
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

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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

AS97721A7EB34FB
Richard Vella
Assistant Director
Real Estate, Design & Construction Division
General Services Department

DATED: 8/6/2025

 DS

 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 Rono	TURNER	281.389.2319	ARON@TACO.COM	
Matt Benkey	White	281.435.7625	matth@whiteconst.com	
Mark Elpers	SKANSKA	212-459-3901	mark.elpers@skanska.com	
Jessica Foster	White	316.892.6093	jessica.foster@whiteconst.com	
Helen Callier	Bradline LLC	281.312.9981	helen@bradline.com	
David Ladeau	Manhattan	346.409.6803	DAVIDL@MANHATTANCONSTRUCTION.COM	
Bob Gutierrez	Houston Construction Services	832.444.8300	Bob@HoustonConstructionServices.com	
Joe Mendyk	Spanwise	281-755-8163	Joe.Mendyk@Spanwise.com	
Alex Skotnicki	CLARK	832.570.7610	Alex.Skotnicki@CLARKCONSTRUCTION.COM	
Bar Brown	TACSON	832-493-1615	bar@tacson.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

Printed Name	Company	Phone	Email	Signature
Elizabeth Martin	Horizon	713-4660-8282	emartini@horizon.com	
Hunter Lucy	STEAVES	832-544-5581	hunter.lucy@steaves.com	
Ashley Gonzalez	GWMA C	737-381-9632	ashley.gonzalez@tectech.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

Printed Name	Company	Phone	Email	Signature
Matthew Baker	STANGLASS	281-214-0173	matthew.baker@spauldingglass.com	
LEA EDWARDS	Hensel Phelps	401-492-9178	lewardschen@phelps.com	
Elizabeth Stemerac	Satterfield & Pontikes	713-498-1611	estemerac@satterpan.com	
Keegan Myers	Bellows Construction	512-659-4630	kmyers@wsbellows.com	
Morgan Diborde	Flintco	713-822-5000	morgan.diborde@flntco.com	
CALEB KENORICK	Hensel Phelps	986-203-6008	ckenorick@henselphelps.com	
Shantia Wilson	GBD Corp	832-393-8123	shantia.wilson@horstente.com	
Brian Bechtel	Horae	713-244-2201	bbenefiel@horae.com	
Emmanuel Giron	Market Strategic (co-ops)	713-517-4910	eguerrero@market-consulting.com	

