

Addendum #1

Thank you all for the very thoughtful questions. Please find our responses below. If you feel we have not provided a complete response or misunderstood the question, please reach out to Susanna Kartye via email.

In addition, **if you intend to submit a proposal but have not yet notified Susanna of your intention to do so, please send an email now.**

Please return to the Center's RFP webpage at end of day on February 10, 2026. A second addendum, if required, will have been posted by then.

We are encouraged by the enthusiastic response we have received to this RFP and appreciate your participation in this process.

Proposal Formatting

1. There is mention of a Cover Page, and also of a Cover Letter (later in the document). If that is okay for you, we'll have a Cover Page, followed by a Cover Letter (including single-contact information), followed by the Table of Contents, etc. If you prefer, we can also send in the cover letter as a separate pdf-file.

The single point of contact can be included on the Cover Page. A Cover Letter is not required but can be included within the proposal after the Cover Page and before the Table of Contents.

2. The Submission Guidelines List Limits on the pages by section, totaling 33 pages. Are covers and transition pages allowable in addition to the enumerated 33 pages?

Blank transition pages are okay.

3. The RFP requests we keep a limit of 10 resume pages, but with our full consultant team, we have more resumes than can fit within that page limit. Is it acceptable to add an Appendix with all consultant resumes?

If it is not possible to format team resumes to fit within the 10-page limit, additional pages are allowed. Please keep all resumes in the same section rather than in an Appendix.

4. We feel that one single page for the FEE PROPOSAL (Item 9.) might be too little space, as we need to include separate fees for each Design Team member (broken down by phases). Let us know if we can use 2-4 pages for this item.

If it is not possible to format the fee proposal tables to fit within the 1-page limit, additional pages are allowed.

5. There is only one page allowed for the fee proposal. The RFP requests that the fee matrix be supplied from every Design Team member. With a separate matrix from

each subconsultant, it is likely that this will not fit on one page. Can the page allowance be increased, or can the fees be consolidated into one matrix?

If it is not possible to format the fee proposal tables to fit within the 1-page limit, additional pages are allowed.

6. Given the requirement for two-phase construction to maintain operations, does the Owner have a preference for how the phasing strategy is reflected in the Fee Proposal by phase?

Please consider all phases of construction as part of the Construction Administration phase.

7. For Design Team Experience, is it (5) projects total or (5) per design team consultant?

Five projects total.

8. Do all 5 reference projects to be from the lead Design Architect? Or, can we include reference projects from an AOR in addition to our projects as the Design Architect?

The projects selected will ideally reflect the experience of key members of the Design Team and do not exclusively need to be projects designed by the Architect.

9. Could you clarify or state in another way the following verbiage from VIII. Proposal Requirements, Item #5: "For the key personnel for all members of the Design Team, please indicate the relationship of personnel to each other and the team's principal(s)..."

We are looking for a diagram that illustrates the relationships of personnel within each firm that is part of the Design Team and the relationship of each firm's key personnel to the Design Team Leadership mentioned in Item #6.

10. Regarding the fee proposal, if the same firm will be fulfilling multiple disciplines (e.g., one firm providing MEPF and Tech Consulting Services), does the fee proposal need to be broken down by discipline, or is a lump sum fee for each firm acceptable?

It would be helpful for us to see them broken down by discipline.

11. The RFP mentions a 'Design Team' including MEPF, Civil, and Signage. Should the stipulated sum fee proposal include these sub-consultant costs, or is the Owner open to seeing these as separate allowances?

We would like to see subconsultant fees listed separately.

Interviews & Award

12. We would like to recommend that the interview process for short-listed firms be extended 60-90 minutes in person, rather than 45 minutes virtually. This project is a significant investment for the HCCC, spending time physically with the people who will be your collaborators for the next several years will be important to establish confidence in the selection.

We will consider this suggestion and make a final determination when we announce the short-listed firms, taking into consideration the availability of all interviewers and interviewees.

