

**ADDENDUM**

---

Document 00910

ADDENDUM NO. 1

Date of Addendum: 1/21/2025

PROJECT NAME: Task Order Contract for Professional Architectural Services

PROJECT NO: N/A

SUBMITTAL DATE: February 13, 2025 (**There is a change to the submittal date**)

FROM: City of Houston, General Services Department  
900 Bagby, 2nd Floor, City Hall Annex  
Houston, Texas 77002  
Attn: Eric Rhoden, Division Manager

TO: Prospective Respondents

This Addendum forms a part of the RFQ Documents and will be incorporated into the Contract, as applicable. Insofar as the original RFQ published documents are inconsistent, this Addendum governs.

**CHANGE IN PRE-SUBMITTAL CONFERENCE MEETING DATE & LOCATION**

The Pre-Submittal Conference Meeting Date for this Project is changed from January 21, 2025, to January 29, 2025 as outlined below:

A pre-submittal conference meeting will be held at the date, time, and location set out below. Attendance at the meeting is recommended, but not mandatory.

Date: Wednesday, January 29, 2025

Time: 10:00 a.m.

Location: 901 Bagby Street, City Hall Basement, Training Room 158

**CHANGE IN SUBMITTAL DATE**

The Submittal Date for this Project is changed from **February 6, 2025** to **February 13, 2025**. Time of day and place for submittal remains the same.

*This Addendum uses the change page method: remove and replace or add pages, directed in the change instructions below. Change bars ( | ) are provided in the outside margins of pages from the Request for Qualifications to indicate where changes have been made.*

**CHANGES TO REQUEST FOR QUALIFICATIONS**

**PART 1**

Remove and Replace it in its entirety with the attached.

END OF ADDENDUM NO. 1

DS DocuSigned by:  
  
(JR. \_\_\_\_\_) DATED: 1/21/2025  
Richard Vella  
Assistant Director  
Real Estate, Design & Construction Division  
General Services Department

## **PART 1**

### **1.1 PURPOSE**

The City of Houston (“City”), General Services Department (“GSD”), on behalf of multiple City of Houston (“City”) Departments, is requesting Statement of Qualifications (“SOQ”) for the selection of one or more professional architectural services firms to perform services through a task order contract with GSDs Real Estate, Design & Construction Division. The successful Respondent(s) may be offered a non-federal contract and/or a federal contract.

The City anticipates retaining professional architectural services to provide the scope of services outlined in Part 2 of this Request For Qualifications (“RFQ”). The architectural firms and team members with significant experience in planning, designing, cost estimating, and construction administration of projects with similar characteristics will be given prime consideration for this project.

Those firms or joint ventures that participate in this RFQ process will be referred to as “Respondents”. “Respondent” and its sub consultants shall be referred to collectively as the “Design Team”. The successful firm or joint venture will be referred to, in the RFQ, as the “architect”.

### **1.2 SUBMITTAL INSTRUCTIONS**

The City will utilize online bidding services via CivCast at <https://www.civcastusa.com/bids>. Electronic SOQ Submittals are due at 10:30 a.m., local time on Submittal Date. Follow submittal instructions on <https://www.civcastusa.com/>.

Hard copies will not be accepted for this submission. The names of the Respondents will be read aloud via Microsoft Teams dial up access on the Submittal Date at 11:00 am only. Microsoft Teams Number 1-936-755-1521 ID: 598 888 117#. All interested parties are invited to attend. Place and date may be changed in accordance with Sections 15-45(c) City of Houston Code of Ordinances (City Code). All Respondents shall comply with Article II, Chapter 15, City of Houston Code of Ordinances.

RFQ and addenda may only be obtained electronically on CivCast. For more information, go to the City’s website:

<https://www.publicworks.houstontx.gov/contracting-services>

The submittal is due at the date and time set out below. Late submittals will not be accepted.

Date: Thursday, February 13, 2025  
Time: Accepted until 10:30 a.m.

### **1.3 PRE-SUBMITTAL CONFERENCE MEETING**

A pre-submittal conference meeting will be held at the date, time, and location set out below. Attendance at the meeting is recommended, but not mandatory.

Date: Wednesday, January 29, 2025  
Time: 10:00 a.m.  
Location: 901 Bagby Street, City Hall Basement, Training Room 158

**1.4 QUESTIONS**

Please email questions concerning this RFQ to:

Richard A. Vella  
Assistant Director of Real Estate, Design & Construction  
General Services Department  
Email: [Richard.Vella@houstontx.gov](mailto:Richard.Vella@houstontx.gov)

c/o  
Eric Rhoden  
Division Manager  
General Services Department  
Email: [Eric.Rhoden@houstontx.gov](mailto:Eric.Rhoden@houstontx.gov)

All questions must be submitted by 12:00 p.m., Friday, January 31, 2025.

**1.5 ADDENDA**

All modifications or clarifications of this RFQ will be issued in writing as an Addendum. Addenda will be posted on <https://www.civcastusa.com/>

The Respondents may only rely on information set out in this RFQ, as modified by Addenda. By submitting an SOQ, Respondents will be deemed to have received all Addenda.

No Addendum will be issued later than Monday, January 27, 2025, except Addenda with minor clarifications, withdrawing the RFQ, or postponing the submittal date.

**1.6 ESTIMATED RFQ TIMELINE**

- Pre-Submittal Meeting: 10:00 a.m., Wednesday, January 29, 2025
- Questions Deadline: 12:00 p.m., Friday, January 31, 2025
- Addenda Deadline: Monday, February 10, 2025
- Submittal Date: 10:30 a.m., Thursday, February 13, 2025
- Short List Notification Date: 03/2025
- Interviews: 03/2025
- Anticipated Selection Date: 04/2025
- Council Date: 06/2025
- Contract Notice to Proceed: 06/2025