



DATE: August 14, 2024

SUBJECT: Letter of Clarification

RE: Architectural Services RFQ

TO: All Prospective Respondents

Houston First Corporation ("HFC") issues this Letter of Clarification regarding the referenced Architectural Services RFQ to answer questions timely received in the manner set forth below:

I. QUESTIONS

Question 1: Regarding the organizational chart requested (SOQ Format §d), are Respondents required to show a complete team, or just the Principal in Charge, Lead Design Architect, Project Production Architect, and Project Architect Responsible for Construction Administration?

Answer: Complete Team.

Question 2: It was suggested during the Pre-Proposal Conference that Respondents only need to provide qualifications for the architectural firm, although in SOQ Format §g a complete team of consultants is requested. Would you please clarify?

Answer: The scope provided in the RFQ is for Architectural Design and Production Services only. Respondents should not include the remainder of the Consultant Team. HFC will consider single full service (architectural design and production) Respondents as well as team Respondents (separate AOR/Design Architect firms collaborating as a team). In the latter scenario, AOR will be the single point of responsibility and signatory to the Agreement with HFC. SOQ Format paragraph g

Question 3: Where should qualifications for an Architect of Record or Design Architect partner be included?

Answer: In the body of the response to RFQ. In the event the Respondent is a team of two architecture firms (i.e., an architectural design firm and a separate production firm), the firms should note how they intend to collaborate on the scope provided and how their individual qualifications relate to their respective portions of the scope.

Question 4: How and what is the timing for selection of Subcontract Design Professionals Team?

Answer: Once Architect is selected, Architect will select the Subcontract Design Professionals Team. Subcontract Design Professionals selection process and final Subcontract Design Professionals selections are both subject to the approval of HFC.

Question 5: If exceptions are taken to the Services Agreement Form included in the RFQ as Exhibit “1”, how should those exceptions be communicated in the Response to RFQ?

Answer: If the Respondent takes exception to any Services Agreement Form provisions, then the Respondent must include alternate language that is acceptable to the Respondent in response to the RFQ for HFC review.

Question 6: Does documentation of the Services Agreement Form exceptions/alternate language included in the response to RFQ (if any) count against the 50-page limit for SOQs stated at the bottom of RFQ page 3 of 8?

Answer: No, the 50-page limit applies to the SOQs only.

Question 7: What is the timing for selection of Architect?

Answer: HFC goal is to select an Architect as quickly as possible with the intention to recommend same for approval at the next scheduled Board Meeting.

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