



**DATE:** October 15, 2021  
**SUBJECT:** Letter of Clarification  
**RE:** Engineering Services RFQ  
**TO:** All Prospective Respondents

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the referenced Engineering Services Request for Qualifications to answer questions timely received in the manner set forth below:

### **QUESTIONS**

**Question 1:** Would HFC prefer a team including MEP and structural engineering, or could a Respondent just turn in the MEP or structural portion only?

Answer: HFC expects to receive responses from firms able to provide a full suite of engineering services, as noted in the RFQ. Firms providing MEP and not structural (or vice versa) are encouraged to explain in their SOQ how they intend to supply missing expertise via a subcontractor or joint venture.

**Question 2:** Does the scope of the RFQ include geotechnical, construction materials and/or environmental engineering services?

Answer: It does not.

**Question 3:** Are Respondents required to be a certified diversity vendor to apply for this opportunity with HFC?

Answer: No.

**Question 4:** Could we commit to meeting the diversity goal should a need for a sub consultant arise and, once a work order is issued, relook at team makeup to make sure the goal is met? If not, how do you want us to address price/percentage without specific project values?

Answer: Respondents should list the subcontractors they intend to use along with the Letter of Intent with no dollar values or percentage. Respondents can also make a statement about the 24% Diversity Goal in their narrative.

**Question 5:** If the firm that is submitting as a “prime” has one of the listed certifications, will that count towards the Diversity Goal?

Answer: No. As stated in the RFQ, Respondents should note if they are certified as a diversity participant in their submittal; however, such certification shall not lessen or otherwise alter the requirement to use good faith efforts to award subcontracts to diversity participants.

**Question 6:** Could we send our Diversity Forms before the submission date to see if they are completed properly?

Answer: Advanced review of SOQ components is not permitted, though HFC hopes that that the answers included in this Letter of Clarification will provide useful guidance.

**Question 7:** Under the Diversity Compliance Guidelines and Forms, it states that the responsible bidder/proposer must list the project work start and completion dates. What exactly are those dates for this project?

Answer: It is not necessary to complete that section of the document.

**Question 8:** The Diversity Compliance Guidelines and Forms ask for the address and name of the firms we choose, as well as the percent dedicated. Where would we put this information? In a separate write-up?

Answer: Form 100 would be used to list the firms that a Respondent intends on using to meet the goal of the contract. **Bidders/Proposers do not have to list a price or percent on the Form 100.**

**Question 9:** Would Form 100 and letters of intent satisfy the good-faith diversity efforts requirement, or are we to provide a detailed paragraph of our plan as well?

Answer: Form 100 is to list the firms that you intend on using to meet the goal assessed to this project. Good Faith Efforts would be listed if bidders/proposer cannot meet the diversity goal. Bidders/Proposers that maybe unable to complete the Form 100 Participation Plan would need to complete Form 101 Pre-Bids Efforts and Form 102 Diversity Goal Diversity Goal Deviation Request. (See also Question 4.)

Letters of Clarification become part of the solicitation and automatically supersede any previous specifications or provisions in conflict therewith. By submitting their SOQ, Respondents shall be deemed to have reviewed all Letters of Clarification on the website and incorporated them into their submittal. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein. It is the responsibility of the Respondent to monitor [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business) and ensure they review any such Letters of Clarification and incorporate them in their SOQ.