

Document 00910

ADDENDUM NO. 1

Date of Addendum: 7/13/2020

PROJECT NAME: Houston Police Headquarters – Level 12, 24, 26 Office Renovation

PROJECT NO: G-000202

SUBMITTAL DATE: **Thursday, July 23, 2020** (No change)

FROM: City of Houston, General Services Department
900 Bagby, 2nd Floor
Houston, Texas 77002
Attn: Jared Lucher, Senior Project Manager

TO: Prospective Proposers

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

CLARIFICATIONS

Q1. Would it be possible to forward a copy of the floor plans (with sf or dimensions to scale) highlighting the areas on each floor that will be renovated?

A1. Existing floor plans for Level 12, 24, 26 have been made available via this addendum. Only select areas are to be renovated on Levels 12 and 24 but specific locations have not been finalized at this time. Level 26 is expected to be completely renovated.

Q2. If the proposal will be a joint venture, do both parties have to fill out the required Forms Campaign Finance 00452, Affidavit of Ownership 00455, and/or Pay or Play 00460?

A2. Yes.

Q3. Will the forms be available in word format upon request or are we responsible for working with the PDFs?

A3. These forms have been made available in word format via this addendum.

Q4. Can you share the participants who attended the virtual pre-proposal meeting?

A4. Yes, the pre-proposal meeting list has been included via this addendum.

Q5. Please confirm the scope of the structural work required for the project and the need to provide experience for a structural engineer per section 3.4.

A5. Structural engineer may be required to load check and ensure existing structure will not be compromised in any way as a result of this project. Specific examples that could affect would include floor coring for electrical/data or hanging of items overhead to the existing structure.

Q6. Was preliminary programming done previously to determine the projects square footage? What sort of functions are the user groups requiring?

A6. Yes. The user group would expect items typically seen in a current office set up. This includes private offices, workstations, breakrooms, conference and meeting rooms, and storage areas.

Q7. Per the project description, please confirm that we should anticipate managing all of the moving services and retain a move consultant if necessary? If so, will these services include the relocation of employee's personal items, computers, etc.?

A7. Confirmed. Moving services should be provided by the Design/Build team. This should include relocating employees' items.

Q8. Regarding furniture replacement noted in the project description, will full furniture services be requested from our team? This service would include an evaluation of the project's needs, sourcing, purchasing of new and installing.

A8. Yes.

Q9. Please confirm if all Information Technology, Cabling and Audiovisual design through purchase and installation will be included in our scope of work?

A9. Yes. It will be expected these items will be picked up as part of the construction scope of work.

Q10. Can you describe the program/use for the space on each floor?

A10. This has not been determined and is expected to be during the programming phase of design.

Q11. Can you explain what local context means? Page 46, section 4.1

A11. See revised 04 SOQ section 4.1, Knowledge and understanding of local context has been removed and will not be part of Project Approach.

Q12. What fee is to be submitted? Does pre-con fee include A/E fee?

A12. Fee to be submitted is for the Construction phase. The pre-con fee that will be negotiated with the apparent successful proposer will include pre-con and A/E fee.

Q13. Does the General Contractor and A/E Team submit separately, or does the General Contractor submit on behalf of both?

A13. General Contractor is to submit on behalf of both.

Q14. Will you please provide the General Conditions to review?

A14. Copy of the **Exhibit C - General Conditions** has been included via this addendum.

Q15. Are the elevators serving these spaces single or multi-tenant elevator lobbies?

A15. **Level 12 multi-tenant, Level 24 multi-tenant, Level 26 single tenant.**

Q16. Is there asbestos to be accounted for or has a study been completed?

A16. **Any asbestos that would need to be abated will be done outside of this project. The building has been studied and selective abatement has previously occurred throughout the building.**

Q17. How many floors will need total restroom renovations?

A17. **Level 26 restroom will need to be considered for renovation. It is not expected Level 12 or 24 restrooms to be renovated.**

Q18. Is the space existing build-out renovation or is any shell space included?

A18. **All spaces in this project are existing build-out, no shell space exist.**

Q19. Will the renovations on each floor be for single or multi-tenant?

A19. **Single tenant for each floor.**

Q20. Can a cover letter be included with the response?

A20. **Yes**

END OF ADDENDUM NO. 1

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DocuSigned by:

(CRC:)

Richard Vella

7/13/2020

Richard Vella

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DATE

Assistant Director, REDC
General Services Department