

**CITY OF HOUSTON**  
**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT (HCD)**  
**SINGLE FAMILY – HOME REPAIR PROGRAM**  
**INVITATION TO BID – 5303 Brookmeade Drive, Houston, TX, 77045**

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**Date Issued:** **March 25, 2025**

**Pre-Bid Conference/Walkthrough:** **April 1, 2025, 11:30am**

**Pre-Application Questions  
Deadline:** **April 3, 2025, 5pm**

**Solicitation Due Date:** **April 8, 2025, 5pm**

**Solicitation Contact Person:** Linsi Broom  
832-393-0506  
[HCD\\_Procurement@houstontx.gov](mailto:HCD_Procurement@houstontx.gov)

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## PART I: PROJECT SUMMARY

The City of Houston's Housing and Community Development, Home Repair and Disaster Recovery Programs are inviting qualified contractors to develop and provide full sets of permitted construction documents, build single family residences, and provide warranties for those homes in the Greater Houston Area as designated in the bid information provided below.

### General Specifications | Site Specific Requirements

**ADDRESS:** 5303 Brookmeade Drive (77045)

**EXISTING LOT SIZE:** 10,140 SF

**EXISTING RESIDENCE SIZE:** 1,976 SF

**NEW HOME PARTICULARS:** 3 Bedroom/ 2 Bath/ "Ranch Style Home" w/ 2 Car-Garage W/ Opener and 2 Remotes/ All Brick Veneer/ Existing Street side mailbox shall be protected and preserved.

**DISABILITY REQUIREMENTS:** HC-2 ADA TAS Tub/Shower/ Dishwashing Machine

**FLOORING:** All Vinyl Plank Flooring w/ Porcelain Tile Bathroom Floors and Tub Surround Wall Tiles. (12"X24" With 1/8" Grout Lines). Reference Details 2024-01A and 2024-01B in the Minimum Construction Standards, Version 5.5

**FLOOD DESIGNATION:** Not In Flood Zone

**CIVIC CLUB/ HOA:** None found

**SITE-SPECIFIC:** Full Sod (5,000 Sq. Ft. min) to include the right of way and adherence to any active deed restrictions

**DONATED ITEMS:** HCDD provided washing machine. The contractor shall provide pick up, delivery and installation cost only

## PART II: SCOPE OF WORK

### Description | Purpose

#### GENERAL CONDITIONS:

- Dumpster/ Site Toilet/ Required signage
- Site prep includes the removal of all trees, shrubs, and vegetation from property as indicated on the attached "DEMO PLAN" to include the right of way and provide and install grade and fill to receive a new foundation and provide positive drainage as required by code.
- Subterranean termite protection w/ certification

#### THE STRUCTURE:

- Post tension monolithic slab foundations 3000 PSI as per plan.
- Elevated foundations to be built in the flood zone and must have a perimeter grade beam or stem wall with the proper venting and crawl space access.

#### PLUMBING:

- Complete plumbing system per submitted plan type and Minimum Construction Standards
- New water meters and sewer taps are required.
- Both gas and electric furnaces, water heaters, dryers, and stove connections

- Kitchen plumbing fixtures shall include Moen, Delta, or an approved equal product.

#### ELECTRICAL:

- Complete Electrical system per submitted plan type with access to electrical panel within the garage or utility room
- The kitchen lighting shall include 4 minimum Halo Airtight IC Baffle can-less recessed light kits or an approved equal product.
- All bedrooms shall have ceiling fans with light kits provided by Hunter or an approved equal product.
- Minimum of 2 flood security lights at the front and rear of the home

#### MECHANICAL:

- Complete 16 seer (min) Air Conditioning system

#### FRAMING AND EXTERIOR SURFACES:

- Complete framing package per submitted plan type and Minimum Construction Standards
- Minimum 9' ceiling heights, unless noted otherwise
- Full brick veneer unless noted otherwise
- 6:12 minimum pitch composition tile roofs with 30-year architectural tab shingles over 30# felt w/ painted lead roof jacks and vents.
- Energy-rated dual pane vinyl, low E windows, and Masonite doors per Minimum Construction Standards and the IECC 2015, with screens.
- Gutters and downspouts
- Cast Stone address block for brick homes.
- Concrete Driveway & Walkways
- Covered Porches
- Deadbolt Locks on All Exterior Doors (keyed alike)
- Exterior Front & Rear Coach Lighting
- 24" wide (x scheduled window height) shutters @ front elevation.
- Attached garages with direct access into the home per plan.
- Treated/ painted wood ramp with zero entry/ exit door for all homes located in a floodplain.

#### FINISHES:

- Complete trim package per submitted plan type and Minimum Construction Standards
- Complete floor finishes package per submitted plan type and Minimum Construction Standards. All bids shall include Armstrong "LuxePlank" or Mannington "Natural Path" throughout the entire home.
- 36" high Upper and lower cabinets with solid surface countertops per the selected plan and the Minimum Construction Standards

**APPLIANCES:** All appliances shall meet or exceed the items under Section III listed in the Minimum Construction Standards for Rehabilitation, Reconstruction, and New Construction.

