



DATE: October 19, 2021
SUBJECT: Letter of Clarification 2
RE: Engineering Services RFQ
TO: All Prospective Respondents

Houston First Corporation (“HFC”) issues this Letter of Clarification 2 regarding the referenced Engineering Services Request for Qualifications to answer additional questions timely received in the manner set forth below:

QUESTIONS

Question 1: The RFQ calls for diversity participation information to be provided separately. Can you confirm if this means that section “E” in the RFQ is to be duplicated from the main SOQ, or just provided separately?

Answer: All Diversity participation information provided by Respondents (including how the Respondent intends to make good-faith efforts to utilize diverse companies to meet the Diversity Goal) should be enclosed in a separately-sealed envelope, and in a separate folder on the flash drive, labelled “Diversity”.

Question 2: Does HFC want resumes for subconsultants included, or just the prime firm?

Answer: Respondents are asked to introduce key personnel who would be assigned to provide services under any resulting agreement (whether they are with the prime firm or subconsultants), explain their respective functions, and include a brief summary of their qualifications

Question 3: For the three reference projects (SOQ Format Section “d”), does HFC want three from the prime firm and three from each subconsultant, or just three from the prime firm?

Answer: Respondents should use their best judgment based on the composition of their essential personnel team.

Question 4: Is the contract duration for the requested scope of services defined? (i.e., how many years?)

Answer: The term of the resulting Engineering Services Agreement will begin upon signature and expire December 31, 2024. HFC may, in its sole discretion, extend the term by up to an additional six calendar months, on the same terms and conditions, by notifying the firm in writing of such extension.

Question 5: Is there a known project list that can be shared, or specific project capabilities HFC would like to target initially?

Answer: The best information available as of the date of this letter is provided in the Overview section of the RFQ and Article I of the Engineering Services Agreement.

Question 6: Has HFC allocated funding for the Capital Improvements? If so, is the amount identified and can it be shared?

Answer: The best information available as of the date of this letter is provided in the Overview section of the RFQ.

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 and ensure they review any such Letters of Clarification and incorporate them in their SOQ.