



**DATE:** March 28, 2023  
**SUBJECT:** Letter of Clarification 3  
**RE:** Montrose Bridges Decorative Lighting RFQ  
**TO:** All Prospective Respondents

Houston First Corporation (“HFC”) issues this Letter of Clarification 3 regarding the referenced Montrose Bridges Decorative Lighting RFQ to answer questions timely received in the manner set forth below:

### **QUESTIONS**

**Question 1:** As the SOQ has a 20-page limit, is there a specified/preferred page size (e.g., 11x17 or 8-1/2x11)?

Answer: 8-1/2x11

**Question 2:** The Project Team statement requests that we “include a brief summary of their qualifications and note if any are diversity certified, such as MWDBEs or HUBs.” Is this for all project team members or just for the proposed subconsultants?

Answer: Certified diversity firms should be noted whether or not they are subconsultants.

**Question 3:** Is there a rubric that further breaks down the scoring for each element of the SOQ?

Answer: No. Selection criteria for this stage of the process is as stated in the RFQ.

**Question 4:** When does HFC anticipate the Preliminary Conceptual Design Phase will occur?

Answer: Commencement of the Preliminary Conceptual Design Phase will depend on the volume of Statement of Qualification received.

**Question 5:** What is the anticipated duration/schedule of the Preliminary Conceptual Design Phase?

Answer: While more specific information will be made available during the next stage of the selection process, HFC recognizes that teams may need 6-8 weeks to develop their conceptual designs.

**Question 6:** What is the schedule for ranking respondent firms for the designed competition and when does HFC intend to award the project?

Answer: Next steps will be determined based on the volume of responses to this RFQ, as well as the scope and complexity of any concept selected during the conceptual design stage of the selection process.

**Question 7:** What is the anticipated construction budget for the project?

Answer: While HFC has noted, in the SOQ, that conceptual designs should be budget-conscious, no specific budget figure is available at this stage of the selection process.

**Question 8:** Will HFC be able to share drawings of the bridges with the selected design team? If so, in what format will those drawings be shared?

Answer: More specific information will be made available during the next stage of the selection process. Drawings that are shared will be in various formats (TIF, DWG, etc.).

**Question 9:** Are there stakeholders that will require approval of proposed designs other than HFC and TxDOT? If so, can those stakeholders be named? If the stakeholders cannot be named, how many other stakeholders will be involved?

Answer: The selection committee will be appointed by HFC; next steps, including any necessary approvals, will be determined by scope and complexity. In addition to TxDOT safety requirements, as noted in the RFQ, installation of an approved concept would likely require permitting from the City of Houston.

**Question 10:** Will the public be involved in the design process?

Answer: While HFC anticipates continued interest in the project from Houston residents, no formal role in the selection or design process has been established.

**Question 11:** What are the document requirements for the Design Concept Competition submission (rendering, plans, etc.)?

Answer: As noted in Letter of Clarification 2, after reviewing each Statement of Qualification, up to five teams will be selected to prepare and participate in a preliminary design concepts (up to 3 concepts) presentation for final selection. Preliminary design concepts will be requested from top-ranked teams as part of the second stage of the process. HFC is not requesting a complete schematic design set.

**Question 12:** Since the project has a lot of unique lighting requirements that need to be studied at the competition phase (e.g., lighting calculations, review of mounting details and sufficient design), is the \$7,500 stipend negotiable?

Answer: The same terms, including the \$7,500 stipend, will be offered to all of the top-ranked firms at the appropriate stage of the selection process.

**Question 13:** Would the design concepts developed by shortlisted firms remain the property of the submitter in the Design Concept Competition regardless of the design competition's outcome?

Answer: While more specific information will be made available during the next stage of the selection process, HFC will, necessarily, require a license of some form to ensure that

concepts may be reviewed thoroughly. Any concept selected during the conceptual design stage of the selection process will require a comprehensive design services agreement.

**Question 14:** If a team is shortlisted to compete in the Design Concept Competition phase, what are the stipulations for participating in the final Design Competition Phase?

Answer: While not available at this stage of the selection process, top-ranked firms will be offered the same terms and conditions, probably in the form of a letter agreement, that the top-ranked firms may accept or reject.

**Question 15:** Is there a specific bridge of the five in scope that the design team should focus on as it relates to design concepts?

Answer: No, though please keep in mind that only qualifications are requested at this stage of the process.

**Question 16:** Is it acceptable to submit more than three project examples in our Statement of Qualifications?

Answer: Respondents are asked to identify the three most-representative outdoor lighting projects, completed primarily by the respondent team, similar in complexity and scope to this project.

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.