

Document 00910

**ADDENDUM NO. 1**

Date of Addendum: 12.28.2021

PROJECT NAME: *HPD – Property Room Roof Replacement*

PROJECT NO: WBS No. G-000128

SUBMITTAL DATE: January 13, 2022 (THERE IS NO CHANGE TO THE ORIGINAL DATE)

FROM: City of Houston, General Services Department  
900 Bagby, 2nd Floor, City Hall Annex  
Houston, Texas 77002  
Attn: Geoffrey Wheeler, Senior Project Manager

TO: Prospective Proposers

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

**SPECIFICATIONS**

1. Section 00202CSP – Evaluation Process and Criteria: Delete section entirely and replace with the attached file dated 12/29/2021

END OF ADDENDUM NO. 1

*FR* (TRC: *RV*)  
Richard Vella  
Assistant Director  
Real Estate, Design & Construction Division  
General Services Department

DATED: 12.28.21

Document 00202-CSP  
EVALUATION PROCESS AND CRITERIA

### 1.0 SUBMITTAL INSTRUCTIONS

Proposers shall submit six hard copies and one electronic copy (flash drive) of the Statement of Qualifications Submittals (see Section 00202A), in a sealed box labeled with the Proposer's name, name of the Project, and General Services Department.

Proposers shall also submit one original Fee Proposal (see Section 00410CSP), in a sealed envelope attached to the box. Envelope shall be labeled with the Proposer's name, name of the Project, and General Services Department.

### 2.0 EVALUATION PROCESS

The Proposers will be evaluated as follows:

**Step One:** Statement of Qualifications - An Evaluation Committee will review and evaluate Proposer's SOQ, based on the evaluation criteria set out below. Fee Proposal – The Project Manager will rank the fee proposals according to the criteria set out below. Proposers can receive up to 100 points for the SOQ and Proposal combined.

The highest scored Proposer will be awarded the Project.

### 3.0 EVALUATION CRITERIA

The SOQs will be evaluated as follows:

0. SOQ completed in accordance with instructions. (5 Points Maximum)
1. Proposer's Experience (30 Points Maximum)
2. Proposed Key Personnel's Experience (40 Points Maximum)
3. Safety (5 Points Maximum). Document 00202A – SOQ, Section 3.1 requires proof of current Workers Compensation Modifier Rating from the National Council on Compensation Insurance.
4. Hire Houston First (5 Points Maximum) see section 4.0 below.
5. Fee Proposal (15 Points Maximum)

00202CSP  
06-20-2019

#### **4.0 HIRE HOUSTON FIRST**

To be eligible for the preference, a company must be designated as a “*City Business*” (CB) or “*Local Business*” (LB) under the Hire Houston First Program prior to submittal of proposal. Proposers must provide the *Declaration of Hire Houston First Designation Form* Exhibit II, Attachment “E” with the proposal submission. At the conclusion of scoring Proposals, Hire Houston First preference points shall be distributed in such a way that grants **5** points to a “*City Business*” (CB) and **3** points to a “*Local Business*” (LB). Proposers not designated as either a “*City Business*” (CB) or “*Local Business*” (LB) will not receive any points.

The Proposers may be disqualified, if the submittal is incomplete.

END OF DOCUMENT