

Document 00910

ADDENDUM NO. 1

Date of Addendum: 07/08/2019

PROJECT NAME: North Belt Police Station

PROJECT NO: G-000165

SUBMITTAL DATE: **July 11, 2019**

FROM: City of Houston, General Services Department
900 Bagby, 2nd Floor
Houston, Texas 77002
Attn: Dimitri Karavias, 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 DESIGN RFQ DOCUMENTS

1. Replace Document 4 – Statement of Qualifications Standard Form, with the attached document.

REQUEST FOR INFORMATION (RFI) RESPONSES

Q1. Please provide the sign-in sheet for the Pre-Submittal Meeting held on June 25, 2019 for Professional Architectural Services.

A1. Please see attached sign-in sheet for your reference.

Q2. On Page 43 of the RFQ, under Section 5.4, there is a requirement to comply with six polices of which there are three I could not find a form for. Can you please let us know how we offer commitment to comply with the following requirements in writing to the City in our bid?

Equal Employment Opportunity

<https://purchasing.houstontx.gov/forms/EEOC.doc>

Mayor's Drug Detection and Deterrence Policy and Procedures

<http://www.houstontx.gov/execorders/1-31.pdf>

Indebtedness to Taxing Authorities Ordinance

<http://purchasing.houstontx.gov/index.html>

A2. The submission of these documents are not required at this time with the RFQ submittal. The selected Respondent will be required to meet the polices and given further instructions during the post-selection process.

Q3. Reference Section 5.5 on Page 43 of the RFQ. How do we offer assurance in writing to the City that we have never engaged in or intend to boycott Israel?

A3. The submission of this document is not required at this time with the RFQ submittal. The selected Respondent will be required to meet the polices and given further instructions during the post-selection process.

Q4. In Section 2.1 of the SOQ, Proposed Key Personnel, may we list more than one name per role since the responsibilities will be shared between two architectural firms?

A4. Yes, you can list more than one 'Personnel Name' for each 'SOQ Project Role' in the table for Section 2.1, but only provide representative design projects for the person that will be the lead. Only three representative design projects will be accepted for each 'SOQ Project Role'.

Q5. Do we need to include an additional "Design Firm" section for the partnering firm just as we would for the Structural, MEP and Civil Consultants?

A5. No, you are limited to only three projects for the design firm and partnering firm in Section 1.1, Respondent's Experience.

Q6. Ideally, we would submit a Security and Technology Consultant and Landscape Consultant as part of our proposed Design Team Consultants, but there are not any sections or forms provided in the RFQ to include qualifications for these types of consultants. Can we include the Security and Technology and Landscape Consultants in our submittal?

A6. Additional consultants can be listed in the Section 3.1 Proposed Design Team Consultants table, however, additional sections that include experience and representative design projects should not be included in the submittal for the additional consultants. Only the MEP, Structural Engineer, and Civil Engineer in Sections 3.3 – 3.5 of the SOQ will be evaluated.

Q7. Can we get a set of the Civil Drawings for Fire Station 84?

A7. This information is not available at this time.

Q8. Please verify the location of the site.

A8. Please reference the attached documents, North Belt Police Station – Site and North Belt Police Station – Survey Plat.

Q9. On POP2 Form, do we have to specify the contract amount at the time of submitting the RFQ response?

A9. The submission of this document is not required at this time with the RFQ submittal. The selected Respondent will be required to meet the polices and given further instructions during the post-selection process.

Q10. If we are planning on using an independent subcontractor, do we have to get a separate POP2 Form for them with their signature for compliance?

A10. The submission of this document is not required at this time with the RFQ submittal. The selected Respondent will be required to meet the polices and given further instructions during the post-selection process.

Q11. Exhibit C does not have any space for the contractor's acknowledgement of the terms of Equal Employment Opportunity. Please advise.

A11. The contract was provided as a sample and reference only. The submission of this document is not required at this time with the RFQ submittal. The selected Respondent will be required to meet the polices and given further instructions during the post-selection process.

Q12. Please provide the required Exhibit J "MWBE Program Contract Compliance Form" for the North Belt Police Station.

A12. The contract was provided as a sample and reference only. The submission of this document is not required at this time with the RFQ submittal. The selected Respondent will be required to meet the polices and given further instructions during the post-selection process

Q13. The Anti-Boycott Israel Compliance Form is not included with the RFQ package for acknowledgement. Please advise.

A13. The submission of this document is not required at this time with the RFQ submittal. The selected Respondent will be required to meet the polices and given further instructions during the post-selection process.

Q14. The POP1 Form is not a pdf file that can be merged with other pdf files. Is it acceptable if this file is kept separate from the electronic file of the RFQ response?

A14. Yes, this file can be saved separately when submitting the electronic documents.

Q15. Is there a preference to include/not include tabs, as there was no mention of tabs or Table of Contents required?

A15. Please reference the first page of Document 4 – Statement of Qualifications Standard Form, above Section 0.1 Respondent's General Information, for instructions on how to prepare the SOQ.

Q16. If individual experience on a project was not completed for the current firm, is it necessary to notate that?

A16. No. Only items identified in the table for Key Personnel for each project is required.

Q17. Please confirm if the project site location is to the West of the Fire Station vs. to the East closest to I-45.

A17. Please reference the attached documents, North Belt Police Station – Site and North Belt Police Station – Survey Plat.

Q18. If joint venturing for this RFQ, does the City expect a legally established joint venture even though awarding the contract to this joint venture is not certain?

A18. For the purposes of submitting this RFQ, the final legal structure of the joint venture does not need to be finalized.

Q19. What is the individual participation goal of MBE and WBE for a combined MWBE participation goal of 24% for the North Belt Police Station project?

A19. There is not an individual participation goal for MBE and WBE. The MWBE is a combined goal.

Q20. HPD Greenspoint Police Station is located in close proximity to the new proposed location of North Belt Police Station. Are the two police stations going to be close to each other, or are there any plans to relocate Greenspoint Police Station to this new location? This question is important for space planning of a new police station.

A20. The North Belt Police Station will be a replacement police station for the existing Greenspoint Police Station.

Q21. Will there be any work inside the Fire Station 84 property lines.

A21. For the purposes of this RFQ, there will not be any work inside the property lines of Fire Station 84. The new design will provide access to the existing Fire Station 84 fuel island.

END OF ADDENDUM NO. 1

(CRC:)


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

DATE

07/08/2019