBE).

Once a goal type for participation is selected (MBE or WBE), the MWBE Prime's participation credit will be capped at the proposed percentage or the advertised goal, whichever is lower.

MWBE Primes must perform a Commercially Useful Function (CUF) in order to receive credit for their work.



Subcontractor Participation for MWSBE Credit

Bidders can use a subcontractor to meet only one (1) goal for the contract (i.e., MBE or WBE or SBE). Goal credit subcontractors only receive goal credit for work they perform in which they are performing a commercially useful function (CUF).

Credit for work subcontracted by a goal credit MWBE firm to a non-certified firm (2nd tier subcontractor) will not count towards the MWSBE goal.

Credit for work subcontracted by a goal credit MWBE firm to another certified firm may not be counted if, after award, they do not perform a CUF.



Counting Subcontractor / Supplier Credit

Subcontractor

Perform specific work items with own forces pursuant to a contract agreement with Prime.

Be certified in the specific designations related to the contract and provide the services in the appropriate NAICS code.

Supplier

1. Negotiate price;
2. Determine quality and quantity;
3. Order the materials;
4. Show that the invoice is in the certified firm's name;
5. Pay for the material itself;
6. Control delivery; and
7. Be certified to provide the supplies in the appropriate NAICS code.

May only receive credit for up to 50% of the awarded goal



Counting Credit for Truckers

MWSBE trucker uses trucks it owns, insures, and operates using drivers it employs.

MWSBE may lease trucks from another MWSBE firm, including an owner-operator who is certified as a MWSBE. The MWSBE who leases trucks from another MWSBE receives credit for the total value of the transportation services the lessee MWSBE provides on the project.

MWSBE may also lease trucks from a non-MWSBE firm, including from an owner-operator. The MWSBE that leases trucks equipped with drivers from a non-MWSBE is entitled to credit for the total value of transportation services provided by non-MWSBE leased trucks equipped with drivers not to exceed the value of transportation services on the project provided by MWSBE-owned trucks or leased trucks with MWSBE employee drivers.

The MWSBE may lease trucks without drivers from a non-MWSBE truck leasing company. If the MWSBE leases trucks from a non-MWSBE truck leasing company and uses its own employees as drivers, it is entitled to credit for the total value of these hauling services.



Counting Broker Credit

Only the entire amount of fees or commissions charged for assistance in the procurement of the supplies and materials, or fees or transportation charges for the delivery of supplies or materials required on a job site will be counted towards the MWSBE goal.

To be counted, proof must be provided of the fees paid and the fees must be reasonable and not excessive as compared with fees customarily allowed for similar services.

No portion of the cost of the materials and supplies themselves toward MWSBE goals.



CITY OF HOUSTON
OFFICE
of
BUSINESS OPPORTUNITY

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Certified Firm Directory

Bidders must utilize the City's Online Directory of certified firms.

This will allow you to search for firms certified in the areas where subcontracting opportunities exist using descriptions, NAICS codes, or company names.

The Directory can be accessed from the City's home page:

<https://houston.mwdbe.com/FrontEnd/searchcertifieddirectory.asp>



Final Questions

If you have any remaining questions after this meeting, please put them in writing and a representative from OBO will provide a written response that will be included in a Letter of Clarification. The response will be available to all attendees of the Pre-Bid Meeting.



Thank You.

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Connect With Us:



@HoustonOBO



@HoustonOBO



@Houston_OBO



@HoustontxOBO



John Whitmire
Mayor

Cylenchia Hoyrd
Director

611 Walker, 7th Floor
Houston, TX 77002
www.houstontx.gov/obo

T. 832.393.0600 F. 832.393.0646



CITY OF HOUSTON'S Pay or Play Program (POP)