13. Would it be possible to have 6 people represent our team in the interview (should we be selected for the shortlist)? Lead Designers (Architecture + Interiors), Project Manager, Landscape Architect, Engineer of Record, Local Architect.

This is something we will finalize with the short-listed firms, once we have had time to evaluate how candidates are structuring their teams.

14. Regarding the Selection to Mobilization time period referred to in Attachment C: Selection and Engagement the week of 4/6 with final program completed by the end of that month. It is typical to anticipate a 30-day period for contract negotiation and finalization. Does HCCC anticipate working under an LOI for the first phase, or should the project Notice to Proceed be understood as upon signed contract?

We intend to send a proposed form of contract to the short-listed firms in order to expedite the contract negotiation process. If necessary, working under an LOI to start is an option.

Budget, Schedule, & Funding

15. Have the funds been raised for the construction of this project?

We are in the quiet phase of our Capital Campaign at this time. We anticipate proceeding through the design, permitting, and construction phase without interruption.

16. Is Project funding in place? If not, is funding in place for design services – and if so, through which phase(s)?

We are in the quiet phase of our Capital Campaign at this time. We anticipate proceeding through the design, permitting, and construction phase without interruption.

17. Page 2 of the RFP notes: “the Owner estimates that the cost to construct the Project will fall within the range of \$17 to \$20 million.” Can you please confirm whether this

figure is intended to represent the total estimated "construction" cost only (i.e., hard costs), or if it is meant to encompass both hard and soft costs?

This is intended to represent hard costs only.

18. Was the \$17mil-\$20mil estimated budget based off the program by Metalab & Workshop?

Yes. A local general contractor assisted us with developing this estimate.

19. Are interiors and signage included in the \$20M budget?

Interior construction is included in the budget range. Wayfinding and donor recognition signage are not included in this estimate and budgeted separately.

20. Does the schedule (including construction duration) account for a two-phase project with the first phase being the construction of the new building and the second phase being the demolition of the old building with new site development work?

Yes. A local general contractor assisted us with a preliminary logistics plan and construction schedule.

Owner Information & Stakeholder Participation

21. Can you define the degree of stakeholder engagement anticipated during program verification and concept design, and with what groups?

We envision inviting the same stakeholders who participated Programming & Pre-Design Workshops to gather for another session with the selected Design Team, then making members of the Center's staff and Design and Construction Task Force available for meetings. The details of this process will be finalized in collaboration with the selected Design Team.

22. How much 'Program Verification' does the Owner anticipate, given the depth of the existing Pre-Design & Programming Study provided in Attachment A?

We imagine that the selected Design Team will review the Program with a fresh set of eyes, have new questions, and want to have some firsthand understanding of the Center's requirements. We don't expect a dramatic change in the overall size of the program or in the types of spaces the Project will include, but anticipate having the individual program elements (their sizes, adjacencies) vetted by the Design Team.

23. How often should we meet with the board & leadership team during the design process?

Meeting frequency with the Center's stakeholder groups will be determined in collaboration with the selected Design Team and based on their approved schedule and design process.

24. What are the expected Owner feedback and approval timelines? Does this vary from Phase to Phase?

The Center is committed to providing timely feedback and information throughout the project. Specific timelines depend on feedback or approval being requested.

25. Can you clarify the requirements for continue operations during the period of construction? What parking and site access allowances will need to be maintained in order to effectively support the continuity of regular programming? Has HCCC evaluated leasing or sharing temporary offsite space for the period of construction which may offer other opportunities for construction schedule or sequencing?

We understand from preliminary site logistics conversations with a general contractor that roughly 1/2 of the Center's existing parking lot could remain accessible to staff and visitors during construction of the new facility, except for the period when the underground detention system is installed, and that would be adequate to support continuity of operations. We have not evaluated options for relocating offsite and strongly prefer not to unless a clear and significant reduction in total project cost can be demonstrated.

