



DATE: October 15, 2018
SUBJECT: Letter of Clarification
RE: Hotel Asset Manager Services RFQ
TO: All Prospective Respondents

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the referenced RFQ for Hotel Asset Manager to answer questions timely received in the manner set forth below:

Question 1: On what basis will the 10 points for Diversity Efforts be awarded?

Answer: Evaluation of Diversity Efforts will be based on an analysis of the extent to which Respondents have demonstrated good faith efforts to achieve diversity.

Question 2: Which Diversity forms are Respondents expected to submit with their SOQ?

Answer: A comprehensive response would include a Utilization Plan and Letters of Intent (with the percentage and/or dollar value blank or set at \$0), along with a copy of each subcontractor’s diversity certification.

Question 3: Does the current engagement include a Diversity Goal? If so, who are the subcontractors?

Answer: As this is the first RFQ of its kind issued by HFC, currently, there is no Diversity Goal for these services. HFC has determined that subcontracting opportunities are available and established a 20% Diversity Goal.

Question 4: In evaluating experience, will greater weight be placed on current asset management engagements that are illustrative of capabilities with like hotels over past experience with hotels or experience that is less comparable (convention centers as opposed to other types of hotels)?

Answer: No such preference for current or former clients has been established. The portion of the RFQ titled “SOQ Format and Evaluation” includes all relevant details available on the Experience.

Question 5: In evaluating experience, will greater weight be placed on asset management, including tenure, of municipality-owned and convention hotels?

Answer: No such preference for municipality-owned or convention hotels has been established. The portion of the RFQ titled “SOQ Format and Evaluation” includes all relevant details available on the Experience.

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 SOQ.