- A complete, matching appliance package per the Minimum Construction Standards and shall include.
- Range and vent hood with exterior discharge
- OTR Microwave
- Refrigerator
- Dishwasher

**MISCELLANEOUS QUALITY FEATURES:**

- ½ horsepower garbage disposal
- Alarm system (pre-wire only)
- Brush nickel fixtures (electrical & hardware)
- Cable and cat-5 outlets (required in all bedrooms and in the living rm.)
- 5 Shelves minimum in required kitchen pantries and linen closets.
- Dual stainless steel kitchen sink
- Porcelain tile floors and tub/shower surround (walls) in all bathrooms.  
(12"x 24" ceramic tile w/ 1/8" grout)
- LVP flooring in halls, closets, living, dining & bedrooms.
- Raised 6 panel doors
- Rounded sheetrock corners throughout interior
- Garage door openers with two remotes.
- (2) City approved trees and (10) shrubs in beds filled with 2"-3" black mulch and 2"-3" of topsoil.

### **PART III: BID REQUIREMENTS**

The project will be awarded to the most responsive bid that submits acceptable designs and specifications at the lowest cost.

- Comply with Minimum Construction Standards for Rehabilitation, Reconstruction and New Construction for Single Family Residences, Version 5.5, Approved: April 19, 2024, which can be found at <https://houstontx.gov/housing/compliance.html#bsc..>
- Include pricing for warranty services with a 2-year workmanship, 2-year systems (MEP) and a 10-year structural system warranty coverage.
- Include the proposed demolition plan included with this bid package, a proposed floor plan and elevations with ramps and stairs, as required, that meet the requirements of the attached Exhibit 'A' and the Minimum Construction Standards, for each site.
- Include cost per square foot total.
- Comply with program cost as outlined in the Master Contract Agreement. The total soft cost and hard cost

of the home shall not exceed the \$250,000.00 cap with a finished floor up to four feet above base flood elevation. On a home with a finished floor higher than aforementioned four feet above base flood elevation, the hard cost between the four-foot height and the designated finished floor shall be deemed “ancillary” and shall be indicated as such on the bid document. In this case the total project cost shall not exceed \$300,000.00.

- The Contractor shall verify, on job site, all quantities, measurements or dimensions, conditions, plans and working drawings before submitting this bid. There will be no Change Order to prices based on mistaken quantity count, measurements or dimensions.
- Each bidder shall thoroughly examine and familiarize himself/herself with the drawings, specifications, all bid documents, General Specifications, existing conditions, difficulties and restrictions involved with doing the work. The Contractor will not be relieved of his/her obligations because of failure to do the above when contracted to do the work. Each bidder shall, upon discovery of any apparent error or omission in the bidding documents, notify the HCDD Single Family Division of such in writing prior to the bid submission date.

## **PART VI: OTHER INFORMATION**

### **Additional Information and Changes**

Requests for additional information and questions should be addressed to the Housing and Community Development Department, Finance Division, HCD Procurement Staff at [HCD\\_Procurement@houstontx.gov](mailto:HCD_Procurement@houstontx.gov) **no later than April 3, 2025 at 5pm**. The City of Houston shall provide written responses to all questions received in writing before the submittal deadline. Applicant(s) shall be notified in writing of any changes.

### **Letter(s) of Clarification**

All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City. Only information supplied by the City in writing or in this solicitation should be used in preparing bids/proposals. The City does not assume responsibility for the receipt of any Letters of Clarification sent to Applicant(s).

### **Examination of Documents and Requirements**

Each vendor shall carefully examine all documents and familiarize themselves with all requirements prior to submitting an application to ensure that the vendor meets the intent of this solicitation.

Before submitting a bid, each vendor shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this solicitation. Failure to make such investigations and examinations shall not relieve the vendor from obligation to comply, in every detail, with all provisions and requirements of this solicitation.

The City shall bear no responsibility for submitting a bid on behalf of any vendor. Vendor(s) may submit their bid any time prior to the solicitation due date. The vendor remains responsible for ensuring that its bid is received by the solicitation due date. The City assumes no responsibility for any bid not received, regardless of whether the delay is caused by some other act or circumstance.

### **Post-Application Discussions with Vendor(s)**

It is the City's intent to commence final negotiation with the vendor(s) deemed most advantageous to the City. The City reserves the right to conduct post-application discussions with any vendor(s).

## **PART VII: SPECIAL CONDITIONS**

**No Contact Period**

Neither Applicant(s) nor any person acting on Applicant(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City, their families or staff members. All inquiries regarding the Application are to be directed to the designated City Representative identified on the first page of the informal procurement document.

With the exception of Applicant's formal response to the Application and written requests for clarification during the period officially designated for such purpose by the City Representative, neither Applicant(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Applicant from the time of issuance of the Application through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award. However, nothing in this paragraph shall prevent an Applicant from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the Application.

**Cancellation**

The City has sole discretion and reserves the right to cancel this solicitation, or to reject any or all proposals received prior to the contract award.

**Applicable laws:**

An Applicant selected to receive CDBG funds must comply with all applicable state and federal laws and regulations, including but not limited to the requirements set out in specified Exhibit, and the City Charter and Code of Ordinances in its performance under this Agreement.

END