26. Could you clarify what existing building/site documentation will be made available to the team upon award (format such as PDF, CAD, BIM), and whether you expect the Architect/Design Team to include field verification drawings in our base scope—or will that be separately provided by the Owner?

The Owner will have a site survey, with boundary, topographic, utilities, and existing structure and tree locations included, commissioned at the beginning of the design phase. These are typically provided in PDF and CAD. We are not sure what other documentation of the existing buildings or site would be required.

27. Has HCCC identified key programming decision makers to assist in the development and approval of the studio and classroom spaces (which can vary significantly)? Will this involve collaboration and coordination with the local craft guilds or others outside of the HCCC?

All design and programming approvals will remain with the Center. We do plan to reach out to peer organizations with similar footprints for feedback and, if appropriate, the Center could choose to engage a consultant directly for detailed input.

28. Is there data on the quantity of visitors that arrive at the current HCCC facility by vehicles that use the center's parking lot versus visitors that arrive by foot/public transportation/rideshare/bicycle/etc.?

There is not.

29. Is there a preliminary list of equipment to be used in the variety of studios / classrooms and maker spaces?

There is not.

Sustainability & Resiliency

30. Does the HCCC have any specific ambitions or targets for sustainability, building performance, certifications? Are there any sustainability requirements or certifications desired such as LEED, WELL, Net Zero, etc.? *(Many of you asked this, so we've combined them into a single question.)*

The Project design must result in a building and site that are durable, energy efficient, uncomplicated to operate, maintain, and repair, and resilient to natural (and other) disasters. We are not currently seeking any specific certifications related to building performance, design, or construction but are open to suggestions from the selected Design Team.

31. Are there any emergency power requirements beyond standard life safety?

We are open to exploring the options for solar or other on-site power generation strategies that would allow us to maintain regular operations in the event of a local power outage.

32. Is redundant power or backup required for the exhibit areas? Or any area of the building?

We require UPS backup for customary spaces such as IT server rooms. There are not specific areas that must maintain continuous climate control or emergency power beyond basic life safety requirements.

33. The project does not appear to be in a flood plain. Are there any flood mitigation requirements?

We do not require any flood mitigation measures beyond what is required by applicable building codes and ordinances.

Site & Neighborhood

34. What was the use/design/purpose of the green space at the corner of Travis and Rosedale Streets (the southwest corner of the parcel(s) acquired by the HCCC)?

This parcel is currently the Center's Craft Garden.

35. Who currently owns the parking lot and undeveloped land along Rosedale across from the HCCC (between Travis and Main Streets)? And, are there current or proposed development plans for that parcel(s)?

That site is owned by the Lawndale Art Center. We are not involved in planning developments for that parcel.

36. What is the operational status of the Playhouse Theater? If it is defunct, are there current plans for its redevelopment?

The Playhouse Theater is not currently an operating public venue. We are not involved in planning redevelopment or operations of the theater.

37. Are there any announced, known, or anticipated cultural arts development projects or new construction planned along Main Street?

Main Street is a long street! TxDOT's NHHIP Segment 3, which will depress I-69 at Main Street is a major planned construction activity near the Center. Rice University continues to build out its masterplan at the Ion campus, with some spaces and parcels reportedly available for cultural arts organizations. We are sure there are others!

Consultants

38. Will the HCCC be hiring a commission agent separately from the design team?

Should envelope or MEP commissioning be required, the Owner will engage them directly or coordinate with the Architect to add an agent to the Design Team as an additional service.

39. Please clarify which commissioning services would be expected.

At this time we do not anticipate specific commissioning services beyond the MEP engineer's participation in reviewing and providing feedback to the contractor's commissioning reports upon start up. If the need for additional commissioning services arises, it will be considered an Additional Service or the agent will be engaged directly by the Owner.

40. For Texas Accessibility Standards, does HCCC intend to directly retain the Registered Accessibility Specialist (plan review and inspection), or would you prefer that the Design Team carry this as a separate scope/allowance?

