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## ADDENDUM

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### ADDENDUM NO. 2

Date of Addendum: 5/01/2025

PROJECT NAME: GSD – HHD – HPARD – RFQ for Professional Services Multiple Locations

PROJECT NO: WBS: H-00093-0001-3-01, H-000138-0001-3-01, H000423-0001-3 -01, H-000424-0001-3-01, F-000869-0001-3-01, F-000974-0001-3-01

SUBMITTAL DATE: Thursday, May 08, 2025 (There is no change to the Submittal Date.)

FROM: City of Houston, General Services Department  
900 Bagby, 2nd Floor, City Hall Annex  
Houston, Texas 77002  
Attn: Mauricio Perez, 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.

### RESPONSES TO QUESTIONS

**Q1. The CoH GSD - HHD - HPARD RFQ for Professional Architectural Services specifically requests qualifications from MEP, Structural, and Civil consultants. Do you want us to include any additional consultants on Item 4.10 Proposed Design Team Consultants, such as Landscape Design, etc.?**

A1. No, the RFQ requests the comprehensive design team consultants to evaluate the respondents' qualifications. Additional subconsultants may be required later during the design phase. However, these additional subconsultants are not part of the criteria selection.

**Q2. I wanted to see if this RFQ was only sent to a prequalified list of architects or if it is open to all.**

A2. The advertisement is open, please use the following link to access to civcast: <https://www.civcastusa.com/user/project/67f82259630edc9859c7429d/dashboard>

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**Q3. Can you please confirm if the Prime firm counts towards the MWBE compliance goal?**

A3. If the Prime is certified as a MBE or WBE they may utilize themselves for up to 50% of the total goal. The certified prime must provide a commercially useful function towards the participation and must list themselves on the MWBE Participation Plan.

**Q4. Are we required to use the City's provided forms as-is, or are we allowed to recreate them in our own format while maintaining all requested content and structure?**

A4. Yes, the forms provided in the RFQ are a requirement, do not deviate or alter the format otherwise it could take points away from the evaluation criteria

**Q5. If our team has the in-house capacity to perform all required services, are we still expected to meet the MWBE participation requirements, or would this requirement be waived?**

A5. MWBE goals are different for each project in the advertisement, goals are a requirement and cannot be waived.

**Q6. Can you clarify if firms are able to express interest in only one portion of the RFQ for Professional Architectural Services for Multi-service Center & Community Centers? Specifically, if we are only interested in submitting qualification for the new construction community centers? Is it really all or nothing?**

A6. Depending on the statement of qualification submitted by the proposer, it will be evaluated accordingly. Therefore, submit a strong statement of qualifications for the interested projects category whether renovation or new construction. It is encouraged to submit for both categories.

**Q7. Could you please clarify whether the POP Forms 1–3 need to be completed by each consultant individually, or if only the respondent is required to submit them?**

A7. For Pay or Play (POP) compliance, the requirement typically applies to each firm or entity entering into a contract with the City (or relevant public entity), not just the primary respondent. So:

- If each consultant will have a direct contract with the city, each must submit POP Forms 1–3 individually.
- If the consultants are subconsultants under a single respondent, typically only the prime consultant (respondent) is required to submit the POP Forms, but they must list all subconsultant and indicate whether each is covered under Pay or Play obligations.

The respondent is usually responsible for ensuring the entire team is compliant with the POP program, even if only the prime consultant submits the actual forms.

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**Q8. In section 4.10 Proposed Design Team Consultants, since the RFQ lists multiple projects with multiple how you prefer for us to fill out the 'Approximate % of Work on this Project' column? Should we list out the % for each project or label them as TBD for later evaluation?**

A8. Please provide a total of 6 tables, one for each project for section 4.10 - proposed design team consultants, this way the percentage would adjust accordingly for each project.

END OF ADDENDUM NO. 2

In behalf of:

(DK:  )

DocuSigned by:

Richard A. Vella

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DATED: 5/1/2025

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

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