



**DATE:** May 10, 2024  
**SUBJECT:** Letter of Clarification  
**RE:** Development Services RFQ  
**TO:** All Prospective Respondents

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the referenced Development Services RFQ relating to the Transformation of the George R. Brown Convention Center and Convention District Transformation Project in Houston, Texas to answer questions timely received in the manner set forth below:

**Question 1:** Will the development team act as public relations or will there be a representative of HFC managing PR?

Answer: HFC will manage and direct public relations matters, though the developer may be asked to assist with presentations to stakeholders and city officials.

**Question 2:** Are respondents required to include HFC diversity forms as part of their Statement of Qualifications?

Answer: No. As noted in the RFQ, Respondents are tasked to explain how they will meet the 30% Diversity Goal and note any diverse subcontractors or subconsultants certified by diversity agencies recognized under the HFC Diversity Program. The HFC Diversity forms will be requested at the appropriate time.

**Question 3:** Will diversity forms included as part of the submission package count towards to 50-page count?

Answer: No.

**Question 4:** How will success be measured?

Answer: Please refer to the Manner of Selection section of the RFP.

**Question 5:** Does HFC have long-term key performance indicators?

Answer: Quantifiable metrics will be discussed and refined in cooperation with the developer selected as a result of this process.

**Question 6:** To further clarify the definition of “developer” and “development manager,” is the intent to provide “professional services” to direct all aspects of the project, select the remaining project team and for HFC to hold all contracts?

Answer: As noted in the RFQ, HFC does not seek from the Respondent selected services that constitute the practice of architecture, the practice of engineering or the provision of general contractor construction services. What HFC seeks is a developer to perform customary developer functions in guiding and managing a project, as outlined in the RFQ. Part of those services are to assist HFC in selecting the remaining project team. HFC will hold all of the contracts other than contracts the developer may have with third parties (e.g., diversity participants) assisting the developer in performing its development services.

**Question 7:** Is the projected funding only for Phase I or for the entire project?

Answer: As stated in the RFQ, Phase II may be undertaken in conjunction with or following completion of Phase I. Funding will be discussed further with the Respondent selected as a result of this process. To reiterate what was said in the pre-submittal meeting: HFC does not expect the developer to provide funding.

**Question 8:** Can we get a copy of the proposed contract format?

Answer: The proposed contract format is being developed by HFC. However, certain key terms that HFC expects to be included in the contract are outlined in the Terms and Conditions provided in Exhibit “1” of the RFQ.

**Question 9:** Is the Developer to provide visioning services or procure consultants to provide visioning services?

Answer: HFC expects that the developer will assist HFC with visioning to the extent required by HFC. If consultants are needed for that process, the developer will be asked to assist HFC in the solicitation and selection process, however, HFC will engage the selected consultant(s). Further, as stated in the RFQ, HFC expects that the selected Respondent will assist HFC in the review of master plans to potentially foster further development to enhance the appeal of the George R. Brown Convention Center to the meetings industry, as well as residents and visitors to downtown Houston.

Letters of Clarification become a part of the solicitation 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.