MUNICIPAL COURT DEPARTMENT REPLACEMENT FACILITY

**PRE-PROPOSAL MEETING
AUGUST 5, 2025**



Committed to Justice,
Equality and Service

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

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

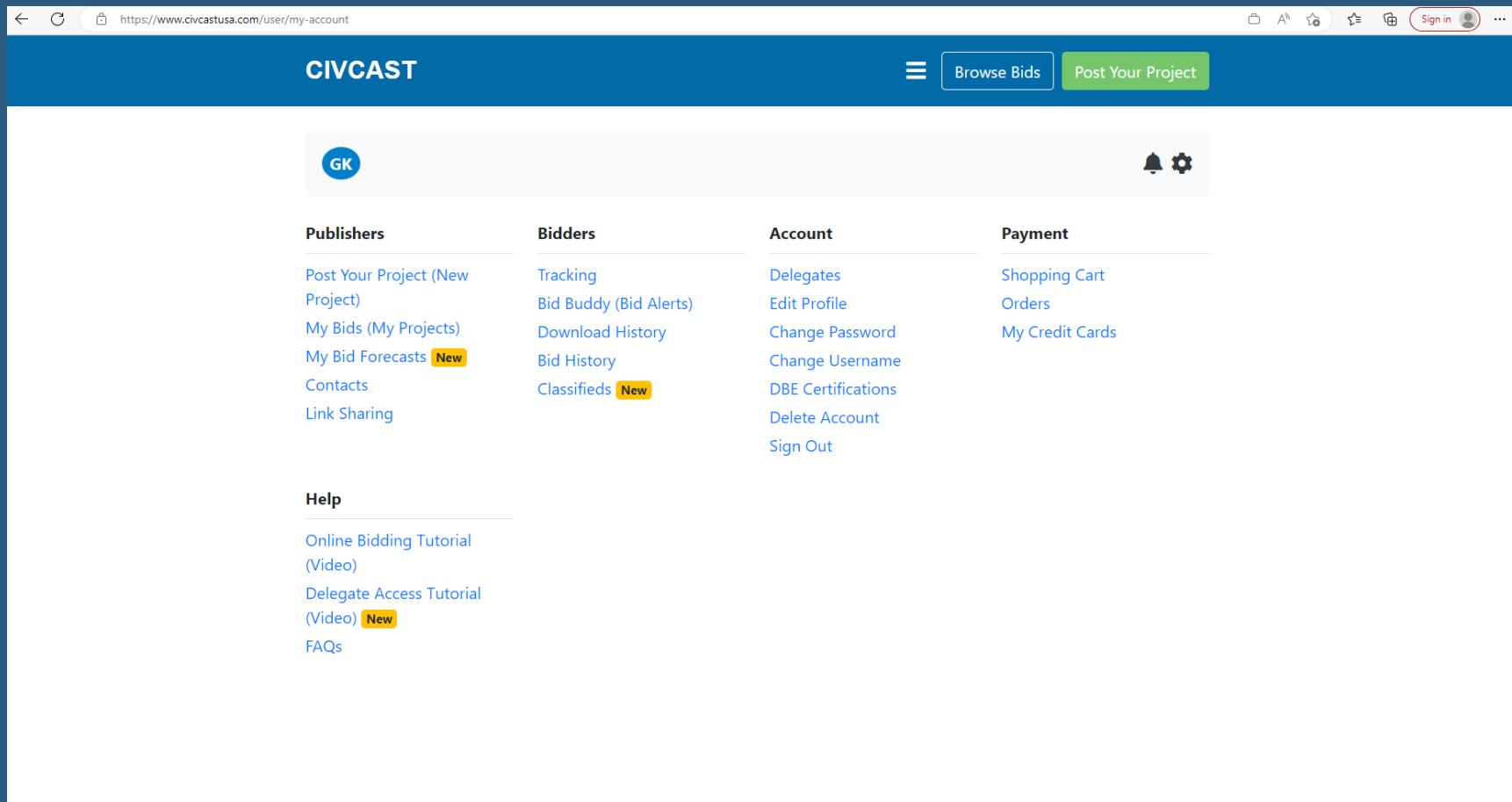


Get Free Access to The Bid Management Accelerator

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



The screenshot shows the CIVCAST user account interface. At the top, there is a navigation bar with a back arrow, a search bar containing the URL <https://www.civcastusa.com/user/my-account>, and various browser icons. The CIVCAST logo is on the left, and a sign-in button is on the right. Below the navigation bar is a main content area with a user profile placeholder (GK) and a notification/gear icon. The content area is organized into four columns: Publishers, Bidders, Account, and Payment. Each column contains several links. The Publishers column includes Post Your Project (New Project), My Bids (My Projects), My Bid Forecasts (New), Contacts, and Link Sharing. The Bidders column includes Tracking, Bid Buddy (Bid Alerts), Download History, Bid History, and Classifieds (New). The Account column includes Delegates, Edit Profile, Change Password, Change Username, DBE Certifications, Delete Account, and Sign Out. The Payment column includes Shopping Cart, Orders, and My Credit Cards. At the bottom left, there is a Help section with links to Online Bidding Tutorial (Video), Delegate Access Tutorial (Video) (New), and FAQs.

Publishers	Bidders	Account	Payment
Post Your Project (New Project)	Tracking	Delegates	Shopping Cart
My Bids (My Projects)	Bid Buddy (Bid Alerts)	Edit Profile	Orders
My Bid Forecasts New	Download History	Change Password	My Credit Cards
Contacts	Bid History	Change Username	
Link Sharing	Classifieds New	DBE Certifications	
		Delete Account	
		Sign Out	

Help

[Online Bidding Tutorial \(Video\)](#)

[Delegate Access Tutorial \(Video\) New](#)

[FAQs](#)

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

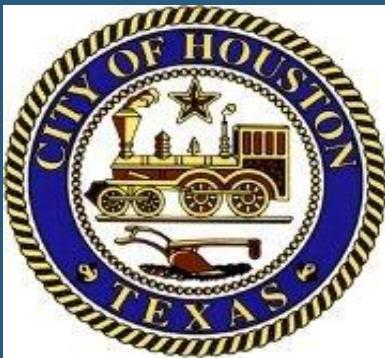
HPD HQ FIRE/SMOKE DAMPER REPLACEMENT

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





EDUCATE. CONNECT. GROW.