Please assume that the RAS fees will be submitted by the Design Team as a reimbursable expense. We would like the Design Team to identify, engage, and coordinate the activities of the RAS as part of the Design Team's Basic Services.

41. Does the Center anticipate engaging a gallery/museum lighting specialist as part of the Project scope described in the RFP?

We anticipate that the Design Team will design and specify the lighting in all areas of the Project (interior and exterior.) If a lighting specialist is required to accomplish that service, that specialist should be included as part of the Design Team. Lighting in the gallery and other spaces where craft artworks will be displayed should be flexible and uncomplicated.

42. Will exhibition lighting be included in design team scope?

We anticipate that the Design Team will design and specify the lighting in all areas of the Project (interior and exterior.) If a lighting specialist is required to accomplish that service, that specialist should be included as part of the Design Team. Lighting in the gallery and other spaces where craft artworks will be displayed should be flexible and uncomplicated.

43. Please confirm if the design team should also include AV design.

Yes.

44. Please confirm catering kitchen will not require a food service consultant.

We do not intend for the catering kitchen to involve on-site cooking or any permanent kitchen equipment beyond a very basic prep area. If this requirement changes during Program Verification such that a food service consultant is required, it would be considered an Additional Service.

45. Please confirm exhibit design is not part of the scope.

The Center does not have a permanent collection; however, a complete interior design of the flexible gallery spaces is part of the Design Team scope. Design of partitions or casework for a particular installation in those galleries is not in the Design Team scope.

46. Aside from the Craft Wall, is there an expectation for further exhibition design as part of our scope of work?

Please see the response above. With respect to a potential Craft Wall, the Design Team's responsibility is complete interior design of these storefront windows, however the design of the window displays themselves is not.

47. Confirming that the CM will be providing as-builts & commission reports. Will the design team be required to provide or update any drawings or 3D models during the Close Out phase?

For the purpose of this proposal, please assume that the CM will provide as-builts and commissioning reports and that the Design Team will not be expected to update any

revisions to the construction documents or models as part of the Close Out phase. Should these services become necessary they will be considered Additional Services.

48. What are the expectations for the role of the Technology Consultant on the Design Team? We want to make sure that we onboard a consultant who is supplying the right services (e.g. IT Infrastructure, Audio/Visual, Security, Immersive Technologies).

We anticipate needing standard IT infrastructure such as low voltage cabling and WAPs to support office functions, retail transactions, digital phone systems, and the AV and Security systems. Pages 17-23 of the Pre-Design Study provide an accurate picture of AV expectations at this time. We do not expect to support "Immersive Technologies."

MEP & Lighting Requirements

49. What level of mechanical systems precision in control is anticipated? We the scope of our systems design will vary based upon the level of environmental control required. It could range from a Studio / workshop space to an archival art gallery. Can you please confirm where we should set the baseline.

For the gallery spaces we expect to maintain museum-level controls of temperature and humidity. For the remaining spaces we require a moderate level of control. We expect a discussion of optimal mechanical system zoning of the spaces to be included in the design process.

50. Do the gallery spaces need a very high level of preservation on the MEP side beyond a moderate level of humidity control (we're assuming not a ASHRAE Class AA (highest precision), but closer to a Class B-C (moderate control)

For the gallery spaces we expect to maintain museum-level controls of temperature and humidity. For the remaining spaces we require a moderate level of control. We expect a discussion of optimal mechanical system zoning of the spaces to be included in the design process.

51. Any special exhibit environmental requirements (temperature, humidity, vibration limits)?

For the gallery spaces we expect to maintain museum-level controls of temperature and humidity. For the remaining spaces we require a moderate level of control. We expect a discussion of optimal mechanical system zoning of the spaces to be included in the design process.

52. Are there sensitive artifacts requiring conservation-grade environmental control?

We do not maintain a collection of artifacts.

53. Assuming that artists' work may be sold/on display in the retail space, will there be any integrated exhibition lighting?

Flexible lighting in the retail space is an option that should be explored during the design phase.

