



CITY OF HOUSTON

Sylvester Turner

Mayor



Mario C. Diaz
Director of Aviation

Houston Airports
16930 John F. Kennedy Boulevard
Houston, Texas 77032
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August 9, 2018

SUBJECT: Letter of Clarification No. 1

REFERENCE: Request for Qualifications (RFQ) for Houston Airport System Parking Access and Revenue Control System (PARCS) Consultant;
HBH-PARC-2018-013

TO: All Prospective Respondents

This Letter of Clarification (LOC) is issued to respond to questions posed by prospective respondents.

I. The following are questions posed by prospective respondents with HOUSTON AIRPORT SYSTEM responses:

- 1. Question:** Are respondents required to include in our submission the "Declaration of Hire Houston First" form included on page 38 of the RFQ?

Response: Yes. This form is part and parcel of Exhibit II, which is among the proscribed list of required forms to be submitted with the SOQ. See page 28 of the RFQ.

- 2. Question:** Page 28 mentioned exceptions to terms and conditions. Will HAS be administering a sample contract with an indemnification clause for the respondents to review.

Response: Yes. A sample contract will be posted to the HAS website in conjunction with the publication of this LOC.

3. **Question:** The Pre-Submittal Conference presentation published online requires respondents to include “Exhibit III – Contractor Ownership Disclosure Ordinance”. The RFQ has Exhibit III listed as “Fair Campaign Ordinance” on page 39. Is Exhibit III – Fair Campaign Ordinance the correct form to include?

Response: Please submit the Exhibit III – Fair Campaign Ordinance as provided in the RFQ.

4. **Question:** What address should SOQs be delivered and to whom should they be addressed?

Response: Please deliver all SOQs responses to the attention of:

Justina J. Mann, CPPO
Procurement Officer
Houston Airport System
18600 Lee Road, Humble, TX 77338

5. **Question:** Section 2.2 of the RFQ - If a company meets the requirement of 2.2 and chooses to enter into a joint venture with another company (or companies) that does not meet the requirement, will the JV be deemed to meet the requirement?

Response: Yes.

6. **Question:** Section 4.3.2 of the RFQ - If a company meets the requirement of 4.3.1 and chooses to enter into a joint venture with another company (or companies) that does not meet the requirement, will the JV be deemed to meet the requirement?

Response: Yes.

7. **Question:** Exhibit VI (Bidder’s Statement of Residency) – Given that the PARCS RFQ does not require pricing to be submitted prior to selection, is Texas Govt Code Section 2252.001 and 2252.002 applicable to this solicitation?


Response: No. The City is conducting a qualifications based procurement. The Bidder’s Statement of Residency is required for any SOQ submission.

8. **Question:** Regarding the OBO Forms (Attachment A & B), are we required to list an agreed upon price for our subconsultants?

Response: No. List the certified subconsultants and agreed upon percentages.

When issued, Letters of Clarifications (LOC) shall automatically become part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the LOC. LOCs will be incorporated into the Agreement as applicable. It is the responsibility of the Respondent(s) to ensure that it has obtained all such letter(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 submittal.

If further clarification is needed regarding this solicitation, please contact BJ Hubbard, Procurement Specialist, via email at benard.hubbard@houstontx.gov.

DE 
Justina Mann, CPPO
Procurement Officer
Houston Airport System

JMbh

cc: File