



CITY OF HOUSTON

Sylvester Turner

Mayor



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

Mario C. Diaz
Director of Aviation

June 29, 2023

SUBJECT: Letter of Clarification (LOC) No. 3

REFERENCE: Request For Qualifications (RFQ) for the Rehabilitation of Runway 13R-31L at HOU, Solicitation NO. HOA-13R-31L-2023-024; Project No.982

To: All Prospective Respondents:

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

I. RESPOND TO QUESTIONS.

- 1. **Question:** The cover sheet shows it is due on 8/1/2023, however, Section 4.1 (page 3 of 79) shows it is due on 7/27/2023.

Response: Replace the Statement of Qualifications due date stated in Section 4.1, page 3 of 29, from **July 27, 2023, to August 1, 2023.**

- 2. **Question:** The cover sheet shows 2%, however, Section 17.2 (page 24 of 79) shows 25%.

Response: Please refer to the response provided in the letter of clarification (LOC) No. 2, issued on 6/14/2023.

- 3. **Question:** Does the City of Houston accept documents with electronic signatures?

Response: We're required to have the original document to be wet-signed in **BLUE INK.**

- 4. **Question:** Is a full team org chart necessary for each project example, or is a listing of the project's key staff and their roles on the project would be sufficient?

Response: To ensure consistency, you shall provide the organizational Chart (roles) and responsibilities **ONLY** for the project's key staff who are executing the project. These two items are required for each project. The table may be used to communicate this information.

- 5. **Question:** Please confirm that Tab 9: Additional Information should be titled "Tab 10: Additional Information" (and Tab 10: Financial Capabilities should be Tab 11: Financial Capabilities).

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

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Response: Confirmed. Please see the revised page for these changes.

6. **Question:** The listing of required Key Personnel resumes seems focused on construction delivery, can you please clarify the required key roles for this design project?

Response: The required Key Personnel includes but are not limited to:

1. Sr. PM/PM
2. Design Manager
3. Design Quality Manager
4. Design Discipline Lead
5. Design Discipline
6. Design QC/QA specialist (Checker)
7. Independent Design Checker.

7. **Question:** Can you please distribute a list of the specific NAICS codes that will be eligible for meeting the DBE goal?

Response: 541330 - Civil Engineering.

8. **Question:** Section 9.14.2 – The Minimum Key Personnel appears to be for construction procurement. Please clarify, and revise, if necessary, the Minimum Key Personnel.

- A. Project Executive
- B. General Project Manager
- C. General Superintendent
- D. Safety Manager
- E. Quality Control Manager
- F. Project Controls Manager
- G. Lead Estimator

Response: Please refer to the response provided in Question #6.

9. **Question:** Slide 8 - Pre-Submittal Conference Presentation states six (6) copies of the submittal while section 11.1 of RFQ (page 18/79) requires eight (8) hard copies. Please clarify

Response: Revise Section 11.1 to read as "Submit one (1) original (marked original) signed in BLUE ink by the authorized person that is binding the Respondent Firm and **six (6) hard copies and six (6) electronic copies (USB thumb drives)** of its Statement of Qualifications".

10. **Question:** Slide 12 – Pre-submittal conference presentation. There is a requirement to "Provide a brief statement of the Respondent's bonding ability to fulfill the obligations".

- A. However, there is no such bonding requirement in the project manual.
- A. This appears to be applicable to construction services.
- C. How should this be addressed in the proposal?
- D. Suggest removing bonding requirements.

Response: The surety bond is required for the Statement Of Qualifications submittal.

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11. **Question:** Slide 15 - Pre-Submittal Conference Presentation states a DBE Goal of 2%, however, 25% reference is in Section 17.2. DBE Compliance of RFQ (see below). Please clarify what the DBE Participation.

A. Consultant shall make Good Faith Efforts, as defined in City of Houston Ordinance No. 99893 and 49 CFR Part 26, to subcontract 25% of the dollar value of the prime contract to small business concerns at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of each class of voting stock outstanding and 51% of the aggregate of all stock outstanding is owned by one or more such individuals, and whose management and daily business operations are controlled by the socially and economically disadvantaged individuals who own it.

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

12. **Question:** Slide 24 - Pre-Submittal Conference Presentation states the project schedule is 360 Calendar Days. When looking at the individual phase durations provided in the RFQ (page 10/79), the duration appears to be 270 (90+140+40) Calendar Days. Please clarify estimated project schedule duration.

Response: The estimated timeframe for the project is 360 calendar days.

13. **Question:** Is the Sample Exhibit D (page 46/79) for information only, and not required to be submitted with proposal?

Response: Exhibit D- 00480 " Reference Verification Form" is required to be submitted with your statement of qualifications.

14. **Question:** Is Exhibit F– Attachment “B”: DBE Letter of Intent required to be included with the proposal

Response: Exhibit F – Attachment “B”: Letter of Intent is required.

15. **Question:** Please provide Attachments F and G.

A. Section 9.14.2 - Submit Key Personnel Resume Checklist: Attachment “F”
B. Section 9.14.3 – Submit Attachment “G” - Key Personnel Commitment Letter)

Response: Please see attachments F and G.