Hurricane Harvey Municipal Courts CMAR

August 5, 2025

Presented by:
Tifney M. Scott
Procurement Specialist



John Whitmire

Mayor

Cylenthia 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.



CITY OF HOUSTON OFFICE of BUSINESS OPPORTUNITY

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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.

<ShortPrjName>
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 a Request for Good Faith Efforts ("RGGF") under Document 00470, a Plan of Deviation from the Goal (Document 00472), and submitting documentation evidencing their "Good Faith Efforts," as required by the City of Houston's Good Faith Efforts Policy (Document 00608). The City will review the Participation Plan and Good Faith Efforts at the time of bid opening. Visit <http://www.houstontx.gov> for more information.

CITY Advertised 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 certification. 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"/>	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"/>	

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:

Company Name: _____ Date: _____

Phone: _____ Email: _____

<>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.

[Short Project Name] WBS No. [WBS No.]		PRE-BID GOOD FAITH EFFORTS	
Document 00471			
PRE-BID GOOD FAITH EFFORTS			
Bidder Name: _____		Project Name _____	
<p>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).</p> <p>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.</p> <p>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.</p>			
NAICS Code	Plan Item No.	MWSBE Type of Goal	Certified Firm Name, Address, Phone No. and E-Mail
		<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"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE	
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).

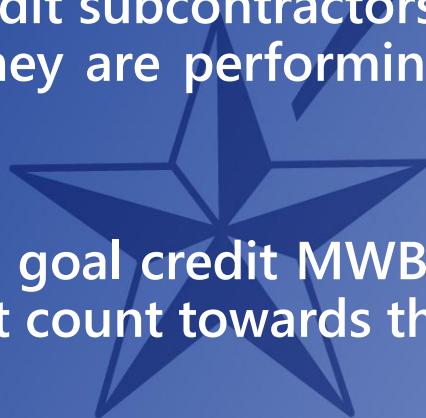
Once a goal type for participation is selected (MBE or WBE), the MWBE Prime's participation credit will be capped at the proposed percentage or the advertised goal, whichever is lower.

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.



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.



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Thank You.

Connect With Us:



@HoustonOBO



@HoustonOBO



@Houston_OBO



@HoustontxOBO



John Whitmire

Mayor

Cylenthia 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

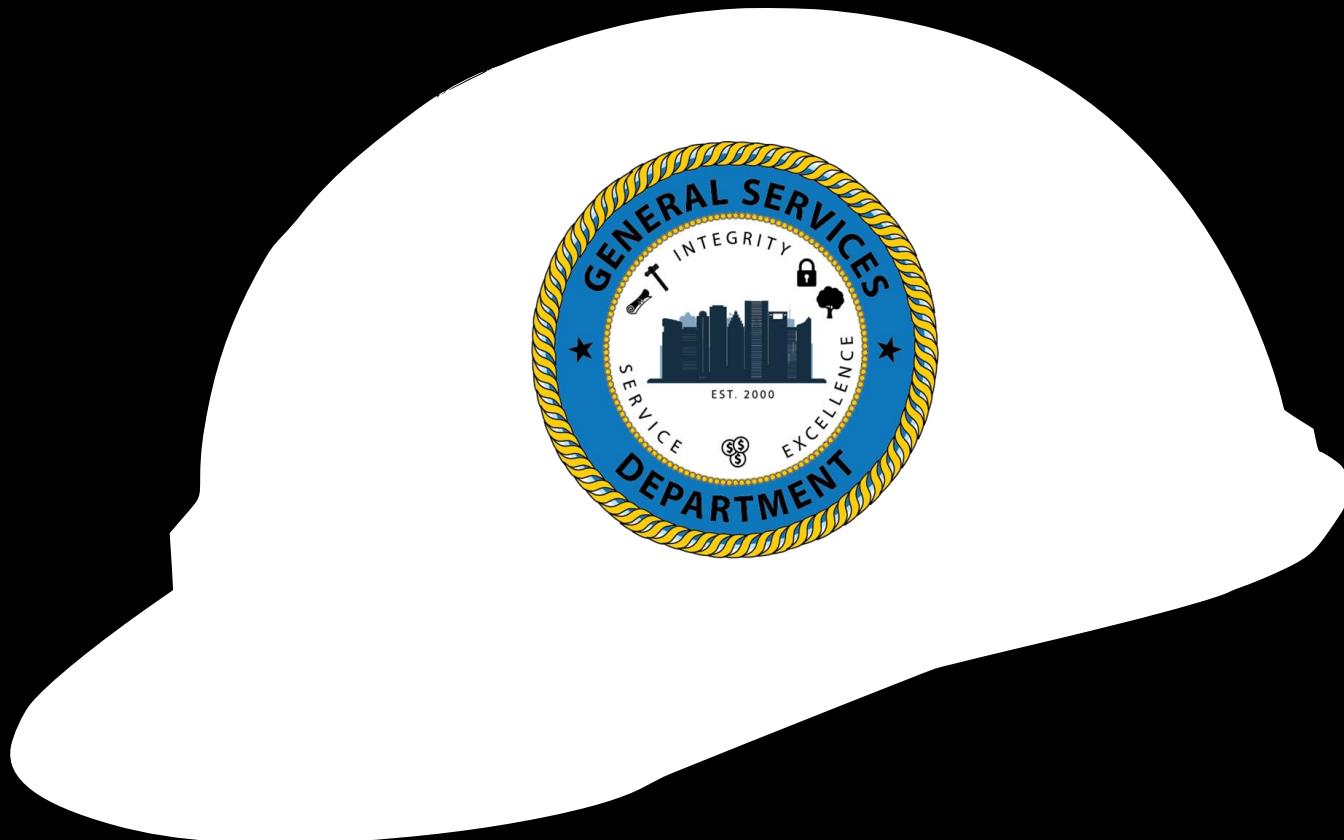
CONTRACT COMPLIANCE OFFICER

GENERAL SERVICES DEPARTMENT

900 BAGBY 2ND FLOOR

HOUSTON, TX 77002

Mayor | John Whitmire
Director | CJ Messiah



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

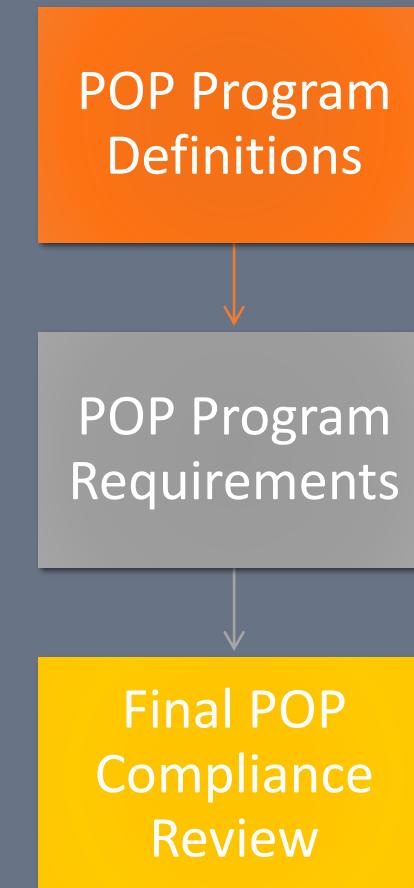
Project Manager – Greg Kieschnick

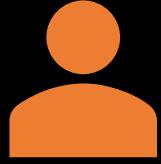
August 05, 2025

Time: 2:30 pm – 3:30 pm

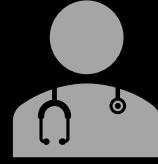
MS Teams Meeting

Discussion Topics





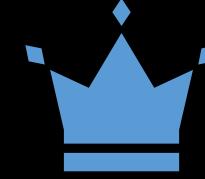
Office of Business Opportunity
oversees the POP Program



