
ADDENDUM

Document 00910

ADDENDUM NO. 3

Date of Addendum: August 13, 2025

PROJECT NAME: Municipal Court Department - Replacement Facility

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

PROPOSAL DATE: August 28, 2025

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.

CLARIFICATIONS

Question 1: Is there an overall page limit for the proposal? As we begin preparing our submission, we've identified a few areas where a visual enhancement—such as an organizational chart or a brief cover letter—might help clarify our response. That said, we understand how content-rich these proposals already are and want to ensure we're aligning with your expectations, rather than adding anything unnecessary or outside the preferred format.

Answer: Instructions to submit the proposal are in Section 4, but a cover letter is acceptable.

Question 2: I don't see where you are requesting the CMAR to submit a Preconstruction Fee with this response. Do you want us to submit a preconstruction fee at this time or will that be negotiated before a contract is issued?

Answer: Preconstruction fee will be negotiated before a contract is issued.

Question 3: The way I read article 6.16 the Bid Bond is not required at this time but will be required before entering into a contract. Is this correct?

ADDENDUM

Answer: You are correct.

Question 4: We are seeking clarification regarding the completion of MWBE Forms 00470, 00471, and 00472 as part of the CMAR RFP submission for the D-160010-0001-4 COH Municipal Court Replacement project. Given that this is a CMAR pursuit and pricing is not being submitted at this stage, how are we expected to complete Form 00470 (MWSBE Participation Plan), especially since subcontractor and scope information will not be available until after award, when we proceed to market? Additionally, could you please advise what specific information is required to be completed on Forms 00470, 00471, and 00472 as part of the RFP submission at this stage of the process?

Answer: Document 00470 is required to be submitted during the GMP process. These documents are not required for submission of your proposal.

Question 5: The RFP requests information on Preconstruction Services and approach, however there is no Preconstruction Fee being requested within the Fee Proposal section. Please advise if preconstruction service fees will be developed post-award, or when these will be established.

Answer: Preconstruction fee will be negotiated before a contract is issued.

Question 6: Project Scope

- i. You state 550 Parking Spaces and 130,000 – 140,000 SF but this is insufficient information on which to base our proposal and fees.
- ii. Are there any Renderings or Drawings that tell use the following:
 1. Podium Garage? How many levels?
 2. How many floors? What is the standard floor plate area?
 3. Existing Building Demolition Scope?
 4. Existing Tunnel Demolition Scope?
 5. Enabling Projects?

Answer: The design team is in the process of finalizing the space program, so I do not have any renderings or drawings to publish at this time. Concerning your other questions, see below:

1. Courts building, podium style with parking underneath. Parking garage constructed after existing courts building is demolished. Blocking and stacking diagrams are not finalized.
2. This has not been finalized.
3. Demolish entire building including basement and any abatement.
4. Cap existing tunnel at the court's footprint.
5. In general, only work associated with this project.

Question 7: Logistics Plan & Phasing?

Will there be a site walk to highlight site constraints &

ADDENDUM

opportunities? We highly recommend a site walkthrough to understand the existing conditions. We also request the design team to be present to answer any questions we all may have.

Answer: See Addendum #2

Question 8: Project Schedule

- i. The RFP states a 39-month overall construction schedule. In the Pre-Proposal meeting you stated the new building would be twenty (20) months.
- ii. What makes up the delta between the 39 Months in the RFP and the 20 Months in the Pre-Proposal meeting?
 1. We assume the abatement and demolition of the Existing Building and Tunnel is part of the delta.
 2. We assume there are some enabling projects that are required to construct the new building and demo the old.
- iii. Please clarify the schedule/phasing for the project based on the comments above.

Answer: The remaining duration of the schedule involves relocating judges and staff into the new building, network communications crossover, and other items related to moving tenants. In addition, the existing court building will need to be abated and demolished, and a new parking structure constructed.

Question #9: Permitting Schedule

- i. You show one year (12 Months) for permitting. It was discussed in the Pre-Proposal meeting that this duration would be reduced. Please advise on the duration of permitting. We are assuming three (3) months under current experience with COH.

Answer: The actual length of permitting will be determined by collaboration between the various project teams.

Question 10: Exhibit G – FEMA Requirements/Involvement? (e-verify, Project Involvement, Reporting/Audit Requirements, etc.)

- i. Dealing with FEMA Requirements has an impact on the size of staff for the project, etc. We are requesting the exact requirements that we will need to comply with in the way of an Exhibit or specifications. Please confirm we are to comply with the contract as shown in the RFP and that COH will be reporting to FEMA. Please confirm we will have no direct communication with FEMA for this project.

Answer: The CMAR will have no direct contact with FEMA nor will the CMAR report directly to FEMA. CMAR to comply with draft contract as shown in

ADDENDUM

the RFP.

Question 11: Liquidated Damages Requirements (Amount)? Nothing listed in the Contract or the RFP.

Answer: See Addendum #2.

Question 12: Construction Phase Fee for Change Orders? (10%/0%, 10%/0%, 10%/5%) – Need an interpretation (Aggregate of Sub and GC or normal?)
Here is the language I am asking you to clarify for me. See examples below to assist you in our interpretation of the change order.

	Overhead	Profit
to Contractor for change in the Work performed by Subcontractors:	10 percent	0 percent
to first tier Subcontractors for change in the Work performed by its Subcontractors:	10 percent	0 percent
to Contractor and Subcontractor for change in the Work performed by their respective firms:	10 percent	5 percent

Example 1

Change involves subcontractor for \$20,000 (No-Mark), the total amount for the change order would be as follows:

- Subcontractor = \$20,000
- Subcontractor Overhead (10%) = \$2,000
- Subcontractor Profit (5%) ($\$20,000 + \$2,000 = \$22,000$) = \$1,100
- CMAR Fee (2.95%) = \$681.45
- Total Change Order = \$23,781.45 (Rounding to \$23,781)

Example 2

Change involves 1st Tier subcontractor for \$20,000 (No-Mark), the total amount for the change order would be as follows:

- 1st Tier Subcontractor = \$20,000
- 1st Tier Subcontractor Overhead (10%) = \$2,000
- 1st Tier Subcontractor Profit (5%) ($\$20,000 + \$2,000 = \$22,000$) = \$1,100
- Subcontractor Overhead (10%) = ($\$20,000 + \$2,000 + \$1,100 = \$23,100$) = \$2,310
- CMAR Fee (2.95% of \$25,410) = \$749.60

ADDENDUM

- Total Change Order = \$26,159.60 (Rounding to \$26,160)

Answer: In general, a correct interpretation except any profit is based on cost only.

Question 13: The issued PPT presentation for the prebid identifies construction as 20 months. The RFP document in section 2.2 shows February 2028 through April 2031, which is over 38 months. Which is correct?

Answer: The new building is 20 months. The remaining duration of the schedule involves relocating judges and staff into the new building, network communications crossover, and other items related to moving tenants. In addition, the existing court building will need to be abated and demolished, and a new parking structure constructed.

Question 14: Also, Preconstruction is shown to end January 2027. And permitting takes place from February 2027 through January 2028 for a full year. What is to occur during this 1 year period? Is this continuation of preconstruction?

Answer: The actual length of permitting will be determined by collaboration between the various project teams.

Question 15: Are there any drawings available prior to the job walk?

Answer: Drawings of the existing court's building will not be furnished during the RFP process.

END OF ADDENDUM NO. 3

DocuSigned by:


Richard Villa
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DATED: 8/15/2025

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

 
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