SHANTRA WILSON, CTCD

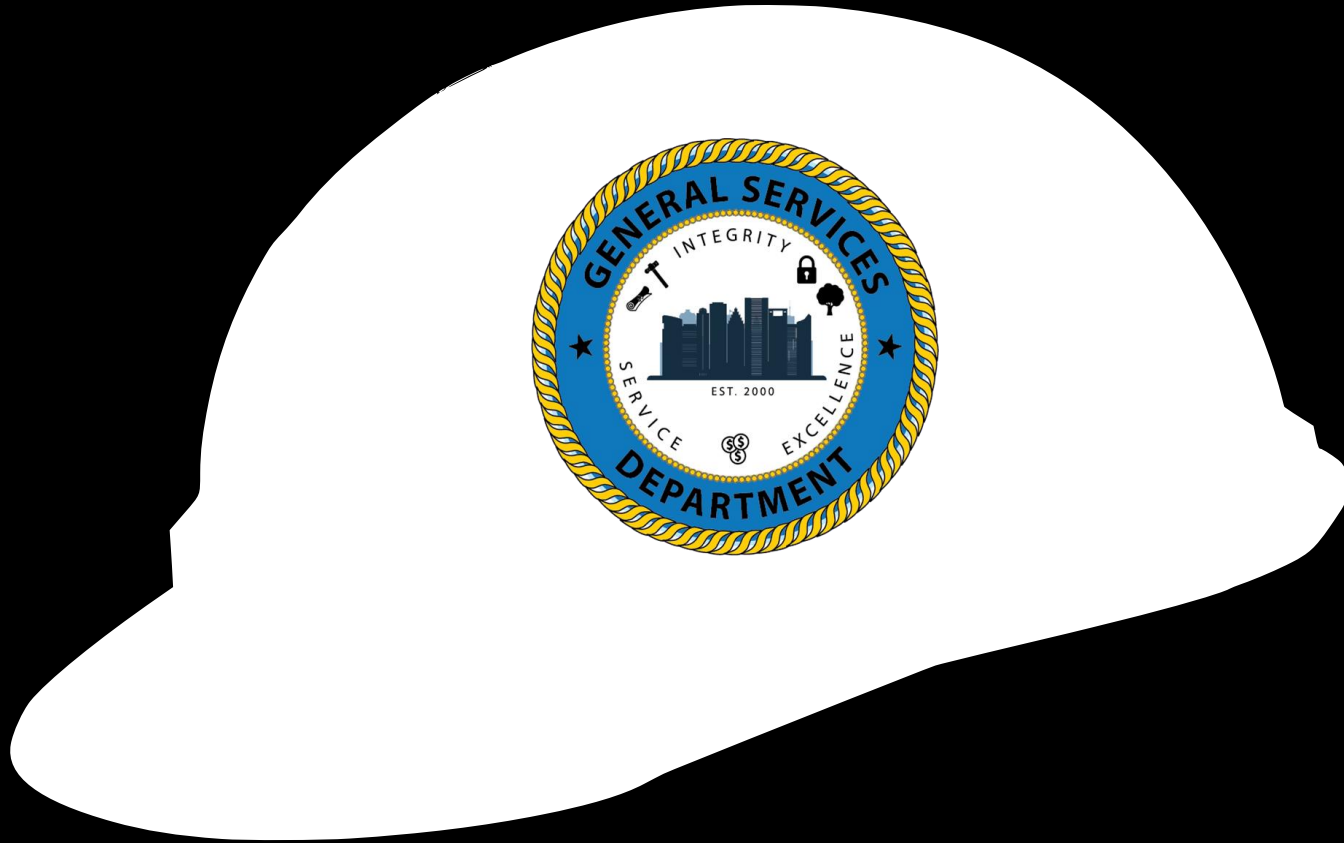
CONTRACT COMPLIANCE OFFICER

GENERAL SERVICES DEPARTMENT

900 BAGBY 2ND FLOOR

HOUSTON, TX 77002

Mayor | John Whitmire
Director | CJ Messiah



**Municipal Courts CMAR RFP Pre-
Proposal Meeting**

Project Manager – Greg Kieschnick

August 05, 2025

Time: 2:30 pm – 3:30 pm

MS Teams Meeting

Discussion Topics

POP Program
Definitions



POP Program
Requirements



Final POP
Compliance
Review



Office of Business Opportunity
oversees the POP Program



Contractors that do not provide
healthcare benefits for their
workforce impose a burden on the
public and private agencies



City intends to enhance fairness in the
competition for contracts between
bidders that choose to offer health
benefits and those that do not.



See **Executive Order 1-7** for more
information.

Pay or Play Program Overview

POP “Covered Contracts”

Contracts valued at or above **\$100,000**
(prime contractors) or

\$200,000 (sub-contractors)

Professional Service, Construction and
Service type Contracts.

