



# CITY OF HOUSTON



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

**Sylvester Turner**  
Mayor

Mario C. Diaz  
Director of Aviation

December 1, 2021

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

**REFERENCE:** Request For Qualifications (RFQ) for On-Call ASSET MANAGEMENT (OCAMS) For Houston Airport System (HAS); Solicitation No.: H37-OCAMS-2022-004

**To:** All Prospective Respondents:

This LOC is issued for the following reasons:

- I. Respond to questions submitted by prospective Respondents.**
- II. Replace in its entirety Attachment B “Required Submittal Checklist” with “Attachment B Checklist (rev. 11.16.2021)”.**

1. **Question:** Will work under this contract preclude the prime contractor from bidding on follow on design work related to facility assessments or commissioning projects?

**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.

2. **Question:** Other than Exhibit F, Attachment B M/WBE Letter of Intent, please advise which required City Documents are required of both the Prime proposer and subconsultants.

**Response:** No additional documents are required from the subconsultants.

3. **Question:** Please clarify which Tab structure we should follow in our response.

The submittal checklist and instructions in the RFQ conflict beginning on page 17

RFQ Tabs	Required Checklist Tabs
Tab 8 Other City Ordinances, Policies, and Executive Orders	Tab 8 Additional Information
Tab 9 Additional Information	Tab 9 Financials
Tab 10 Financials	Tab 10 Attachment B Required Submittal Checklist

**LOC No. 1**

Solicitation No. H37-OCAMS-2022-004

**Response: In RFQ Section 9.6 TAB 4, delete “Firm’s Background and Experience Providing Similar Services to Other Airport Operators” and replace with “Firm’s Background and Experience Providing Similar Services to Other Airport Operators or Other Major Campus Settings”.**

**In RFQ Section 9.8 TAB 6, delete “Methodology and Approach to Scope of Services” and replace with “Management Approach and Understanding of Scope Requirements”.**

**Attachment B “Required Submittal Checklist” has been deleted and replaced with “Attachment B Checklist (rev. 11.29.2021)” to reflect revisions to Section 9.0 of the RFQ and is attached to this LOC #1. Please follow the order presented in Attachment B Checklist (rev. 11.29.2021).**

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 their statement of qualification.

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).

DS  
DE

DocuSigned by:  
*Cathy Vander Plaats*  
02232028DE99414

Cathy Vander Plaats  
Procurement Officer  
Houston Airport System

cc: Solicitation File