



# CITY OF HOUSTON



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

**John Whitmire**  
Mayor

Jim Szczesniak  
Director of Aviation

April 18, 2024

**SUBJECT: Letter of Clarification (LOC) No. 1**

**REFERENCE:** Request For Qualifications (RFQ) for On-Call Design Services for Federally Eligible Reimbursable Projects at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD); Solicitation No.: H37-OCDFERP-2024-001

To: All Prospective Respondents:

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

**To remove and revise “aviation” specific language referenced in the following RFQ Sections:**

**1.0, 4.1, 5.2, 6.13.5, 6.14.1, 6.14.2.3, 6.15.2**

## **Section 1.0**

Over the next five years, it is expected that a wide variety of skills and capabilities in On-Call Design Services relating to architecture/engineering projects that are eligible for federal reimbursement relating to airports will be required. The HAS Infrastructure Division will prepare detailed scopes of work and budgets on an individual basis for each assignment, and a Letter of Authorization (LOA) will be executed prior to the issuance of a Notice-to-proceed (NTP) on all assignments. Assignments will be formulated as needs arise.

## **Section 4.1**

On-Call Design Services Experience. The prime firm for each of these teams must have served as the prime contractor on at least three (3) On-Call Design Services assignments at a municipality or other government entity during the past five (5) years.

## **Section 5.2**

The On-Call Design Services consultant is responsible for obtaining plans review and agency approvals (local, state, and federal permits and certifications from all Authorities Having Jurisdiction (AHJs)) before the work is advertised for construction bids and for update from all Authorities Having Jurisdiction (AHJs)) before the work is advertised for construction bids, and to update, produce, and provide electronic Contract Documents and Record Documents denoting project's *As-Built* conditions, after the construction work is substantially complete.

**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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**Section 6.13.5**

The SOQ will be evaluated on the adequacy and effectiveness of the described management approach to the Scope's requirements. **The Respondent should specify their approach to the On-Call Design Services for the scope of services relating to HAS projects and provide evidence of their clear and concise understanding how the management approach supports HAS requirements.** The Respondent should be knowledgeable of standard solutions applicable to project issues and be able to offer innovative ideas. It is also essential that the Respondent demonstrate an ability to synthesize technical information and communicate this information in verbal, written, or graphic form.

**Section 6.14.1**

Respondent shall provide a description of a minimum of three (3) projects and/or On-Call Design Services assignments at a municipality or other government entity during the past five (5) years. This requirement must be met by the prime firm and may not be met by a combination of firms on a team. Points will be awarded based on the firm's experience in relation to the scope and extent of the Respondent's knowledge and understanding of the issues warranting the proposed Work.

**Section 6.14.2.3**

Include in the SOQ any examples of creative **On-Call Design solutions**, innovative approaches, management tools, or strategies that will enable successful delivery of **On-Call Design projects**. Respondent should provide and discuss their past performance of representative projects and its proposed consultants.

**Section 6.15.2**

"Points will be awarded based on the knowledge and experience of the proposed team providing **On-Call Design Services**." ...

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](mailto:andre.morrow@houstontx.gov).

DocuSigned by:

*Cathy Vander Plaats*

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Cathy Vander Plaats  
Aviation Procurement Officer  
Houston Airport System

cc: Al Oracion, Solicitation File