On-Call, Work Order and Job Order
Solicitations. (**See Executive Order 1-7**)

POP PROGRAM NOT APPLICABLE

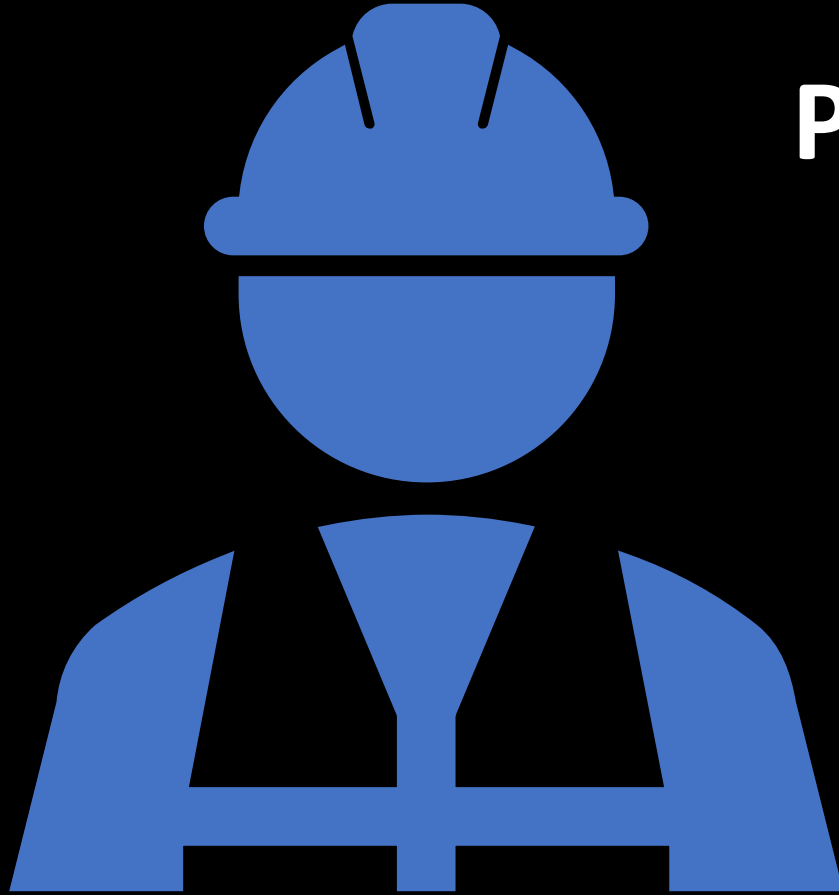
Supply / Procurement
contracts (**51% or more
rule**)

Intergovernmental
contracts/Interlocal
agreements, bulk
purchasing

Any contract for which the
City of Houston has not
expended funds, regardless
of funding.

A POP-4 form approved by
OBO for Exemption

Contractors that utilize self-
employed, owner/operator
individuals to complete
services (e.g., Truck Drivers,
Day Laborers, 1099, etc.)
are POP exempt.



POP “COVERED” EMPLOYEES

- ALL EMPLOYEES OF A “COVERED” CONTRACTOR OR SUBCONTRACTOR WORKING ONSITE OR IN THE OFFICE;
- EMPLOYEES OVER 18 YEARS OLD; AND
- ALL EMPLOYEES THAT WORK AT LEAST 30 HOURS PER WEEK WITH ANY AMOUNT OF TIME ON THE “COVERED” CONTRACT.

PRE-PROPOSAL MEETING

**POP 1 – POP
ACKNOWLEDGEMENT FORM
(BOTH PRIME AND SUB)**

**POP 2 – CERTIFICATION OF
COMPLIANCE (BOTH PRIME
AND SUB)**

**POP 3 – LIST OF
SUBCONTRACTORS (PRIME
AND SUBS WITH TIER 2
SUBCONTRACTORS)**

**CONTRACTORS ARE
REQUIRED TO BEGIN
COMPLYING WITH POP
WITHIN 30 DAYS OF NOTICE
TO PROCEED (NTP)**



**City of Houston
Pay or Play Program
Acknowledgement Form**



It has been determined that the project currently open for bidding meets the criteria of the City of Houston Pay or Play program. This form acknowledges your awareness of the Pay or Play program which is authorized by Ordinance 2007-534. Your signature below affirms that you will comply with the requirements of the program upon contract award and ensure the same on behalf of your subcontractors that may be subject to the Pay or Play Program.

I declare under penalty of perjury under the laws of the State of Texas that if awarded this contract which meets the criteria for the City of Houston's Pay or Play Program, I will comply with all requirements of the Pay or Play Program in accordance with Executive Order 1-7.

