

TOMBALL INDEPENDENT SCHOOL DISTRICT
RFP/CSP #1002-26 Issued: June 5th, 2026
REQUEST FOR COMPETITIVE SEALED PROPOSALS
FOR THE CONSTRUCTION OF A NEW
HVAC Control System at the Tomball High School

Addendum No. 01

June 23rd, 2026

This Addendum contains the following:

- I. Notes From The Owner
- II. Clarification(s), Question(s) and Response(s)
- III. Change(s) to the RFP Document
- IV. Changes to the Drawings & Specifications
- V. Exhibit "A"

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I. Notes From The Owner

None.

- A. This project is a “turn key” project where the bidder is the “Prime Contractor” for all the trades and services required to fulfill the contract documents.
 - a. Partial bids will not be considered.
- B. The Probable Schedule of Events has been modified as shown in the highlighted fields on the following page.
- C. The optional preproposal conference was conducted on June 16th, 2026.
 - a. The agenda and signature pages are attached as “Exhibit A”
 - b. The facility walk was rained out and a request has been received to conduct another walk when it’s not raining.
 - i. Therefore, Rain Day walk is scheduled as follows:
 - 1. June 26th at 10am.
 - 2. Should it be raining on that day, the next scheduled rain day is:
 - a. June 29th at same time.
 - 3. Should it be raining on that day, the next scheduled rain day is:
 - a. July 2nd at the same time.

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PROBABLE SCHEDULE OF EVENTS

	<u>Date</u>	<u>Time</u>	<u>Event</u>
A.	June 5, 2026 June 8, 2026 June 12, 2026		1st Advertisement Posted for this CSP. RFP Posted on TISD Website above. 2nd Advertisement Posted for this CSP.
B.	June 18, 2026	1:00 P.M.	List of Your References due to: Chelsea Randle Email: clrandle@lan-inc.com Phone: (713) 821-0395
C.	June 16, 2026	11:00 A.M.	Pre-Proposal Conference (Optional) 1110 Baker Drive Tomball, Texas 77375 Site Visit may follow this conference
D.	July 7, 2026	12:00 P.M.	Deadline for questions
E.	July 9, 2026	2:00 P.M.	Final Addendum Posted
F.	July 14, 2026	2:00 P.M.	Submission of Proposals Due Attn: Mr. Zachery Boles, CFO 1110 Baker Drive Tomball, Texas 77375
G.	August 11, 2026	5:00 P.M.	Anticipated approval by Board of Trustees
H.	August 21, 2026 (approximate)		Notice to Proceed
I.	July 17, 2027	11:59 P.M.	Substantial Completion Date

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II. Clarification(s), Questions and Response(s)

None

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III. Changes to the RFP Document

None

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IV. Changes to the Drawings & Specifications

None

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V. EXHIBIT "A"



Pre-Proposal Meeting: **RFP/CSP#1002-26** **2026-06-16, 11am.**
Mtg. Location: **1110 Baker Dr. Tomball, Tx 77375**
Project Title: **TISD Tomball HS HVAC Controls Upgrade plus Alternates**

Project No.: TISD-RFP/CSP-1002-26

Project Location: 30330 Quinn Rd., Tomball, TX 77375

Introduction of Team Members:

Owner: TISD

Mitch Lee-Executive Director, Maintenance & Capital Projects

Corey Jacobsen-Maintenance Coordinator

LAN – Representatives for the Owner

Robert Wilbanks-LAN Program Team Lead

John Carey-Project Manager

Chelsea Brown, ProjectMates Administrator & Document Control

DBR-Design Engineers

Adam Jones, PE, DBR, Partner

Mason Montgomery, DBR Project Manager

General

1. Top level project Summary

- The installation and project management of Direct Digital Control (DDC) upgrades for the above facility.
 - Upgrades include, (but not limited to), replacement of end devices, revised controls sequencing, new control panels, and new control graphics.
- An Alternate scope is general modification and upgrades of the HVAC in the kitchen & cafeteria area.
- A second alternate scope is the replacement of terminal units in 72 classrooms.

Pre-Proposal Meeting: **RFP/CSP#1002-26** **2026-06-16, 11am.**
Mtg. Location: **1110 Baker Dr. Tomball, Tx 77375**
Project Title: **TISD Tomball HS HVAC Controls Upgrade plus Alternates**

2. Proposals are due: July 7th @2pm- No Later.
 - a. The reference responses are due 3-6 days before that.
 - i. They will factor heavily into the selection process.
 - ii. Do Not use any LAN employees.
3. Recommendation to the Board in the August Meeting
 - a. Notice to proceed after that meeting in the forthcoming days.
 - b. Substantial Completion Date is **June 30th, 2027.**
 - c. The expectation is for the proposal winner to begin ordering equipment and materials immediately.
4. By Contract you have 30 days to produce a schedule.
 - a. In that schedule should be any activities required to deliver and install long lead items (defined as any items requiring more than 10 weeks from order to delivery on site or critical equipment).

RFP & Proposal Considerations:

5. Any and all addenda associated with the RFP will be found on the District's Bid Website:
 - a. <https://www.tomballisd.net/about-tisd/departments/finance/purchasing/bids-and-proposals>
 - b. It is your responsibility to monitor it for Addenda.
6. All Exhibits must be submitted. I would like to call your attention to the following exhibits:
 - a. Exhibit A is your proposal submittal form.
 - b. Exhibit J is an Exceptions Submittal Form
 - i. ANY exceptions you may want to take **must** be listed here.
 - ii. By having an "Exception" (s) will not exclude you from the bid.
 - iii. Taking an Exception after the bid closing time and having not listed it on Exhibit J, may cause the District to go to the next bidder.
 1. E.G. Substantial alterations to the AIA Forms attached to the RFP.

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Definitions In the RFP & Contract

7. LAN - The entity contracted by the Owner to provide overall fiduciary responsibilities and direct oversight of the contractor and A/E Team to ensure performance of actions contributing to the success of the owner's objective.
 - a. Consequently, **NO** Team Members will have direct contact with the Owner's or their employees unless directed by the LAN Owners Representative on a case-by-case basis.
 - b. The purpose of this is to maintain a reduction of chaos and confusion.

Restrictions on Communications:

8. All communication which is administrative or contractual in nature shall only go through LAN.
9. All communication of a technical nature, RFI's regarding drawings or specifications shall go through DBR.
 - a. JDCarey@lan-inc.com MUST be cc'd.
10. No verbal communication will be considered official **regardless of who** is responding.

DBR Presentation:

11. Project Scope
12. Current status of documents and permits
13. Questions & Answers

Other Questions & Answers



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End of Addendum