16. **Question:** Page 20/79 – Tab 8 is listed as Quality Management System (Quality Control/Quality Assurance). However, on page 78/79, item 9, it is listed as “Other City Ordinances, Policies and Executive Orders”, and Quality Management System (Quality Control/Quality Assurance is not listed as required submittal in Attachment B (page 78/79). Which Tab should be used for Quality Management System (Quality Control/Quality Assurance)? The attachment Checklist does not match Section 12 Submission Requirements.

Response: Please see attached revised attachment B for the correct Tab.

17. **Question:** Are any forms required of sub-consultants, aside from the DBE forms?

Response: DBE Forms and POP forms.

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18. **Question:** Can the forms be notarized in another state and strike through Texas Notary and insert "Name of State Notary"?

Response: Notarized forms from another State are acceptable, as long as it's not expired.

19. **Question:** Section 6.2.1.16 – Since "The project anticipates Federal Grant (AIP) for design and construction." Is the Statement of Residency applicable for this proposal?
A. Reference page 32/79 – 00455-2 "NOTE: The State of residency of a bidder is not used in the decision-making criteria for the award of contracts for projects receiving federal funding, whether in whole or in part."

Response: No, the statement in the NOTE (document 00455) remains as stated.

20. **Question:** Section 9.13.3 (I) – Since not all projects experience extreme adversity, can we submit only one project where extreme adversity was experienced? And can that be different from the project(s) listed in Section 9.13.1?

Response: The statement stated in Section 9.13.3 remain as stated.

21. **Question:** Section 9.15.8 - What Document Control System does HAS use

Response: HAS uses eCMIS, which is a Web-based application (customized SharePoint application).

22. **Question:** Under 9.14.2, key personnel resumes requested are typical of Contractors and not engineering design. Who are the required positions to provide for this design project?

Response: Please refer to the response provided in Question #6.

23. **Question:** Under Section 9.13.3, are you requesting information on design quality management or construction quality management?

Response: The Quality Management System for on-call design must encompass both the design and construction phases.

24. **Question:** 9.14.2 mentions Key Personnel Resume Checklist: Attachment "F." Where can this attachment be found?

Response: Please refer to the response provided in Question #15.

25. **Question:** 9.14.3 mentions "Attachment G – Key Personnel Commitment Letter." Where can this attachment be found?

Response: Please refer to the response provided in Question #15.

26. **Question:** For all DBE forms, can you confirm that firms should provide only DBE percentages (not dollar value)?

Response: Yes.

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27. **Question:** Please confirm the number of hard and electronic copies requested; the RFQ and pre-proposal meeting documentation contain different information.

Response: Please refer to the response provided in Question #9.

28. **Question:** The Attachment B Submittal Checklist is inconsistent with the tabs as outlined in Section 12.0 - Submission Requirements in the RFQ. Can you clarify tab titles and submission requirements relative to these tabs?

Response: Please refer to the response provided in Question #16.

29. **Question:** Can HAS please confirm the Preliminary Design and Final Design Schedules? It appears that HAS will be issuing two Notice-to-Proceeds. Is it to be assumed that the 65% Design is due 60 calendar days after the submission of the Preliminary Design?

Response: The estimated time frame for the project is 360 calendar Days. The phasing schedule is estimated.

30. **Question:** What are the anticipated calendar days for the Construction Administration Services?

Response: It is expected to last 30 days.

31. **Question:** How many alternatives are required to be provided? How is the preferred alternative selected? Will the preferred alternative be selected before the award?

Response: The alternatives are subject to site conditions and the on-call design calls needed to make such a decision. Preferred alternatives will be discussed in the contract negotiation.

32. **Question:** Does the 30% requirement deliverable additional to PER? Section 5.3 does not state additional construction documentation such as plans, outlines of specifications, etc.

Response: The requirements in the RFQ remain as stated.

33. **Question:** Section 2.1 states that the Runway will be designed for a 30-year life of service. However, Section 6.2.1.16 states that the design shall meet Federal Grant requirements. The FAA AC 150/5300-13B indicates the structural design life of the pavement is typically 20 years. It is to be assumed that the necessary pavement design to achieve a 30-year life expectancy will be non-AIP eligible.

Response: FAA Criteria for 20 years of design life is the minimum requirement; HAS standard is 30 years of design life.

34. **Question:** Section 3.1.2.2 states that the Engineer must submit an estimate of Construction Cost 10 days after receipt of the written LOA. Can the estimate instead be submitted with design submittals?

Response: The requirements in the sample agreement remain as stated.

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35. **Question:** If the FAA issues a revised design Advisory Circular, will HAS been requesting that the design needs to be revised?

Response: The updated AC shall be followed.

36. **Question:** In Section 7.1.1.8, is HAS requiring a maintenance program for the Runway to be included in the final submission

Response: Please refer to the response provided in Question #31.

37. **Question:** Can you please clarify which DBE certification agencies will be accepted for this solicitation?

Response: Any agencies approved by the State of Texas Unified Certification Program, including the City of Houston.

