

HoustonfirstSM

DATE: October 22, 2018
SUBJECT: Letter of Clarification
RE: Project Manager (Hilton Guestroom Conversion) RFP
TO: All Prospective Proposers

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the referenced RFP to clarify the level of prior experience project managers are expected to have in hope of making the project more accessible to small and mid-sized Proposers:

- Section “c” of the Proposal Format section of the RFP (titled “References”) is hereby amended and restated as follows:
 - c. **References:** ~~Proposers are expected to have prior experience managing commercial projects with high-level finishes. Proposers must have substantial experience in managing projects for hotels with more than 800 rooms.~~ Please identify three **successful commercial** projects completed by members of the Project Team ~~that are comparable in scope and complexity to the requirements of this RFP.~~ For each such completed project, provide a reference and contact information for the owner, architect, or both.

Letters of Clarification become a part of the RFP automatically upon issuance and supersede any previous specifications and/or provisions in conflict therewith. By submitting their Proposal, Proposers are deemed to have received all Letters of Clarification and to have incorporated them into their Proposal.