



CITY OF HOUSTON



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

John Whitmire
Mayor

Jim Szczesniak
Director of Aviation

May 10, 2024

SUBJECT: Letter of Clarification (LOC) No. 2

REFERENCE: Request For Qualifications (RFQ) for On-Call Design Services for Local Funded Projects at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD); Solicitation No.: H37-OCDFP-2024-002

To: All Prospective Respondents:

This Letter of Clarification (LOC) is issued for the following reasons:

- I. **To EXTEND** the Solicitation Due Date from Wednesday, May 22, 2024, at 2:00 PM, CT **to Wednesday, June 5, 2024, at 2:00 PM, CT.**
- II. **To Respond to questions submitted by prospective Respondents.**

1. **Question:** Section 8.3 identifies requirements for a Team Introduction Letter. One requirement is to list “ all individuals proposed for the Team and their proposed role”. Are you asking for a list of the firms on the team, or the names/roles of the actual personnel on the team, or both in this section?

Response: **List key personnel/ team members for the prime firm and any joint venture firms if participating.**

2. **Question:** Section 8.4 Transmittal Letter also requires us to list “the name and role of all individuals proposed for the Team”, which is the same thing asked for in 8.3. Are you asking for a list of the firms on the team, or the names/roles of the actual personnel on the team, or both in this section, and how will this fit onto the one-page limit?

Response: **List name and role of key personnel/ team members for the prime firm and any joint venture firms if participating. List the names of the subcontractor firms. The one (1) page limit for the Transmittal Letter has been removed.**

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Fred Flickinger Tiffany D. Thomas Mary Nan Huffman Mario Castillo Joaquin Martinez Edward Pollard Martha Castex-Tatum Julian Ramirez Willie Davis Twila Carter Letitia Plummer Sallie Alcorn

Controller: Chris Hollins

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3. **Question:** Section 4 “Minimum Qualifications or Requirements” requires letters from project owners verifying that the prime firm has served as the prime contractor on at least three (3) On-Call Aviation Design assignments at a top 30 airport as defined by the 2022 Airport Council International (ACI) North American Airports Passenger Ranking List (see Appendix) during the past five (5) years. Is it acceptable to request/obtain a letter from Houston Airport System, and if so, would this count towards this requirement?

Response: This requirement of "experience must be validated in a letter by the project owner" remains. However, the "airport Experience" requirement was removed and replaced with new experience requirements. Please refer to LOC #1. The reference letter must be in compliance with the revised experience requirements.

4. **Question:** Section 4 “Minimum Qualifications or Requirements” requires letters from project owners verifying that the prime firm has served as the prime contractor on at least three (3) On-Call Aviation Design assignments at a top 30 airport as defined by the 2022 Airport Council International (ACI) North American Airports Passenger Ranking List (see Appendix) during the past five (5) years. Should the prime firm include these letters in our submission response, and if so, where in the response? Or should the project owners send the letter directly to HAS, and if so, to whom and what address and how do we confirm they were received?

Response: Please refer to LOC #1, rescinding the requirements for Aviation experience. The requirement that letters from project owners verifying that the prime firm has served as the prime contractor on the referenced project(s) remains as a requirement to be included with your submittal. Please refer to RFQ Section 6.14 and Section 18.0.

5. **Question:** Section 6 Key Personnel requires that we Provide name and contact information for primary contact with each organization. Please clarify if these means for their current employer or for each project or for each firm they worked on.

Response: Please provide name and contact information for Key Personnel's current employer.

6. **Question:** Item 8.5: Section 2 – Description of Firm. Provide a general description of the firm including systems, services...Please clarify what systems are requested.

Response: For "systems" please list tools that are utilized in providing design services. Respondent firms may include any other systems it utilizes that demonstrates its capabilities and experience for fulfilling the Scope requirements.

7. **Question:** With the change in Minimum Qualifications (Item 4.1) discussed at the pre-submittal conference, please confirm that item 4.3 “The above airport experience must be validated in a letter by the project owner.” is no longer required.

Response: Please refer to the response provided to questions #3 and #4 above.

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8. **Question:** Item 16.5 Exceptions to Terms and Conditions. Item 16.5.1 indicates that exceptions should be submitted in a clearly identified separate section of the Submission. Item 6.6.3.1 indicates the Respondent shall provide the City with any comments, as described in Section 17.5, it has regarding the sample contract in Step TWO of the selection process (presentation/interview).
- a. Please confirm if exceptions are submitted with the SOQ (Step ONE) or Step TWO.
- b. Note: In Item 6.6.3.1, there is a reference to Section 17.5; however, Section 17.5 is not in the RFQ. I am assuming the reference should be to Section 16.5.

Response: a. **Exceptions are to be submitted in Step One of the RFQ.**
b. **Refer to 16.5 in lieu of 17.5.**

9. **Question:** Item 6.15 Background and Experience of Key Personnel – The last sentence of Item 6.15.1 states: Provide name and contact information for primary contact with each organization. Please clarify this statement in the key personnel experience section.

