



DATE: October 16, 2017
SUBJECT: Letter of Clarification #2
RE: Project Management Services RFP
TO: All Prospective Proposers

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the Project Management Services RFP to refine and clarify the scope of services required and to answer a question timely received.

RFP Revisions and Clarifications

HFC has received questions as to whether HFC seeks, in this RFP, architectural or engineering services. While HFC believes the RFP has been and is clear in this regard (in the original issuance of the RFP and by its answer to Question 12 in the October 13, 2017 Letter of Clarification), for the avoidance of doubt, and notwithstanding any portion of the RFP to the contrary, including but not limited to the Scope of Services, HFC is not requesting the successful proponent to perform any act or service constituting the practice of engineering or architecture under Title 6 of the Texas Occupations Code (or other applicable law).

A. The fourth paragraph of the “**Overview**” section of the RFP is amended and restated as follows:

Potential proposers are advised that the contract resulting from the RFP will be for the performance of services consisting of project management as an owner’s representative and consultant. This RFP is not for construction work or any services constituting the practice of architecture or engineering.

Proposers acknowledge that Federal Emergency Management Agency (“FEMA”) financial reimbursement assistance will be used to support the contract resulting from this RFP. The proposer selected as a result of this process shall be required to comply with all applicable Federal laws, regulations, executive orders, and FEMA requirements.

B. The “**Scope of Services**” section of the RFP is amended and restated as follows:

As the emergency remediation phase draws to a close, HFC seeks to engage a project management firm to provide **construction management consulting** ~~comprehensive coordination and support~~ services throughout the reconstruction phase, including the following tasks:

- a. ~~Cost-estimating individual projects and a~~ Advising HFC on matters pertaining to the overall project budget including analysis of and recommendations and advice regarding cost estimating prepared by third party contractors and others;
- b. Regular meetings with HFC, City of Houston officials, and their contractors;
- c. Assisting HFC in the preparation of contract documents, including advice to HFC regarding the scope of drawings and specifications prepared by engineers and architects retained by HFC, ~~including review of drawings and specifications;~~

- d. Reviewing questions received from potential contractors during the bidding process;
- e. Providing recommendations on constructability of work reflected in plans prepared by architects and engineers ~~construction feasibility~~, availability of materials and labor, time requirements for installation and construction, and factors related to cost;
- f. Overall project management, including facilitating all phases of projects concurrently, from predesign through construction completion;
- g. Project schedule development, including adjustments based on the progress of work and specific recommendations for prioritizing and accelerating critical path items;
- h. Identification of long-lead items to facilitate the earliest feasible date for project completion;
- i. ~~Construction management consulting Value engineering assistance~~ and best construction practices recommendations, including recommendations and advice to HFC regarding value engineering options presented to HFC;
- j. Project worksheet and other pertinent report preparation, review, content recommendations, and hazard mitigation proposals required for reimbursement by FEMA and any other applicable agency;
- k. Collecting and organizing contracts, reports, logs, and other supporting documentation necessary for project worksheets;
- l. Managing, ~~as owner's representative~~, third-party architectural and engineering contracts entered into by HFC and meeting with design professionals;
- m. Reviewing, reconciling and validating payment applications and invoices from third-party construction contractors, architects and engineers;
- n. Ensuring compliance with prevailing wage and hour requirements;
- o. Close-out document review, including punch-list documentation; and
- p. Other ~~incidental~~ tasks and matters ~~directly reasonably~~ relating to ~~construction-management consulting and serving in the capacity of the owner's representative the foregoing.~~

Project Question and Answer

Question: Does HFC require an architect or engineer for this project?

Answer: HFC anticipates that a separate solicitation, in the form of a request for qualifications, will be issued for architectural and engineering services in connection with professional services required for the reconstruction projects at the Theater District Underground Parking Garages and Wortham Theater Center.

When issued, Letters of Clarification automatically become a part of the RFP and supersede any previous specifications and/or provisions in conflict therewith. By submitting a proposal, proposers shall be deemed to have received all Letters of Clarification and to have incorporated them into their proposal.