54. Please confirm landscape lighting for the garden and outdoor classroom, as well as any sidewalk/street lighting around the building.

Appropriate site lighting to allow for the garden and outdoor spaces to be used at night and for the parking lot and walkways on the property to be safe after dark should be included in the scope of the Project. The Design Team will have to determine if any existing lighting along the various rights-of-way are owned or controlled by other entities.

Other Program Requirements

55. On the event space, the RFP mentions access to a catering kitchen. Can you confirm that this is intended strictly for staging food prepared off-site (warming/holding/plate-up) with no on-site cooking or Type I hood requirements anticipated?

We do not intend for the "catering kitchen" to involve on-site cooking or any permanent kitchen equipment beyond a very basic prep area. We would like to avoid doing anything that would require installation of a grease trap.

56. Please confirm that the AV requirements for the event space would be a standard projection, display and speaker system and no specialty AV and acoustical systems are required.

Pages 17-23 of the Pre-Design Study provide an accurate picture of AV expectations at this time. We do not need complicated AV system but we do expect the acoustics of the Event Space to be considered so that the audio is clear.

57. Might any of the displays either at the craft wall or the galleries be interactive or immersive/digital type? We understand that it may not necessarily be a component for a crafts center but we just want to make sure that if there is a possibility for such.

Digital or interactive displays are a possibility in the Craft Wall window displays and in gallery installations, both of which are regularly changing.

58. On page 37 of the Pre-Design & Programming Study, there is a quote in the A Place For Artists section that calls for HCCC to "be a place for (20) resident artists to live and work." The program study says the new building will have 6-8 new studios for artists in residence that average 200 sq ft. Is there any desire to incorporate efficient resident housing in the program?

We are not interested in including housing in the program for this facility.

Attachment B

59. Item C is extremely broad. Can we estimate two significant SD revisions so design teams can be competitive?

Yes, please assume an initial SD submission then up to two significant revisions prior to final SD approval.

60. Item G: Would it be reasonable to request that the Design Team will provide 2 progress sets during the development of the Construction Documents (50% and 90%), or alternately 3 (30, 60, 90). The desire would be to have a full four weeks to produce and develop the sets after receipt of any comments from the previous documents.

Yes, issues at 50% and 90% during the construction documentation phase is a reasonable assumption. Please use this as the correct interpretation of Item G.

61. Item G: What is the Review and Comment Expectations for these document sets? Received for record only? Constructability reviews by owner? By Owners Consultants (GC / CM)? It would not be unreasonable to expect a 2-week review period for a document set, IF that were the case, the Design team would be working at risk for at least 50% of every month.

At 50% CDs we would have the GC/CM review for both pricing and constructability and the Owner will review design details that have been developed further or changed since DD approval, though we expect that the Design Team will continue to meet with the Owner throughout the CD phase to review proposed changes or notable developments – not only when a progress set is issued.

62. Item O: Perhaps attend a select number of pre-construction conferences? Many Subcontractor scopes will not benefit from Architect involvement (earthwork eg)

For this proposal, please assume up to ten (10) preconstruction conferences. Some conferences may be attended by a subconsultant rather than the Architect, if appropriate.

63. Item R: Please clarify the intent of “expedited subcontractor procedures.”

For this proposal, please assume that MEP and lighting submittals will be reviewed and approved in a “submittal party” where the MEP subcontractors and MEP consultants review the submittal together in real time rather than sending marked up packages back and forth. Assume that a second “party” could be required once revisions are made. (The parties may be conducted virtually via video conference.)

64. Item S: We do not perform job site inspections, but job site observations.

This is an acceptable clarification.

65. Item T: We will attend meetings in person on a regular basis as defined as appropriate for the phase of the work. Virtual Attendance can be on an as needed basis.

This is an acceptable clarification that does not contradict what the Item was intended to convey.

66. Item U: Our verification of the conformance of the work will be based upon the observations that we complete, but the compliance with documents will remain the responsibility of the construction team.

This is an acceptable clarification.

End of Addendum #1