Response: **Please refer to the response provided to question #5 above.**

10. **Question:** Do the Key Personnel requirements apply only to the prime firm?

Response: **No. All Key Personnel for the subconsultants should also be listed.**

11. **Question:** Please confirm the DBE and M/WBE participation goals – The RFQ and PowerPoint don't match.

Response: **OBO MWBE = 20% and DBE = 15%**

12. **Question:** Please confirm the Section 5 requirements for a Firm's Background and Experience.

Response: **Please refer to the response provided to questions #3 and #4 above.**

13. **Question:** Please confirm the amount USBs needed. seven or eight? - The RFQ and PowerPoint don't match

Response: **A total of 8 USB drives are required to be included with your printed submittals (1 original and 7 copies).**

14. **Question:** Is an original signature only needed for the Transmittal Letter? Or are original signatures needed for all of the Exhibits and forms?

Response: **Electronic signatures are acceptable at time of submission. However, original signatures may be required to be submitted at a later date upon request.**

15. **Question:** If we are capable of submitting to both contracts, are there any conflicts on winning both?

Response: **No.**

16. **Question:** Please clarify the M/WBE Goal percentage. The RFQ states, 23% on the Cover Page and 24% under 13.1. then the Pre-Submittal Conference Presentation states 20%.

Response: Please refer to the response provided to question #11 above.

17. **Question:** Attachment C - Required Submittal Checklist includes “Exhibit U - Contact Directory Form” as a submittal requirement (Item 13 and 24), but the Contact Directory Form is included as Exhibit R in the document – please provide an updated Attachment C - Required Submittal Checklist.

Response: Attachment C - Required Submittal Checklist has been replaced with a revised Attachment C - Required Submittal Checklist dated 5/10/24. Exhibit U, Contract Directory Form has been removed as a required submittal.

18. **Question:** In Attachment C - Required Submittal Checklist – “Executive Summary” is listed as Item # 3 and Item # 6. Are two Executive Summary required? If yes, please clarify the difference between the two. If no, please provide an updated Attachment C - Required Submittal Checklist.

Response: Please refer to the response provided to question #17 above.

19. **Question:** Would it be helpful if we have airport experience, to list it?

Response: Yes. Any project experience that describes successful project delivery, including airport projects, may be listed.

20. **Question:** Is there a preference or requirement for layout—portrait vs landscape?

Response: Portrait.

21. **Question:** In Attachment C - Required Submittal Checklist – The SECTION Numbers and Names do not match what is listed under 8.0 Submission Requirements. In Attachment C there is an additional section listed (Item # 11 “SECTION 8 – M/WBE Goals”). Please provide an updated Attachment C that matches the requirements listed under 8.0 Submission Requirements.

Response: Please refer to the response provided to question #17 above.

22. **Question:** The first link to the exhibits on page 19 does not work. Can you provide an updated link?

Response: The link originally published in the RFQ has been removed and replaced with the following link to find and access necessary forms: <https://www.houstontx.gov/bizwithhou/>. Forms that are required to be included with procurements submissions and contracts are identified in the procurement documents and copies of the forms may also be included in the RFQ.

23. **Question:** Please clarify if we need to submit 7 or 8 Electronic copies. The RFQ states in under 7.1 “... and seven (7) electronic copies (USB thumb drives)...” But the PowerPoint slide in the Pre-Submittal Conference stated, “... and eight (8) electronic copies (USB thumb drives)...”

Response: Please refer to the response provided to question #13 above.

24. **Question:** What are the expected sizes of the projects? What is the rough maximum construction value of projects expected for this contract?

Response: This is a potentially a 5-year program. Projects will vary in size and complexity. Total contract value and/or number of projects are not known at this time.

25. **Question:** How many selections do you expect to make for this contract?

Response: More than one.

26. **Question:** Can a prime submit a proposal to perform just certain portions of the scope of work, i.e., can they submit a proposal for airside civil engineering only, or for architectural services only?

Response: Yes. However, HAS desires each firm proposing as a Prime to strive towards submitting a full-service project team. Firms may have specialties in one or more services, but will be evaluated based on overall abilities to successfully deliver any and all types of projects assigned.

27. **Question:** Please provide a list of the firms that are precluded from pursuing this contract as either primes or subconsultants.

Response: There are no know firms that are precluded from pursuing this contractual award. If your firm believes that it may be potentially precluded from pursuing this contract, please submit a formal inquiry for assessment prior to submitting your SOQ.

28. **Question:** The schedule provided under 3.0 states that notices for shortlists are expected on 6/18 and interviews are on 6/27. Understanding that these dates are provisional, the time between notice and interview is very brief. Please provide the format of the interview so that we can adequately prepare in advance and meet your schedule.

Response: The format and/or agenda for oral presentations/interviews will be provided only to those firms that are shortlisted for additional consideration.

29. **Question:** Can the federally-funded and locally-funded proposals be submitted together in the same package, or should they be submitted separately?

Response: No.

30. **Question:** Can HAS staff or their representatives be used as references for projects?

