

Document 00910

**ADDENDUM NO. 1**

Date of Addendum: 04/18/19

PROJECT NAME: Dixon Replacement Library

PROJECT NO: E-000228-0001-4-01-02

SUBMITTAL DATE: **Thursday, May 2, 2018**

FROM: City of Houston, General Services Department  
900 Bagby, 2<sup>nd</sup> Floor  
Houston, Texas 77002  
Attn: Michelle Delk, Project Manager

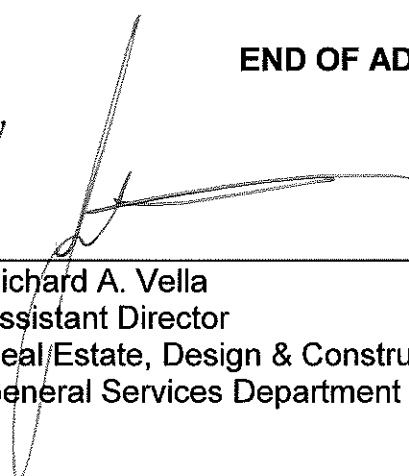
TO: Prospective Respondents

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.

**CHANGE IN SUBMITTAL DOCUMENTS**

Please replace Document 1 – RFP Process and Document 3 – Evaluation Process and Criteria with the attached documents. Time of day for submittal of Statement of Qualifications (SOQ) and Proposals remains the same.

**END OF ADDENDUM NO. 1**

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*med*  
  
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(CRC: med) Richard A. Vella  
Assistant Director  
Real Estate, Design & Construction Division  
General Services Department

04/18/19  
Date



**REQUEST FOR PROPOSALS  
FOR CONSTRUCTION MANAGER AT RISK SERVICES  
Project Name: Dixon Library Replacement  
Project Number: E-000228-0001-4-01-02**

**1 – RFP PROCESS**

**1.1 PURPOSE**

The City of Houston (City), General Services Department (GSD) is requesting Statement of Qualifications (SOQ) and proposals for the selection of a Construction Manager at Risk firm (CMAR) for this project.

The City anticipates retaining a CMAR to provide the Scope of Services outlined in Document 2 of this RFP. Those firms or joint ventures that participate in this RFP process will be referred to as "Proposers". The Proposers with significant experience in preconstruction and construction services on projects of similar characteristics will be given prime consideration for this project.

**1.2 SUBMITTAL INSTRUCTIONS**

Respondents shall submit:

1. In a sealed box labeled with the Proposer's name, name of the Project, and General Services Department include:
  - a. Six (6) hard copies and one (1) electronic copy (flash-drive) of the SOQ Submittals (see Document 4).
2. On the outside of the sealed box, attach a sealed envelope also labeled with the Proposer's name, name of the Project, and General Services Department and include:
  - a. One original proposal (see Document 5).

**Submittals with the proposal are due at the date, time, and location set out below. Late submittals will not be accepted.**

**Date:** Thursday, May 2, 2019  
**Time:** Accepted until 10:30 a.m.  
**Location:** City Secretary, 900 Bagby, Room P101, Houston, TX 77002

### 1.3 PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at the date, time, and location set out below. Attendance at the meeting is recommended, but not mandatory; however, meeting minutes will not be issued.

**Date:** Tuesday, April 23, 2019

**Time:** 10:30 a.m.

**Location:** City Hall Annex, 2<sup>nd</sup> floor, Room 242

### 1.4 QUESTIONS

Please email questions concerning this RFP to:

Richard A. Vella  
Assistant Director of Real Estate, Design & Construction  
General Services Department  
Email: [Richard.Vella@houstontx.gov](mailto:Richard.Vella@houstontx.gov)

c/o  
Michelle Delk  
Email: [Michelle.Delk@houstontx.gov](mailto:Michelle.Delk@houstontx.gov)

All questions must be submitted before **5:00 p.m. on Thursday, April 25, 2019.**

### 1.5 ADDENDA

All modifications or clarifications of this RFP will be issued in writing as an Addendum. Addenda will be posted at [www.houstontx.gov/generalservices/Advertisements](http://www.houstontx.gov/generalservices/Advertisements). Proposers may only rely on information set out in this RFP, as modified by Addenda. By submitting an SOQ, Proposers will be deemed to have received all Addenda.

No Addendum will be issued later than **Monday, April 29, 2019**, except Addenda with minor clarifications, withdrawing the RFP, or postponing the Submittal Date.

**1.6 ESTIMATED RFP TIMELINE**

Pre-Submittal Meeting:	10:30 a.m., Tuesday, April 23, 2019
Questions Deadline:	Thursday, April 25, 2019
Addenda Deadline:	Monday, April 29, 2019
Submittal Date:	10:30 a.m., Thursday, May 2, 2019
Council Date:	August 2019
Contract Notice to Proceed:	August 2019



**REQUEST FOR PROPOSALS  
FOR CMAR SERVICES  
Project Name: Dixon Library Replacement  
Project Number: E-000228-0001-4-01-02**

**3 – EVALUATION PROCESS AND CRITERIA**

**3.1 EVALUATION PROCESS AND CRITERIA**

An Evaluation Committee will review and evaluate the submittals as follows:

0. SOQ completed in accordance with instructions. ( 5 Points Maximum) – Reference Document 4 – SOQ
1. Proposer’s Experience (25 Points Maximum) – Reference Document 4 – SOQ, Section 1.1
2. Proposed Key Personnel’s Experience (30 Points Maximum) – Reference Document 4 – SOQ, Sections 2.1 – 2.4
3. Proposed Key Personnel’s Office Locations (5 Points Maximum) – Reference Document 4 – SOQ, Section 3.1
4. Safety (10 Points Maximum). Document 4 – SOQ, Section 4.1 requires proof of current Workers Compensation Modifier Rating from the National Council on Compensation Insurance.
5. Hire Houston First (5 Points Maximum). Document 4 - SOQ, Section 5.1 requires Proposer to confirm if firm is a “City Business Enterprise” or a “Local Business Enterprise” as designated by the City of Houston, as defined in the Code of Ordinances Section 15-176. Proposers designated a “City Business Enterprise” will receive **5 points**. Proposers designated as a “Local Business Enterprise” will receive **3 points**.
6. Proposal (20 Points Maximum) Reference Document 5

The apparent successful Proposer will be the Proposer that is most qualified based on the combined SOQ and proposal scores.

The City is working operating with an accelerated timeline in awarding this contract. If a Proposer is selected to make an Oral Presentation, Proposer must be prepared to make said presentation on or before May 9, 2019.