

Document 00910-CSP

ADDENDUM NO. 1

5/21/2021

Date of Addendum: _____

PROJECT NAME: Harwin Park

PROJECT NO: F-000708-0020-4

PROPOSAL DATE: June 24, 2021

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

CHANGE IN PROPOSAL DATE

The Proposal Date for this Project is changed from June 10, 2021 to June 24, 2021. Time of day and place for submittal of Proposal remains the same.


This Addendum uses the change page method: remove and replace or add pages, or Drawing sheets, as directed in the change instructions below. Change bars (|) are provided in the outside margins of pages from the Project Manual to indicate where changes have been made; no change bars are provided in added Sections. Reissued Drawing Sheets show the Addendum number below the title block and changes in the Drawing are noted by a revision mark and enclosed in a revision cloud.

CHANGES TO PROJECT MANUAL

PROPOSAL REQUIREMENTS

1. Document 00210CSP – Supplementary Instructions to Proposers. Replace in its entirety with attached.

END OF ADDENDUM NO. 1

DocuSigned by:

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DATED: 5/21/2021

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

Document 00210CSP

SUPPLEMENTARY INSTRUCTIONS TO PROPOSERS

The following Paragraphs modify Document 00200CSP - Instructions to Proposers. Where a portion of the Instructions to Proposers is modified or deleted by these Supplementary Instructions, the unaltered portions of the Instructions to Proposers remains in effect.

PARAGRAPH 2.0 – DEFINITIONS:

Add the following sub-Paragraphs to this Paragraph:

- P. Office of Business Opportunity (OBO): All references to Affirmative Action Contract Compliance Division (AACC) set forth in Document 00700 – General Conditions and in other documents of the Project Manual, shall refer to, and include, the Office of Business Opportunity.

- Q. Director: Director, General Services Department, City of Houston.

PARAGRAPH 3.0 – NOTICE TO PROPOSERS

Add the following sub-Paragraph to this Paragraph:

- C. The City will award this contract to a “Local Business”, as that term is defined in Section 15-176 of the City of Houston Code of Ordinances (“the Code”):
 - If the proposal of the Local Business is less than \$100,000 and is the lowest responsible proposal or is within 5% of the lowest proposal received, or
 - If the proposal of the Local Business is more than \$100,000 and is the lowest responsible proposal or is within 3% of the lowest proposal received, and
 - Unless the Director determines that such an award would unduly interfere with contract needs, as provided in Section 15-181 of the Code.

If there is no proposal of a Local Business that meets these criteria, the City will award the contract to the lowest responsible proposer.

PARAGRAPH 4.0 – REQUEST FOR COMPETITIVE SEALED PROPOSAL DOCUMENTS

Add the following sub-Paragraphs to this Paragraph:

- A. Add the following Paragraph A.1:
 - 1. All request for RFCSP documents should be sent to **Richard.Vella@houstontx.gov**; **cc: sara.krouskop@houstontx.gov**. All Addenda will be posted on the General Services website for your review.

D. Add the following Paragraph D.1:

1. Copies of the City Standard Specifications and Details may be acquired at no cost on the City's website
<https://www.houstonpermittingcenter.org/office-city-engineer/design-and-construction-standards>

E. Add the following sub-Paragraph E.1:

1. **Designation as a Hire Houston First City Business (CB) or Local Business (LB)**

To be designated as a City Business ("CB") or as a Local Business ("LB") for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a proposer or proposer must submit the **Hire Houston First Application and Declaration** to the Director of the Office of Business Opportunity and receive notice that the application has been processed and the appropriate designation (if any) is awarded, prior to the submission of a proposal or proposal. Proposers must show evidence of HHF designation (as applicable) prior to, or accompanying, the submission of a proposal or proposal.

The absence of a Hire Houston First designation does not preclude a business from proposing on City of Houston contracts.

Download the HHF Application and Declaration from the Office of Business Opportunity Webpage at the City of Houston e-Government Website, located at:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

or, delivered to:

Office of Business Opportunity
611 Walker, 7th Floor
Houston, Texas 77002.
Phone: (832) 393-0951
Fax: (832) 393-0646
hirehoustonfirst@houstontx.gov

PARAGRAPH 5.0 – EXAMINATION OF DOCUMENTS, SITE, AND LOCAL CONDITIONS

Insert the following sub-Paragraph:

- D. Add the following sub-Paragraph D.1:
 - 1. If work is to be performed in public right-of-way, the site may be examined at any time during daylight hours.

PARAGRAPH 9.0 – PREPARATION OF PROPOSALS

Add the following sub-Paragraph I to this Paragraph:

- I. For math errors the City encounters in analyzing Proposals, the following guidance will be used:

In the event of a conflict between:	The Proposal Price is:
1. Individual Unit Price and Extension of that Unit Price	Individual Unit Price times Estimated Quantity
2. A Unit Price extension and total of Unit Price Extensions	Sum of all Individual Unit Price Extensions
3. Individual Alternate and total of Alternates	Sum of all Individual Alternates
4. Individual subtotals for Stipulated Price, Base Unit Prices, Extra Unit Prices, Contractor Bonus, Cash Allowances, and Alternates; and the Total Proposal Price	Sum of Individual subtotals for Stipulated Price, Base Unit Prices, Extra Unit Prices, Contractor Bonus, Cash Allowances and Alternates

PARAGRAPH 10.0 – QUALIFICATION AND PROPOSAL SUBMISSION

Add the following sub-Paragraphs A.1 and A.2 to this Paragraph:

- A.1 City Secretary will receive Statement of Qualifications at 900 Bagby, Room P101, Houston, Texas until 10:30 a.m., local time on 05/06/2021.
- A.2 City Secretary will receive Proposals at 900 Bagby, Room P101, Houston, Texas until 10:30 a.m., local time on **06/24/21**.

PARAGRAPH 15.0 – PRE-SUBMITTAL MEETING

Add the following sub-Paragraphs A.1 and A.2 to this Paragraph:

- A.1 A Pre-Submittal Meeting will be held at 2 PM on 04/27/2021,
Microsoft Teams Meeting +1 936-755-1521,,17369330# United States,
Huntsville Phone Conference ID: 173 693 30#

- A.2 A Pre-Proposal Meeting will be held at 2 PM on 06/08/2021,
Microsoft Teams Meeting, +1 936-755-1521,,715517490# United States,
Huntsville Phone Conference ID: 715 517 490#

END OF DOCUMENT