

## ADDENDUM

Document 00910

### ADDENDUM NO. 1

Date of Addendum: 3/19/2025

PROJECT NAME: Task Order Contract for Professional Landscape Architectural Consultant Services

PROJECT NO: F-000675

SUBMITTAL DATE: March 27, 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: Jessica Bacorn, Project Manager

TO: Prospective Respondents

This Addendum forms a part of the RFQ Documents and will be incorporated into the Contract, as applicable. Insofar as the original RFQ published documents are inconsistent, this Addendum governs.

*This Addendum uses the change page method: remove and replace or add pages, as directed in the change instructions below. Change bars ( | ) are provided in the outside margins of pages from the Request for Qualifications to indicate where changes have been made.*

### REQUEST FOR INFORMATION (RFI) SUBMITTED BY RESPONDENTS

**Item 1.** Add the attached in response to the RFI's submitted by the Respondents related to the RFQ.

**Item 2.** Remove Section 4.8 from the RFQ in its entirety and replace with Section 4.8 attached to this Addendum.

END OF ADDENDUM NO. 1

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DocuSigned by:

Richard A. Vella

(LJ: ) A597721A7EB34B6...

DATED: 3/19/2025

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

00910-1  
02-22-2022

**Task Order Contracting for Professional Landscape Architectural Services**  
**COH Request for Information Response – Addendum #1**

**QUESTION:**

**RESPONSE:**

<p>We noticed that the Statement of Qualifications (SOQ) form was only provided in PDF format. In the past we have seen Word versions of the form provided. Would it be possible to receive this form in Word format to facilitate completion? We understand from Section 4 that "response boxes can be expanded to fit more information" while maintaining the original table size, which would be easier to manage in an editable format.</p>	<p>The forms will not be provided in Word format to maintain consistency of criteria. The respondent can recreate the form at their own discretion, provided it meets the given requirements.</p>
<p>Regarding the MWBE Participation Goal of 18% referenced on the cover page and in Section 5.3: We understand the importance of this requirement. Given this is a task order contract without specific projects defined at this stage, we would like clarification on how to demonstrate our commitment to meeting this goal in our submission. The SOQ form does not appear to include a dedicated section for listing MWBE subconsultants or outlining our approach to meeting the 18% participation goal.</p>	<p>A form will be provided in the Draft Contract, in which the Respondent will acknowledge and confirm the MWBE Participation Goal required by the project.</p>
<p>a. The discussion at pre-RFQ meeting was not clear as I interpreted some the comment to the RFQ question that GSD wants unique, multiple task order contracts (that have multiple projects) And it TOC contract had to be completed by the time of the SOQ response.</p> <p>b. For example there are some firms who are actively engaged in TOC with COH GSD that are not yet expired, so if item (a) is the intent of the RFQ these firms would not be able to count their most recent TOC experience in the SOQ since it does not expire until the end of the current fiscal year in June of 2025.</p> <p>c. If the intent of the RFQ is only TOC finished contracts (three required) in the past 10 years you may inadvertently penalize most of the firms who are pursuing this RFQ despite some having significant COH GSD Parks experience.</p>	<p>The full TOC does not need to be complete; however, it was suggested that some of the individual projects within the selected TOC are completed. Current/active TOC's are acceptable.</p>

<p>a. There are four blank pages for construction administrator then one page that is labeled 4.8 but asks for another landscape designer project.</p> <p>b. In the pre-RFQ it was stated that there were 5 projects to be provided by the construction administrator</p> <p>c. Please clarify if this was a mistake</p>	<ul style="list-style-type: none"> <li>• In Section 4.8, all sheets should be labeled "Experience of Project Construction Administrator".</li> <li>• Replace Section 4.8 from the RFQ in its entirety with the revised Section 4.8 attached to Addendum #1.</li> </ul>
Can we include the following: cover page, transmittal letter, and appendix section with more details about our firm/team offerings?	Respondents may add additional pages at their own discretion. Added pages will not result in a higher score.
Can we re-create the tables in InDesign, or would you prefer that we add text to your pdf files? Can we add headers and footers to the pages with the tables?	Tables may be recreated at the respondent's discretion. Per the instructions in the SOQ, response boxes can be expanded to fit more information; however, the original overall table must remain the same size. SOQs will be scored based on the criteria requested.
The instructions for Section 4: Statement of Qualifications on page 9 of the RFQ states that "SOQs are to have clearly marked tabs that correspond to the sections of the RFQ." Since this is a digital submittal, do you want us to include divider pages in the PDF? Or does this refer to a physical submittal?	Clearly marked divider pages may be added to the SOQ, but are not necessary as each SOQ page is labeled.
On the Proposed Key Personnel table (Section 4.5, page 18 of the RFQ PDF), may we include more than one person in the Project LA/Designer and Construction Administrator roles to indicate capability for multiple concurrent projects? If we include more than one, may we add project sheets for them also?	<p>Regarding Section 4.5, 4.6, 4.7, &amp; 4.8:</p> <ul style="list-style-type: none"> <li>• Section 4.5 Proposed Key Personnel: <ul style="list-style-type: none"> <li>• Respondents should select one TOC representative person for Section 4.6 Experience of TOC Program Manager to manage this Task Order Contract.</li> </ul> </li> <li>• Respondents may choose to submit more than one representative for Section 4.7 Experience of Project Landscape Architect/Designer and Section 4.8 Experience of Project Construction Administrator to best represent the project type outlined in the description.</li> <li>• Additional project sheets should not be added. Added project sheets will not be scored.</li> </ul>
Please confirm that we do not need to submit names of our subconsultants.	Names of sub-consultants do not need to be submitted with the SOQ.

