

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

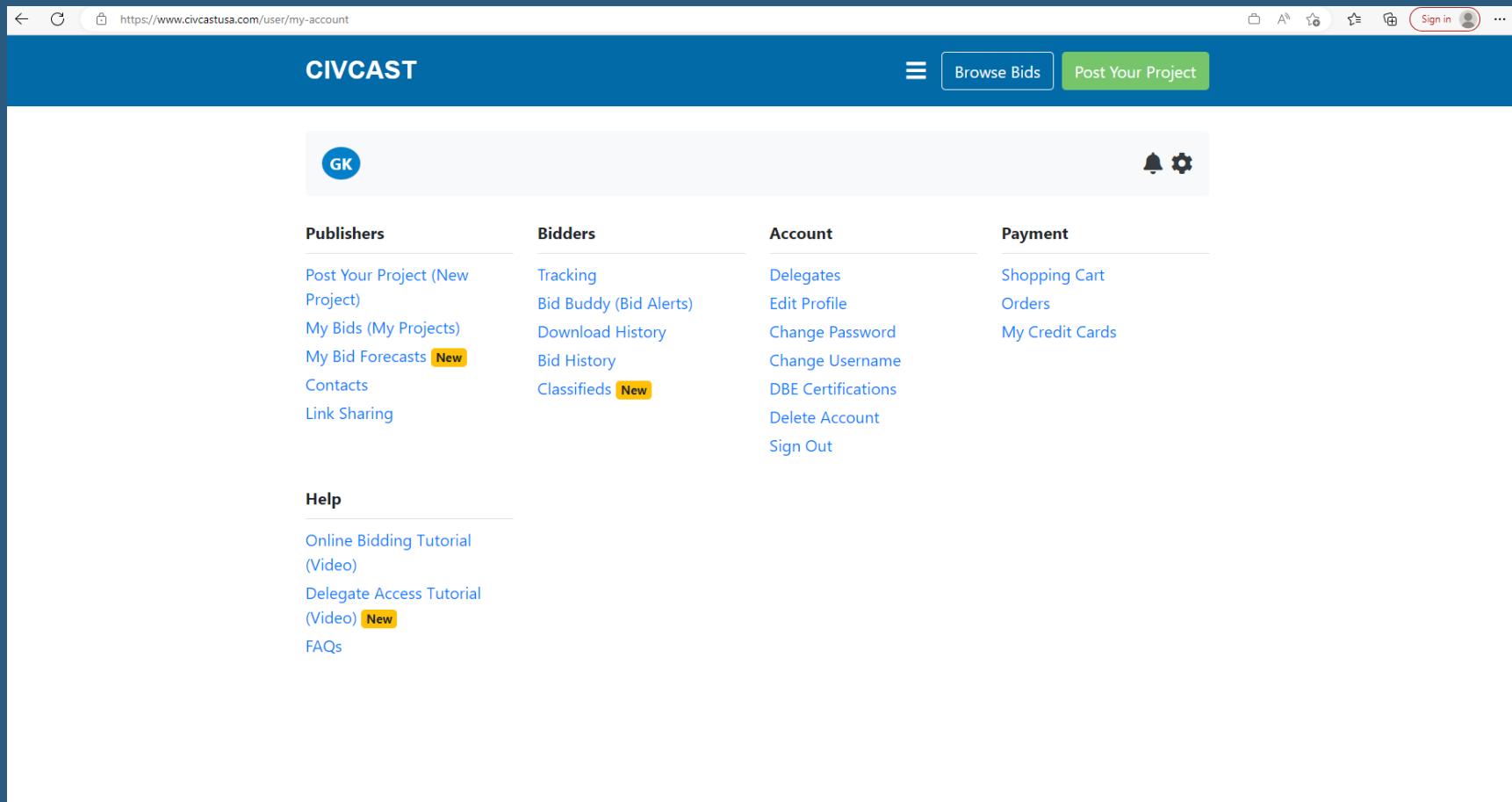


Get Free Access to The Bid Management Accelerator

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 button, 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 header with the text "CIVCAST" and three navigation buttons: "Browse Bids", "Post Your Project", and a menu icon.

The main content area is a grid of links:

| 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 <small>New</small> | Download History | Change Password | My Credit Cards |
| Contacts | Bid History | Change Username | |
| Link Sharing | Classifieds <small>New</small> | DBE Certifications | |
| | | Delete Account | |
| | | Sign Out | |

Below the grid, there is a "Help" section with links:

- [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

