

Document 00910

ADDENDUM NO. 3

Date of Addendum: 1-11-16

PROJECT NAME: Project Management Services Task Order Contract

PROJECT NO: D-000SAL-0001

SUBMITTAL DATE: January 14, 2016 (There is no change to the Submittal Date.)

FROM: City of Houston, General Services Department
900 Bagby, 2nd Floor
Houston, Texas 77002
Attn: James Reddington

TO: Prospective Respondents

This Addendum forms a part of the Request For Qualifications (RFQ) and it will be incorporated into the Contract, as applicable. Insofar as the original RFQ is inconsistent, this Addendum governs.

CHANGES TO REQUEST FOR QUALIFICATIONS (RFQ)

1. Revise 1 - RFQ PROCESS, section 1.2 SUBMITTAL INSTRUCTIONS as follows:

Remove: "Date: Thursday, December 17, 2015"
Replace with: "Date: Thursday, January 14, 2016"

2. Revise 1 - RFQ PROCESS, section 1.5 ADDENDA as follows:

Remove: "No Addendum will be issued later than noon on Monday, December 14, 2015, except Addenda with minor clarifications, withdrawing the RFQ, or postponing the Qualifications Submittal Date."
Replace with: "No Addendum will be issued later than on Monday, January 11, 2016, except Addenda with minor clarifications, withdrawing the RFQ, or postponing the Qualifications Submittal Date."

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3. Revise 1 - RFQ PROCESS, section 1.6 ESTIMATED RFQ TIMELINE as follows:

Remove: "Addenda Deadline: Noon, December 14, 2015
SOQ Submittal Date: 2:00pm, December 17, 2015
Anticipated Selection Date: January 2016
Contract Execution: March 2016"

Replace with: "Addenda Deadline: January 11, 2016
SOQ Submittal Date: 2:00pm, January 14, 2016
Anticipated Selection Date: February 2016
Anticipated Contract Execution: April 2016"

4. Revise 3 – EVALUATION PROCESS AND CRITERIA, section 3.2 EVALUATION CRITERIA FOR STEP ONE as follows:

Remove: "The Respondents may be disqualified, if the submittal is not complete, or the Respondent does not submit an MWBE plan (reference Section 1.2 of SOQ) that shows a good faith effort to 24% MWBE Goal. The MWBE plan must be included in Section 2, Proposed Design Team (Sub-Consultants) of the SOQ."

Replace with: "The Respondents may be disqualified, if the submittal is not complete."

5. Revise Request for Qualifications Packet Statement of Qualifications Form, Section 3.1 PROPOSED KEY PERSONNEL as follows:

Remove: "*List personnel proposed for this project. Include Program Principal, Program Manager, Project Manager(s), Contract Administrator(s), Cost Estimator(s), Scheduler(s), and/or Administrative support. Personnel in local offices are preferred.*"

Replace with: "*List personnel proposed for this project. Include Principal/Program Manager, Project Manager(s), Contract Administrator(s), Cost Estimator(s), Scheduler(s), and/or Administrative support. Personnel in local offices are preferred.*"

6. Revise Request for Qualifications Packet Statement of Qualifications Form, Section 3.2 as follows:

Remove: All references to "Project Principal".

Replace with: "Principal/Program Manager"

7. Revise Request for Qualifications Packet Statement of Qualifications Form, Section 3.3 Experience of Project Manager as follows:

Remove: All references to "Project Architect".

ADDITIONAL INFORMATION/CLARIFICATIONS

- **Q:** Can firms propose more roles/personnel than those requested in Standard Form Section 3.1 Proposed Key Personnel?
Re: Firms can propose multiple personnel for the roles listed in the RFQ. At this time, the City is not looking for roles other than those listed in the RFQ.
- **Q:** Standard Form Section 3.1 Proposed Key Personnel states, "Include Program Principal, Program Manager..." and the subsequent Section 3.2 Experience of Project Principal requests information for the Project Principal? Are these roles one in the same, and what is the City's preferred terminology for this role?
Re: Program Principal and Program Manager
- **Q:** Can firms propose more than one project manager?
Re: Yes.
- **Q:** Section 3.2 Evaluation Criteria for Step One states, "The Respondents may be disqualified, if the submittal is not complete, or the Respondent does not submit an MWBE plan (reference Section 1.2 of SOQ) that shows a good faith effort to 24% MWBE Goal. The MWBE plan must be included in Section 2, Proposed Design Team (Sub-Consultants) of the SOQ." Section 2 Proposed Design Team (Sub-consultants) does not appear to exist in the RFQ Standard Form. Please clarify where to include an MWBE Plan.
Re: MWBE participation goal is no longer required.
- **Q:** In the Standard Form, Section 2.1 Respondent's Experience has response boxes for three programs/projects. Please confirm if responses are limited to three program/project examples.
Re: Yes. Limit the firm's experience to three (3) programs/projects.
- **Q:** Please confirm that the response table for Section 3.4 Experience of Project Team Member should be duplicated and completed for each proposed project team member.
Re: Correct.

- **Q:** Please confirm that TRIRIGA Solutions software is the program being procured by the City of Houston for project management/facility management.
Re: This is incorrect. GSD is currently implementing/developing a project management system through Aurigo Software Technologies, Inc.
- **Q:** Is the \$1.2M a cap per year or for the total contract duration including option years?
Re: The contract limits are: up to 1.2M total; up to 3 years total.
- **Q:** If the same person can serve in two roles, is a separate role sheet (3.4) required for the same person or can we list two roles for a person on Form 3.4.
Re: You may list the two roles for a person on Form 3.4.
- **Q:** Regarding the forms listed on the last page we are to include in our submittal; do you need a Pay or Play form from the Prime and all subs, or just the Prime?
Re: Only the Prime.
- **Q:** In Section 3.4 for Project Team Member – Who does this to refer and should this sheet be included for each of the proposed staff other than the project manager?
Re: This section to for all other proposed team members not listed as Program Principal/Manager and Project Manager.
- **Q:** What is the size & type of individual projects to be assigned?
Re: This is on an as needed basis. The projects have not been determined. GSD Design and Construction works on projects that have a construction value range from \$1,500 to \$450K in the JOC program and a construction value range from \$500K to \$25M in the Major Projects and Parks Projects program.
- **Q:** If the MWBE is Prime, does that meet the 24% goal?
Re: No. The Prime cannot be used the MWBE goal.
- **Q:** Can the Program Manager & Project Manager be the same person?
Re: For the purposes of the RFQ submission. No the Program Manager and the Project Manager cannot be the same person.
- **Q:** In section 3.3 is this list of projects for the Program or Project Manager?
Re: Project Manager.

- **Q:** In section 3.1-Key Personnel; Are we allowed to add additional sheets for additional positions or only those listed at the top of the page?
Re: Submit only positions listed. Multiple personnel can be listed under the project manager(s) position.
- **Q:** Is a Construction Manager or Construction Administrator required/desired? Not listed as key personnel in 3.1.
Re: List these under Project Manager(s) section.
- **Q:** Are there any design services required or only design management?
Re: Only design management.
- **Q:** Will there be only one team selected?
Re: Yes.

END OF ADDENDUM NO. 3

(CRC:)  _____ DATE 1-11-16

Humberto Bautista, P.E.
City Engineer
General Services Department