



**DATE:** February 4, 2020  
**SUBJECT:** Letter of Clarification  
**RE:** Owner Representative Services RFP  
**TO:** All Prospective Proposers

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

**Question 1:** What is the minimum square footage?

Answer: There is no minimum square footage.

**Question 2:** What is the allocated budget?

Answer: Please refer to the Pre-Submittal Presentation materials available online at <https://www.houstonfirst.com/do-business/>.

**Question 3:** Is there a feasibility study that includes the current structural analysis and capacity for the parking garage and office building to receive additional load or floors?

Answer: Any such analysis will be undertaken by a separate architectural and engineering team that will perform a peer review of hotel drawings and existing Partnership Tower drawings under contract with HFC.

**Question 4:** Which of the roads around the site of the facility have the greatest potential of being approved to be blocked for various periods of time?

Answer: Partial blocking of Rusk St. is expected.

**Question 5:** Is there a construction management/approval processes in place?

Answer: The respondent selected is expected to provide construction oversight services on behalf of HFC.

**Question 6:** Is this considered a multi-year contract and will it be automatically renewed each year?

Answer: Subject to review and structure of Proposer-submitted pricing, HFC expects that the resulting contract will be project based, rather than include a fixed term.

**Question 7:** What type of on-site access will be available to the Owner's Representative?

Answer: Full access as required.

**Question 8:** Will there be a fitness center or any sort of fitness related activities in the scope of work for this project?

Answer: Design and construction of such amenities will be determined by the hotel developer.

**Question 9:** Should Proposers submit pricing for multiple years, and can a schedule be shared that outlines the timeline for the work?

Answer: Proposers are asked to provide pricing for the duration of the services. Regarding the tentative schedule, the best available information at this time is provided in the Pre-Submittal Presentation materials available online at <https://www.houstonfirst.com/do-business/>.

Letters of Clarification become a part of the RFP automatically upon issuance and supersede any previous specifications and/or provisions in conflict therewith. By submitting their Proposal, Proposers are deemed to have received all Letters of Clarification and to have incorporated them into their Proposal.