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WBS No. F-000675

**4.8 EXPERIENCE OF PROJECT CONSTRUCTION ADMINISTRATOR.** *Respondents should select a representative Park Renovation Project (including related infrastructure & park structures) under 5 acres with a minimum construction budget of \$500,000. These projects do not have to match projects in Section 4.3- Respondent's Experience. Recent projects completed within ten years or less. The response boxes can be expanded to fit more information; however, the original overall table must remain the same size.*

Project Type:	Park Renovation Project (including related infrastructure & park structures)		
Project Construction Administrator's Name:			
I. Project Name:			
Project Location:			
Year Construction Completed (month/year): <b>NOTE:</b> <i>If the project is not substantially completed at the time of submission, the respondent will be awarded <b>zero</b> points.</i>		Prime (yes or no):	
Construction Cost:		Project Acreage:	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Role:			
Names of Proposed Key Personnel Listed in Section 4.5 that Worked on this Design Project (if any):			
<i>Attach up to two pages of photographs behind this sheet.</i>			

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**4.8 EXPERIENCE OF PROJECT CONSTRUCTION ADMINISTRATOR (continued).** *Respondents should select a representative playground project with a minimum construction budget of \$300,000. Recent projects completed within ten years or less.*

Project Type:	Playground Project		
Project Construction Administrator's Name:			
II. Project Name:			
Project Location:			
Year Construction Completed (month/year): <b><i>NOTE: If the project is not substantially completed at the time of submission, the respondent will be awarded <b>zero</b> points.</i></b>		Prime (yes or no):	Renovation or New:
Construction Cost:		Age Group(s) Served:	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Role:			
Names of Proposed Key Personnel Listed in Section 4.5 that Worked on this Design Project (if any):			
<i>Attach up to two pages of photographs behind this sheet.</i>			

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**4.8 EXPERIENCE OF PROJECT CONSTRUCTION ADMINISTRATOR (continued).** Respondents should select a representative neighborhood multi-use park, with elements such as splashpads, trails, sportsfields, and site architectural work with a minimum construction budget of \$500,000, and a minimum project size of 5 acres. Projects completed within ten years or less.

Project Type:	Neighborhood Multi-Use Park, minimum 5 acres		
Project Construction Administrator's Name:			
III. Project Name:			
Project Location:			
Year Construction Completed (month/year): <b><i>NOTE: If the project is not substantially completed at the time of submission, the respondent will be awarded zero points.</i></b>		Prime (yes or no):	Renovation or New:
Construction Cost:		Project Acreage:	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Project Role:			
Names of Proposed Key Personnel Listed in Section 4.5 that Worked on this Design Project (if any):			
Attach up to two pages of photographs behind this sheet.			

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**4.8 EXPERIENCE OF PROJECT CONSTRUCTION ADMINISTRATOR (continued).** Respondents should select a new commercial outdoor leisure pool aquatics facility with a minimum construction budget of \$2,000,000. Projects completed within ten years or less.

Project Type:	Outdoor Aquatics Facility with Commercial Leisure Pool	
Firm Name:		
IV. Project Name:		
Project Location:		
Year Construction Completed (month/year): <b><i>NOTE: If the project is not substantially completed at the time of submission, the respondent will be awarded <b>zero</b> points.</i></b>		Prime (yes or no):
Construction Cost:		Pool Size (Gallons):
Name, Phone Number and Email of Owner's Representatives:		
Project Description:		
Services Provided:		
Names of Proposed Key Personnel Listed in Section 4.5 that Worked on this Design Project (if any):		
Attach up to two pages of photographs behind this sheet.		

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**4.8 EXPERIENCE OF PROJECT CONSTRUCTION ADMINISTRATOR (continued).** *Respondents should select a project which emphasizes design of park amenity structures, such as basketball pavilions, picnic pavilions, shade structure, restroom facilities, concession buildings, and/or pool bathhouses. Recent projects completed within ten years or less.*

Project Type:	Park Amenity Structures (as described above)		
Firm Name:			
V. Project Name:			
Project Location:			
Year Construction Completed (month/year): <b><i>NOTE: If the project is not substantially completed at the time of submission, the respondent will be awarded <b>zero</b> points.</i></b>		Prime (yes or no):	Renovation or New:
Construction Cost:		Limit of Work (Sq. Ft.):	
Name, Phone Number and Email of Owner's Representatives:			
Project Description:			
Services Provided:			
Names of Proposed Key Personnel Listed in Section 4.5 that Worked on this Design Project (if any):			
<i>Attach up to two pages of photographs behind this sheet.</i>			