Fill out all information below and submit this form with your bid/proposal packet.

Solicitation Number

Signature

Date

Print Name

City Vendor ID

Company Name


Phone Number

Email Address

For more information about the Pay or Play program please visit
<http://www.houstontx.gov/ofo/popforms.html>.

Questions about the Pay or Play Program should be referred to the Department POP Liaison; an updated contact list is available on the Office of Business Opportunity website or call the POP Contract Administrator at 832-393-0633.


POP-1 FORM
(REQUIRED BY PRIME AND SUB)



City of Houston

Pay or Play Program

Certification of Compliance



Prime Contractor: _____ Subcontractor: _____

Address: _____

Outline Number: _____ Contract Amount: \$ _____

Project Name: [Legal Project Name] _____

Contracting Department: _____

In accordance with the City of Houston Pay or Play Program authorized by Ordinance 2007-534 and Executive Order 1-7, Prime/Subcontractor agrees to abide by the terms of this Program. This certification is required of all contractors for contracts subject to the program. You must agree either to PAY, PLAY or BOTH for all covered employees. If selecting BOTH, the Contractor/Subcontractor may Pay on behalf of some covered employees and Play on behalf of the remaining covered employees.

The Prime/Subcontractor will comply with all provisions of the Pay or Play Program Requirements and will furnish all information and reports requested to determine compliance of the Pay or Play Program (See Executive Order 1-7 for the terms of the Pay or Play program).

The Prime/Subcontractor may agree to "Pay" \$1.00 per hour for work performed by covered employees under the contract with the City. If independent contract labor is utilized the Contractor/Subcontractor agrees to report hours worked by the independent contract laborer and pay \$1.00 per hour for work performed.

The Prime/Subcontractor may agree to "Play" by providing health benefits to each covered employee. The health benefits must meet the following criteria:

- The employer contributes no less than 75% of the total premium costs per covered employee per month toward the total premium cost.
- The covered employee contributes, if any amount, no greater than 25% of the total monthly premium costs.

Please select whether you choose to:

Pay	Play	Both
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Prime/Subcontractor will file compliance reports with the City, which will include activity for covered employees subject to the program, in the form and to the extent requested by the administering department. Compliance reports shall contain information including, but not limited to, documentation showing employee health coverage and employee work records.

Note: The contractor is responsible to the City for compliance of covered employees of covered subcontractors.

Please indicate the estimated number of:	PRIME	SUB
Total Employees on City Job		
Covered Employees		
Non-Covered Employees		
Exempt Employees		

I hereby certify that the above information is true and correct.

Please Sign

Date


Please Print Name & Title

Form POP-2


OBO - 01/23/2020

POP-2 FORM

(REQUIRED BY PRIME AND SUB)



City of Houston Pay or Play Program Participating Subcontractors



Prime Contractor: _____

Project Number/Description: _____

POP Contact Person: _____

Address: _____

Email: _____

Phone: _____

Note: Include ALL subcontractors (use additional form if necessary)

Subcontractor Name	Supplier Y/N?	Amount of Subcontract	Check One				Contact Person	Phone	Email Address	Mailing Address
			Pay	Play	Both (Pay and Play)	N/A				

*If the above information is found to be submitted fraudulently with the intent to bypass or deceive the purpose of the Pay or Play Program the contractor will be held liable for all compliance requirements from the inception of the contract. All subcontracts that surpass the \$200,000.00 threshold will be responsible for Pay or Play compliance from the inception of the contract.

Affidavit

I hereby solemnly affirm, certify and confirm that the total sub-contract value stated above is the final value of the contract (*) including all material costs, fuel, payroll, taxes, fees, profit sharing, labor or any payments in relation to the contracted work and no separate payment or contract has been made for the sub-contract under contract no. _____. The above sub-contract value includes all the costs related to work under the contract. The contractor and sub-contractor(s) agree to inform the Office of Business Opportunity of any related cost(s) added to the contracted work and re-submit POP-3 with the current value of the sub-contract. I understand that compliance with "Pay or Play" program is mandatory and nothing has been hidden to circumvent the program requirements.

Contractor Authorized Representative & Title
Name & Signature

Date

Form POP-3

OBO - 01/23/2020

POP-3 Form (Required by Prime and Sub)





General Services
Department (GSD)
Contract Compliance
Officer

Shantra Wilson, CTCD

Contract Compliance officer

GSDPayorPlay@houstontx.gov

Office: 832.393.8123