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

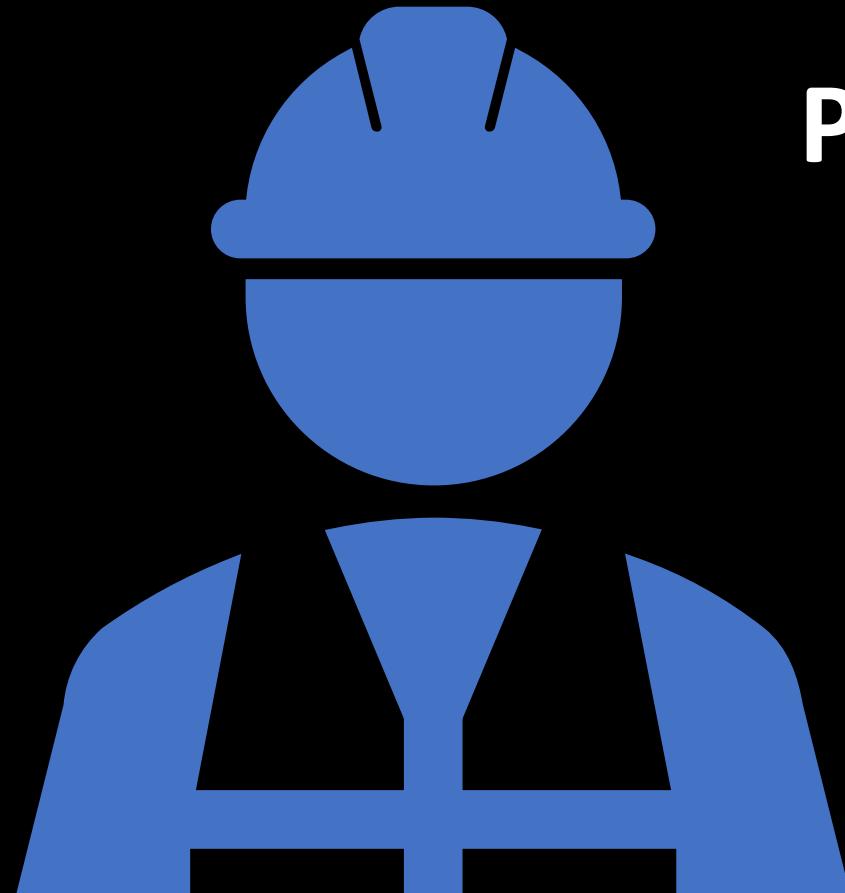
Supply / Procurement contracts (**51% or more rule**)

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/obo/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																
<p>Prime Contractor: _____ Subcontractor: _____</p> <p>Address: _____</p> <p>Outline Number: _____ Contract Amount: \$ _____</p> <p>Project Name: [Legal Project Name]</p> <p>Contracting Department: _____</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>The Prime/Subcontractor may agree to "Play" by providing health benefits to each covered employee. The health benefits must meet the following criteria:</p> <ul style="list-style-type: none"> - 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. <p>Please select whether you choose to:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Pay</td> <td style="text-align: center;">Play</td> <td style="text-align: center;">Both</td> </tr> </table> <p>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.</p> <p>Note: The contractor is responsible to the City for compliance of covered employees of covered subcontractors.</p> <p>Please indicate the estimated number of:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Total Employees on City Job</td> <td style="text-align: center;">PRIME</td> <td style="text-align: center;">SUB</td> </tr> <tr> <td style="text-align: center;">Covered Employees</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">Non-Covered Employees</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">Exempt Employees</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </table> <p>I hereby certify that the above information is true and correct.</p> <p>Please Sign _____ Date _____</p> <p>Please Print Name & Title _____</p>			Pay	Play	Both	Total Employees on City Job	PRIME	SUB	Covered Employees			Non-Covered Employees			Exempt Employees		
Pay	Play	Both															
Total Employees on City Job	PRIME	SUB															
Covered Employees																	
Non-Covered Employees																	
Exempt Employees																	

POP-2 FORM

(REQUIRED BY PRIME AND SUB)

488CED

**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 costs(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 _____ Date _____

Name & Signature _____

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