

ADDENDUM

Document 00910

ADDENDUM NO. 2

Date of Addendum: 2/6/2025

PROJECT NAME: Task Order Contract for Professional Architectural Services

PROJECT NO: N/A

SUBMITTAL DATE: February 13, 2025 (There is no 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.

This Addendum uses the change page method: remove and replace or add pages, as 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.

REQUEST FOR INFORMATION (RFI) SUBMITTED BY RESPONDENTS

Item 1. Add the attached in response to the RFI's submitted by the Respondents related to the RFQ.

END OF ADDENDUM NO. 2

DS
DocuSigned by:
(JR: Richard Vella), Richard Vella DATED: 2/6/2025
Richard Vella A597721A7EB34B6...
Assistant Director
Real Estate, Design & Construction Division
General Services Department

Task Order Contracting for Professional Architectural Services
COH Request for Information Response – Addendum #2

QUESTION:

RESPONSE:

<p>Is the \$3M limit for the entirety of the Contract? Or is that the limit of budget per task order?</p>	<p>\$3M is the maximum capacity of the Contract per vendor. The individual task orders issued on each Contract will vary on a project by project basis.</p>
<p>Would you like the prime firm to provide a list of consultants as part of their SOQ?</p>	<p>A list of subconsultants is not required as part of this RFQ submission.</p>
<p>How would you like the prime firm show their intent on reaching the M/WBE goal?</p>	<p>The Respondents are not required to show their intent to achieve the required MWBE goal as part of the contract. The MWBE subconsultants will be added to the contract after the City issues a request for services on a project by project basis.</p>
<p>Please confirm there is a project approach requirement as part of the SOQ.</p>	<p>Project Approach is not listed or required as part of this RFQ submission.</p>
<p>Is there a project number for this Proposal?</p>	<p>There is no "solicitation number" assigned to this RFP. Input "N/A" where solicitation number is requested.</p>
<p>Do we need to provide a consultant team with resumes and information for this proposal?</p>	<p>Resumes are not required as part of the RFQ submission. Respondents must include the three proposed key personnel in Section 4.5, and their Experience in Sections 4.6 through 4.8, as indicated.</p>
<p>On the Pay or Play Form (POP1), what is the solicitation Number to include on the form or should it be left blank?</p>	<p>There is no "solicitation number" assigned to this RFQ. Input "N/A" where solicitation number is requested.</p>
<p>Do the specific project experience examples need to be from work completed at the current company, or can they include projects undertaken at a previous firm?</p>	<p>The respondents' experience should reflect projects performed for that firm. Key personnel's experience can reflect projects performed while working at other firms and should indicate as such.</p>
<p>Regarding Respondent's Representative TOC Experience, if we have a current or active task order contract (or similar type contract such as on call contract or indefinite quantity/indefinite delivery (IDIQ) contract) that has completed projects, does that qualify for representative TOC experience? Or must the TOC contract be inactive/completed to be considered qualifying experience?</p>	<p>Yes. A current/active IDIQ contract is considered a task order contract. That experience can be included.</p>

<p>For TOC experience, do feasibility/concept studies that did not lead to a construction phase qualify as representative experience, or must the representative experience be limited to only built projects to qualify for scoring?</p>	<p>Yes, Respondent's can use any project design that was complete by their firm, regardless of the construction being complete, incomplete, or canceled.</p>
<p>Can we include other internal team resumes such as Interior Designer as part of our qualifications?</p>	<p>Please submit only the information requested in the RFQ forms.</p>
<p>Are we allowed to use specific projects from the Task Order Contracts we list in Section 4.4 for the project experience Section 4.3?</p>	<p>Yes</p>
<p>Are we able to submit proposed redlines to the items under sec #3 Architect's Services and Responsibilities?</p>	<p>The attached Contracts are examples only. The Contract development will occur after the selection process is completed.</p>
<p>Will the contractor rate table be shared prior to approval of agreement?</p>	<p>Contract negotiations will occur after the selection process is completed.</p>
<p>What is this Project Number that we can insert into the Signature Page?</p>	<p>In the Suspension/Debarment Certification, insert "Task Order Contract for Professional Architectural Services" in the Contract Number section.</p>
<p>Do we need to use the COH RFQ pages for the submission, or can we create our own template with the required information on it?</p>	<p>You can recreate the pages as long as they replicate the forms provided with no additional information added. Any additional information will not be reviewed or graded.</p>
<p>Do we have to include our own professional services agreement in this RFQ or does Page 35 titled TASK ORDER CONTRACT FOR PROFESSIONAL ARCHITECTURAL SERVICES serve as an agreement template for this RFQ submission?</p>	<p>Respondents are not required to provide or include a professional services agreement as part of this RFQ submission. The Contracts included as part of Document 6 in the RFQ are examples if awarded.</p>