



**DATE:** August 21, 2017  
**SUBJECT:** Letter of Clarification  
**RE:** Jones Plaza Re-Design Project RFQ  
**TO:** All Prospective Respondents

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the Jones Plaza Re-Design Project RFQ to:

- a. Respectfully remind Respondents to observe and abide by the page limitations noted in the RFQ in consideration of those reviewing the submittals; and
- b. Answer the following questions timely received from potential Respondents:

- 1. **Question:** What is the estimated schedule for interview dates, shortlist selection, and subsequent concept-design phase?

**Answer:** HFC anticipates notifying the Respondent teams selected for the competition phase in late September. Those teams will be provided with more detailed schedule information.

- 2. **Question:** Will shortlisted Respondents be allowed to ask additional project questions?

**Answer:** Yes.

- 3. **Question:** How long will shortlisted firms have to work on a project-specific, preliminary conceptual design?

**Answer:** Respondent teams selected will be notified of the schedule.

- 4. **Question:** Will HFC issue guidelines to the shortlisted firm for the preliminary conceptual design phase to establish expectations and the scope of the deliverables?

**Answer:** Yes.

- 5. **Question:** Will HFC consider eliminating the preliminary conceptual design phase?

**Answer:** No.

- 6. **Question:** Are streetscape and right-of-way improvements included in the scope?

**Answer:** The project will include all sidewalks to the curb edge of streets surrounding Jones Plaza.

7. **Question:** To what extent should the Theater District Master Plan be considered as the framework for the conceptual design phase or require specific integration with Jones Plaza?

**Answer:** Supplemental information will be provided to the shortlisted Respondents.

8. **Question:** What other short-term projects in the Theater District will impact or require integration with Jones Plaza?

**Answer:** No such projects are envisioned at this time.

9. **Question:** Does HFC prefer a hardscape of softscape design?

**Answer:** Additional information will be discussed with the shortlisted Respondents.

10. **Question:** Do Respondents have to be U.S.-registered entities?

**Answer:** No.

11. **Question:** May the Respondent's primary team member be an international entity?

**Answer:** Yes.

12. **Question:** Can you provide an invitation list in furtherance of joint-venture discussions?

**Answer:** No. This RFQ was advertised publicly and is available to all on our website. There is no list of invited firms.

13. **Question:** What types of completed projects would HFC consider to be similar in nature for the purpose of demonstrating relevant experience?

**Answer:** Parks in an urbanized setting such as a downtown (or other urban center) with a foodservice component, urban plazas with a foodservice component, or similar place-making public outdoor projects would be appropriate.

14. **Question:** May we include incomplete projects to meet the minimum?

**Answer:** Completed projects are preferred strongly.

15. **Question:** May we provide more than three references if we stay within the page limit?

**Answer:** We ask that Respondents be selective and limit their response to three relevant projects as stated in the RFQ.

16. **Question:** May we exceed the pages limitations or include chapter dividers?

**Answer:** Chapter dividers and additional pages are discouraged.

17. **Question:** May we include header pages in between the proposed page limits?

**Answer:** Header pages are discouraged.

18. **Question:** Do page numbers mean single or double page spreads?

**Answer:** Single.

19. **Question:** Should we include any additional information with our SOQ?

**Answer:** Respondents are asked to limit their response to the information requested in the RFQ. Superfluous information is discouraged.

20. **Question:** Is the 35% Diversity Goal for the design firm, or can part of the total be shifted to the construction contractor?

**Answer:** The goal applies to the design team.

21. **Question:** Is there a MWDBE or other diversity requirement for this project?

**Answer:** Please refer to the "Diversity Commitment" provision of the RFQ. The Instructions to Bidders/Proposers document, including relevant forms, is available on HFC's Doing Business page (<https://www.houstonfirst.com/do-business/>).

22. **Question:** If the prime Respondent is certified by the City of Houston as a MWDBE, will that count towards the Diversity Goal?

**Answer:** No. Please refer to the "Diversity Commitment" portion of the RFQ.

23. **Question:** What type of design-contract changes would HFC consider to be substantive?

**Answer:** An exhaustive list of substantive objections is impractical. Respondents should ensure their objections to HFC's form of agreement, if any, are concise and unambiguous.

24. **Question:** How should Respondents indicate their objection to the insurance and indemnification requirements?

**Answer:** Any objections to the form of agreement should be noted, in a concise and unambiguous manner, immediately following the Transmittal Letter portion of the SOQ.

25. **Question:** Who is on the selection committee?

**Answer:** The selection committee members are stakeholders in the project.

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