



**DATE:** November 13, 2017  
**SUBJECT:** Letter of Clarification 3  
**RE:** Recovery Architectural Services RFQ  
**TO:** All Prospective Respondents

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the Recovery Architectural Services RFQ to answers question timely received.

### **Questions and Answers**

**Question 1:** Is the architect expected to serve as the primary design-services professional?

Answer: Yes.

**Question 2:** Is the scope of work to be limited to ground-level and below?

Answer: The scope of work may include areas other than ground level and below.

**Question 3:** What is the square footage of the scope of work?

Answer: Please review the maps available at <https://www.houstonfirst.com/do-business/> for preliminary estimates pertaining to square footage of affected areas.

**Question 4:** Are there any existing drawings or photographs available to help establish the condition and aesthetic prior to the disaster?

Answer: Available drawings and images will be shared with the firm selected for the purposes of restoring the facilities to their pre-existing condition.

**Question 5:** Will any CAD backgrounds be available or will they need to be created?

Answer: While all available files will be shared with the firm selected, they should anticipate that additional drawings will need to be created.

**Question 6:** Is new work expected to meet current energy codes?

Answer: All work necessary to restore the facilities to their pre-existing conditions must be performed in accordance with applicable law.

**Question 7:** Is the remediation work expected to conform with current egress, occupancy and life-safety codes?

Answer: Yes.

**Question 8:** How will other buildings connected to the parking garages address the corrective measures to prevent future water intrusion?

Answer: Mitigation efforts will be discussed and refined with the firm selected.

**Question 9:** Will the filing process for corrective and improvement work receive preferred attention by local authorities?

Answer: While the City of Houston strongly supports hurricane-recovery efforts, architects should not expect preferential treatment in terms of permitting or regulatory review-and-approval.

**Question 10:** What is the review and approval process for schematic design and design development?

Answer: The review and approval process will be determined in accordance with the Recovery Architectural Services Agreement in cooperation with HFC.

**Question 11:** Will the scope of work include an exterior component?

Answer: Some exterior work may be required (e.g., electrical wiring and fixtures on Fish Plaza area in front of Wortham Theater Center).

**Question 12:** Will a final project schedule and budget provided to the short-listed firms?

Answer: HFC has and will continue to provide the best information available pertaining to the project schedule and budget (See, for example, Letter of Clarification #1).

**Question 13:** Will you provide as built drawings or additional information vis a vis the Theater District Master Plan?

Answer: Not at this stage of the selection process.

**Question 14:** What is the schedule of events for the theater groups or other performances at Wortham Theater Center?

Answer: Any events at the facilities will be included in the Project schedule.

**Question 15:** Who is the Project Manager?

Answer: The process to select and engage a Project Manager is ongoing as of the date of this Letter of Clarification #3.

**Question 16:** Is the Project Manager responsible for completing or ensuring completion of emergency remediation?

Answer: Not at this time.

**Question 17:** What is the diversity requirement for this Project?

Answer: Please refer to the RFQ section titled “Good Faith Diversity Efforts”.

**Question 18:** Does the estimated Project cost include emergency remediation work?

Answer: No.

**Question 19:** Will you provide a list of damaged equipment?

Answer: A list of equipment will not be available at the SOQ stage of the selection process.

**Question 20:** Will the respondent be required to design flood walls or otherwise mitigate future flooding from street-level?

Answer: As noted in the RFQ, the scope of services for the design firm selected may further include one or more mitigation projects at the facilities so as to prevent or materially reduce the probability of pervasive damage due to floods or other severe weather events.

**Question 21:** Will a certification/sign-off be provided to the firm selected that all mold remediation has been completed?

Answer: HFC expects to receive a mold-remediation certificate prior to commencement of permanent recovery work.

**Question 22:** Should respondents consider the contract included with the RFQ as a draft document open to negotiation upon preliminary selection?

Answer: No. As noted in the RFQ, Respondents may identify any objections to the Recovery Architectural Services Agreement within or immediately following the Transmittal Letter portion of their RFQ. Respondents are reminded that SOQs including material exceptions are deemed non-responsive and will be rejected without consideration.

**Question 23:** Were the Wortham Theater Center and Theater District Underground Parking Garages up-to all codes prior to the disaster?

Answer: To the best of HFC’s knowledge and belief, the facilities were constructed in compliance with applicable codes when built and as required subsequently during material capital improvement projects.

**Question 24:** Will you provide a list of damaged equipment at the facilities?

Answer: Not at this stage of the selection process.

**Question 25:** Will road re-design work be required to prevent future flooding be part of this project?

Answer: HFC does not anticipate any material Project or mitigation work in the right-of-way.

**Question 26:** How will the scope of work be phased?

Answer: Firms should anticipate that architectural services will be phased as schematic design, design development, construction documentation, and construction administration, and divided by facility and specific tasks, such as specialized work to replace the stage.

Additionally, the firm selected will be asked to divide requirements, when economically feasible, into smaller tasks or quantities so as to permit maximum participation by small and minority businesses, and women's business enterprises.

**Question 27:** Will this Project begin with a conditions assessment?

Answer: HFC, in cooperation with the firm selected, will determine if a pre-design conditions assessment will be required in furtherance of this Project.

**Question 28:** Are sub-consultants required to complete the Anti-Lobbying Certification, Certification Regarding Disbarment/Suspension and Respondent Questionnaire?

Answer: If the Project Team includes more than one firm, then each firm must complete the Anti-Lobbying Certification and Certification Regarding Disbarment/Suspension. The questionnaire should be completed by the Respondent, although HFC reserves the right to require sub-consultants to provide the same information prior to making a selection.

**Question 29:** Would a joint-venture respondent certified as a diversity firm be required to use good faith efforts and take affirmative measures to include diversity businesses?

Answer: Yes. Certification held by a respondent will not diminish the requirement of good faith efforts and affirmative measures.

**Question 30:** By submitting résumés of Project Team members, will we receive the maximum-available points?

Answer: While résumés may be submitted, HFC expects a written summary of their qualifications, as stated in the RFQ.

**Question 31:** Can a Miami-based or other out-of-state architectural firm submit an SOQ?

Answer: Yes.

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 shall be deemed to have received all Letters of Clarification and to have incorporated them into their SOQ.