

ADDENDUM

Document 00910

ADDENDUM NO. 2

Date of Addendum: January 16, 2025

PROJECT NAME: Citywide Master Plan

PROJECT NO: WBS No.: D-000248

PROPOSAL DATE: There is no change to the Proposal Date

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

CLARIFICATIONS

1. What is the estimated budget for this project? **The City of Houston does not advertise budgets for Professional Services.**
2. Is the focus of the project more on facility optimization or leveraging the strategic use of city assets for wider community benefits? **Refer to Section 2, Scope of Services, in the RFQ gives a breakdown of what the City of Houston seeks to achieve.**
3. Does the City anticipate public-facing community engagement? **Yes**
4. What kind of city facilities are considered in this assessment? **All City of Houston owned/leased buildings except airport facilities, housing department facilities, and public works' operational facilities.**
5. What is the area of land under consideration in this project? **The entire limits of the City of Houston.**
6. 2 – SCOPE OF SERVICES, Project description second paragraph: Please clarify what role the responding team will be asked to play in “redevelopment of all

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department's current and future service delivery models.” **The City needs the Consultant to review how the City currently delivers City’s services, and what are the best practices currently and in the future for delivering City services to the public.**

7. 4 – STATEMENT OF QUALIFICATIONS, Item #7. Key Personnel” asks responding firms to “Identify key professionals who will be assigned to this project.” Does the City of Houston have a list of expected/required key professional roles? **Refer to Section 3, Evaluation Process & Criteria, to determine what key professionals will be required to accomplish the objectives of the RFQ.**
8. 4.2 – REQUIRED FORMS, asks responding firms to include the “Ownership Information Form – 00455” and the “POP1 - Pay or Play Acknowledgement Form” in our Statement of Qualifications (SOQ) response. However, the link to download the form 00455 appears to be broken. **The City will post the forms on CivCast when the next addendum is issued.**
9. 4 – STATEMENT OF QUALIFICATIONS, Item #1. Will the required forms be counted towards the 25-page limit for the SOQ response, or will they be excluded from the page count? Is there a specific section in our response where the forms should be included? **The required forms will be excluded from the page count. Add a tab at the end of the SOQ for forms.**
- 10.4 – STATEMENT OF QUALIFICATIONS, Item #12, “Hire Houston First,” asks responding firms to provide documentation of their Hire Houston First designation. What documentation of this is acceptable to the City of Houston? Will a statement of our registration status and account number be considered acceptable documentation? **Provide a hard copy of the vendor information located on the City of Houston’s Office of Business Opportunity website. This page will not count towards your page count.**
11. If we are selected for this project, will it preclude us from pursuing any or all of the future projects that arise from the master plan? **No, selected vendor will still be able to pursue any or all projects resulting from the master plan final report.**

COMMENTS FROM THE PRE-SUBMITTAL MEETING ON 1/15/25

1. Leaders from the community will be involved in crafting the Master Plan.
2. The stakeholders and community members that will be involved in the Master Plan process have not yet been identified.
3. The City is looking for various financial options to fund the projects created by the

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Master Plan.

4. The City's expectation is for the selected team to be a complete team when awarded the contract. If it is determined a specialty consultant is required during the course of the project, the consultant can be added to the team.
5. Additional information regarding the City's facilities will be issued to the short-listed firms.
6. There is no current documentation of partnerships with outside entities.
7. Land acquisition as well as land selling opportunities will be included in the Master Plan.

END OF ADDENDUM NO. 2

  DocuSigned by:
Richard Vella DATED: 1/15/2025
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Richard Vella
Assistant Director
Real Estate, Design & Construction Division
General Services Department