Response: Yes.

31. **Question:** Please provide a list of current design and design-related contract holders and their subconsultants.

Response: This information must be requested through the Texas Public Information Act. Using the online portal, you may now request public records of most City

departments. Please use the following link to access the portal.

[https://houstontx.govqa.us/WEBAPP/rs/\(S\(2illpk04yt3x5ymymv5mewdm\)\)/SupportHome.aspx](https://houstontx.govqa.us/WEBAPP/rs/(S(2illpk04yt3x5ymymv5mewdm))/SupportHome.aspx).

32. **Question:** Can a prime submit as a subconsultant on another team?

Response: Yes.

33. **Question:** Can a M/WBE firm that is currently in the certification process be counted toward the MWBE goal?

Response: The firm must be COH certified at the time of submittal due date.

34. **Question:** Do Letters of Recommendation need to be provided as original signed copies?

Response: No.

35. **Question:** Are Letters of Recommendation needed from all entities/municipalities that we use to show our experience or just the three we would like to use as a reference?

Response: At a minimum, letters of recommendation are required from the three entities your firm presents as a reference.

36. **Question:** Can we use HAS as one of our three design assignments?

Response: Yes.

37. **Question:** Can you please confirm which forms need to be provided (and originally signed) from subconsultants?

Response: Please refer to the RFQ document. The Subconsultant is only responsible for signing the Form 00842 M/WBE Letter of Intent.

38. **Question:** Is there a possibility of an extension so that we can gather all of these original signed Letters of Recommendation and any original signed forms from our subconsultants?

Response: Yes. Please refer to the first item of this LOC that revised the SOQ due date from May 22, 2024, to June 5, 2024 at 2:00 PM.

39. **Question:** Can binders be used for production?

Response: Yes.

40. **Question:** In the forms to be submitted on page 18, it does not include Exhibit U, however on page 53 of the RFQ with the checklist, Exhibit U is listed as a requirement?

Response: Please refer to the response provided to question #17 above.

41. **Question:** Page 8 for the RFQ refers to large on-call aviation projects. We assume with the change from Top 30 Airport, this no longer applies?

Response: Please refer to the response provided to questions #3 and #4 above.

42. **Question:** Mrs. Kellie made mention of the goal now being 20% and we see that it has changed to 20% on the pre-rfq PowerPoint, but not on the website. We assume a LOC will make that clarification.

Response: Please refer to the response provided to questions #3 and #4 above.

43. **Question:** There are several different numbers for the MWBE goal—23% on page 1; 24% on page 15; and 20% in the pre-RFP meeting (and associated PowerPoint). Can you clarify the M/WBE goal percentage?

Response: Please refer to the response provided to question #11 above.

44. **Question:** When responding to the sub-sections (e.g., under 6.13 Management Approach and Understanding, subsections 6.13.1, 6.13.2, etc.) do you want respondents to repeat the subsection (paste into our SOQ from the RFQ) before responding to it? Or just include the subsection number and response only?

Response: The submittal requirements are for the firm(s) to comply and provide a response to the published criteria. It is the firm's preference on how its response is submitted.

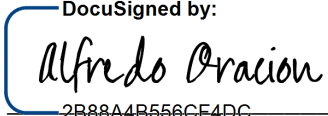
45. **Question:** Is there a page limit for the SOQ?

Response: Only where specifically stated in the RFQ document or as revised through an LOC. Please refer to the response provided to question #2 above.

When issued, LOC(s) shall automatically become part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with these LOC(s). LOC(s) will be incorporated into the Contract as applicable. It is the responsibility of the respondent(s) to ensure that it has obtained all such LOC(s). By submitting a proposal on this project, respondent(s) shall be deemed to have received all LOC(s) and to have incorporated them into their proposal.

If further clarification is needed regarding this solicitation, please contact André Morrow, C.P.M., CPPB, Sr. Procurement Specialist, via email at andre.morrow@houstontx.gov.

DocuSigned by:


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Cathy Vander Plaats
Aviation Procurement Officer
Houston Airport System



cc: Al Oracion, Solicitation File

CITY OF HOUSTON
INTEROFFICE CORRESPONDENCE

TO: Ms. Liliana Rambo, IAP, CM, CAPP
Chief Terminal Management Officer
Houston Airport System

FROM: Cathy Vander Plaats
Assistant Director
Houston Airport System

DATE: May 9, 2024

SUBJECT: Signature Authority

I will be out of the office Friday, May 10, 2024, returning Monday, May 13, 2024. During my absence Mr. Alfredo Oracion will be acting Aviation Procurement Officer with full signature authority. He can be reached at 281-230-8009 or Alfredo.Oracion@houstontx.gov.

DocuSigned by:

Cathy Vander Plaats

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Cathy Vander Plaats

cc: Catina Chapman
Dallas Evans
Alfredo Oracion
Melanie Brown
Andrew Czobor
Dawn Hoffman
Sam Rea
Kellie Irving
Robert Collins
Karen Newman