When issued, Letters Of Clarification(s) shall automatically become part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with this 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, the respondent(s) shall be deemed to have received all LOC(s) and to have incorporated them into their submittal.

If further clarification is needed regarding this solicitation, please contact Senior Procurement Specialist, Ola Alhammami via email at ola.alhammami@houstontx.gov.

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DocuSigned by:
Cathy Vander Plaats

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Cathy Vander Plaats
Aviation Procurement Officer
Houston Airport System

DS
AO

CVP/oa

cc: Alfredo Oracion
Dallas Evans
Solicitation File

Attachments: Revised Attachment B – Required Submittal Checklist
Attachment F – Key Personnel Resume Checklist
Attachment G – Required Submittal Checklist

REVISED**ATTACHMENT B****REQUIRED SUBMITTAL CHECKLIST**

Item #	REQUIRED SUBMITTAL	Check (√)
1	Table of Contents	
2	TAB 1 – Transmittal Letter	
3	TAB 2 – Description of Firm	
4	TAB 3 – Executive Summary	
5	TAB 4 – Firm’s Company Experience with Similar Projects	
6	TAB 5 – Staffing/Key Personnel Experience and License	
7	TAB 6 – Design Phase Services	
8	TAB 7 – Construction Phase Services	
9	TAB 8 – Quality Management System (Quality Control/Quality Assurance)	
10	TAB 9 – Other City Ordinances, Policies, And Executive Orders	
11	TAB 10 – Additional Information (If any)	
27	TAB 11 – Financials Capabilities (To be submitted in separate sealed envelope)	
10	PART VII – City Required Documents (EXHIBITS A – F, H, and Q -T), and ATTACHMENT A	
11	Exhibit A – 00455 Ownership Information Form	
12	Exhibit B – 00457 Conflict of Interest Questionnaire	
13	Exhibit C – 00460 Pay or Play Acknowledgement Form	
14	Exhibit D – 00480 Reference Verification Form	
15	Exhibit E – 00481 Anti-Collusion Statement	
16	Exhibit F – Attachment “A”: Schedule of DBE Participation	
17	Exhibit F – Attachment “B”: DBE Letter Of Intent	
18	Exhibit F – Attachment “C”: Certified DBE Subcontract Terms	

REVISED

19	Exhibit F – Attachment “D”: Mayor’s Office of Business Opportunity DBE Utilization Report	
20	Exhibit H – 00600 List of Proposed Subs	
21	Exhibit Q – Contact Directory Form	
22	Exhibit R – Statement Of Residency	
23	Exhibit S – Offer And Submittal	
24	Exhibit T – Contract and Contract Exception Chart	
25	ATTACHMENT A – Sample Contract	
26	ATTACHMENT B – Required Submittal Checklist	

ATTACHMENT F

KEY PERSONNEL RESUME CHECKLIST

Contractor for the REHABILITATION OF RUNWAY 13R 31L AT HOU
Solicitation No.: HOA-13R-31L-2023-024

KEY PERSONNEL RESUME CHECKLIST

Submit individual Resumes for KEY PERSONNEL

RESPONDENT: Prime Respondent

KEY POSITION:

NAME: of Key Personnel

PROFESSIONAL LICENSE:

FIRM: Employer of Key Personnel

LENGTH OF TENURE: with The Respondent or its Sub-Consultant

TOTAL YEARS OF EXPERIENCE

EDUCATION:

WORK HISTORY: Relevant Experience With Similar Projects.

Highlight Projects' Similarities in:

- Scope
- Schedule
- Delivery Methods (In particular, CM)
- Political Environment
- Stakeholder Interaction
- Project Cost/Value
- Experience working with the proposed CM team

REFERENCES: Provide the reference contacts' name, address, e-mail, phone number, and cell phone number, with that person's relationship to the Key Personnel and explain why they are qualified to be a reference on Key Personnel's behalf.

ATTACHMENT G

REQUIRED SUBMITTAL CHECKLIST

Contractor for the REHABILITATION OF RUNWAY 13R 31L AT HOU

Solicitation No.: HOA-13R-31L-2023-024

[Prime Respondent's Letterhead]

[Date]

Ola Alhammami
Senior Procurement Specialist
Houston Airport System
Supply Chain Management
18600 Lee Road
Humble, TX 77338

Subject: Letter of Commitment of Key Personnel

Re: Request for Qualification for the Rehabilitation Of Runway 13R-31L At HOU, Solicitation
No. HOA-13R31L-2023-024

Dear XXX,

Reference is made to the Request for Qualification for the Rehabilitation Of Runway 13R 31L At
HOU requirement for certain Key Personnel:

“A letter of commitment signed by a company executive and each key staff member proposed to serve
on the project team shall be submitted with the Technical Qualifications Proposal stating that the
individual will be committed to the project for its duration should the Proposal be selected.”

Accordingly, [RESPONDENT] and the individuals proposed below hereby provide their commitment to the
Request for Competitive Sealed Proposals for the Contractor for the Rehabilitation Of Runway 13R 31L At HOU
Sincerely,

Name
Title
Firm