



CITY OF HOUSTON



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

Sylvester Turner
Mayor

Mario C. Diaz
Director of Aviation

November 30, 2021

SUBJECT: Letter of Clarification (LOC) No. 2

REFERENCE: Request For Qualifications for On-Call Aviation Planning Services (OCAPS) For Houston Airport System (HAS); Solicitation No.: H37-OCAPS-2022-003

To: All Prospective Respondents:

This LOC is issued for the following reasons:

- I. **EXTEND the Submittal due date from Tuesday, December 7, 2021 @ 2:00 P.M., CST to Thursday, December 16, 2021 @ 2:00 P.M., CST.**
 - II. **Replace in its entirety Attachment B "Required Submittal Checklist" with "Attachment B Checklist (rev. 11.16.2021)".**
 - III. **Publish Attachment C - 2019 Airport Council International-North American (ACI-NA) Airports Passenger Ranking List.**
 - IV. **Respond to questions submitted by prospective Respondents.**
1. **Question:** Please clarify the SOQ Due date. The Cover Letter of the RFQ shows the due date is 12/7/2021. RFQ page 4 shows the due date is 12/14/2021.
Response: **The Submittal due date has been extended from Tuesday, December 7, 2021 @ 2:00 P.M., CST to Thursday, December 16, 2021 @ 2:00 P.M., CST.**
 2. **Question:** The tabs as listed in Attachment B "Required Submittal Checklist" are inconsistent with the submission requirements outlined in Section 9.0, starting with Tab 5. It appears that the background and experience of key personnel was skipped in Attachment B. Please advise as to the correct tab structure for the submittal.
Response: **Attachment B "Required Submittal Checklist" has been corrected and replaced with "Attachment B Checklist (rev. 11.16.2021)" to reflect Section 9.0 of the RFQ and is attached to this LOC #2.**
 3. **Question:** The 2019 Airport Council International-North American Airports Passenger Ranking List is supposed to be available via Appendix. Will this information be uploaded for everyone's information?
Response: **The 2019 Airport Council International-North American (ACI-NA) Airports Passenger Ranking List is included as a slide in the RFQ Pre-Submittal Conference PowerPoint presentation and is posted to the HAS website as Attachment C.**

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Greg Travis Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer Sallie Alcorn

Controller: Chris B. Brown

4. **Question:** If selected for the On-Call Aviation Planning Services for HAS, does this prevent the selected firm from pursuing other future solicitations for HAS?

Response: Prime firms will not be awarded multiple prime contracts where there is a conflict. The decision to preclude will be determined on a case-by-case basis and will be dependent on various factors, and/or level of potential conflict.

5. **Question:** Please confirm that participating as a subconsultant on this Project will not preclude a firm from participating on any future design, design-build, or construction management projects.

Response: Subconsultants are not precluded from competing for multiple contract types or awards as a subconsultant.

6. **Question:** Should Section 9.8 be called "Methodology and Approach to Scope of Services" or "Management Approach and Understanding of Scope Requirements" per Section 7.3?

Response: In RFQ Section 9.8 TAB 6, "Methodology and Approach to Scope of Services" should be deleted and replaced with "Management Approach and Understanding of Scope Requirements".

7. **Question:** Section 9.4.3 of the RFQ asks for office addresses for respondent and all subconsultants. 9.5.1.1 also asks for a listing of major satellite offices. Do the addresses need to be included in both sections?

Response: The requirements remain as stated.

8. **Question:** Exhibit F – Attachment II DBE Letter of Intent mentions only M/WBE. Is the form to also be filled out by DBE subs as well if they aren't M/WBE?

Response: Yes. Presently there is no formalized DBE LOI form. That template is presently being created and ultimately approved. Please strike one line through and initial anywhere there is reference to MWBE and replace it with DBE.

9. **Question:** Attachment B, Required Submittal Checklist, doesn't match the tabbed requirements in the RFQ. Please confirm the correct tab numbers and headings?

Response: Please refer to the response provided above to Question #2.

10. **Question:** Is there a page limit to any section besides Section 2 - transmittal letter?

Response: Page limits are only applicable where indicated in the RFQ.

11. **Question:** Will you accept DBE certifications from other agencies in Texas? If so, which ones?

Response: Yes, provided they are DBE certified via the Texas Unified Certification Program (TUCP). DBE is a state certification and the City of Houston, Austin, Corpus Christi, North Central Texas, South Central Texas and Tx Dot are all participating agencies.

12. **Question:** Page 1 of the RFQ identifies three applicable NAICS Codes: 541310, 541330, and 541611. Many of our proposed subconsultants, and more specifically DBE firms, do not have NAICS codes that match the three listed codes. Please confirm that we can select and obtain utilization credit from DBE firms that have NAICS Codes other than the three codes listed on Page 1.

Response: The NAICS Codes on page 1 of this RFQ are primarily for initial solicitation outreach purposes and are not intended to limit the identification or inclusion of prime or sub-consultant firms in any manner.

13. **Question:** If we submit and are selected for on-call planning services. Will we be able to submit any future bids for architectural design services?

Response: Please refer to the response provided above to Questions #4 and #5.

- 14. Question:** Please confirm that subconsultants would not be precluded from pursuing future design projects if they participate in the on-call aviation planning services contract.
- Response:** Please refer to the response provided above to Question #5.
- 15. Question:** Will subconsultants on the on-call planning contract be precluded from future design work?
- Response:** Please refer to the response provided above to Question #5.
- 16. Question:** Submittal date appears inconsistent between the HAS website/cover page and RFQ language schedule (page 4) as it states 2 dates for submittal, December 7 and 14. Please confirm which is the correct submittal date.
- Response:** Please refer to the response provided above to Question #1.
- 17. Question:** Is there an overall page count requirement for the proposal?
- Response:** Please refer to the response provided above to Question #10.
- 18. Question:** Per the RFQ, Firm/Company financial statements are to be included in the proposal, can HAS confirm if it will be confidential and not subject to open records?
- Response:** Generally, information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by the City of Houston is subject to the Texas Public Information Act ("TPIA"). However, in the event such information is the subject of a TPIA request, the Texas Attorney General's Office is the entity that determines whether the information must be made public.
- 19. Question:** Page 1 lists DBE NAICS Codes: 541310, 541330, 541611. Please confirm these are only the Primary NAICS codes for this contract and that other applicable codes for services provided will count for credit.
- Response:** Please refer to the response provided above to Question #12.

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 statement of qualification on this project, respondent(s) shall be deemed to have received all LOC(s) and to have incorporated them into this solicitation.

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:

Cathy Vander Plaats

02232028DE99414

Cathy Vander Plaats
Procurement Officer
Houston Airport System

cc: Solicitation File