



**MEMORIAL PARK RUNNING CENTER**  
 PARKS AND RECREATION DEPARTMENT  
 MEMORIAL PARK CONSERVANCY  
 QUESTIONS AND ANSWERS  
 Date: 05-15-08

NO.	General Information / Requirements	Remarks
1	Can you please confirm that the second RFQ (Addendum # 1 ) replaces the first completely thus removing normal city submittal requirements that are not listed in the RFP. This is my understanding but it is a legitimate question raised by team members.	Addendum 1 changes the process from a public one to a submittal to Memorial Park Conservancy. MPC has no specific requirements other than to submit information that will best communicate your firm's qualifications and ability to do the work. MPC has no obligation to follow previously published requirements by the City.
2	Page 4 - will architect be provided a survey?	Architect will be responsible for providing any needed survey.
3	Page 5 - At the meeting the MPC said that the \$3,000,000 is for construction and all services. The proposal says that it is for the construction only. Please clarify.	Whether or not the budget includes design costs has not been determined by MPC at this time.
4	Page 5 - please elaborate the meaning of construction phasing?	Because there are a number of coordination issues and program elements to be determined, there may be a need for more than one phase of construction.
5	Is civic art a part of this budget?	At this time, Civic art is not part of the program. That may or may not change.
6	The RFQ for the Memorial Park Running Center states that the SF330 is acceptable in lieu of the SF254 & SF255. If we choose to utilize the SF330 format, are we required to include complete SF330's from each team member, and/or just Page 6 of the SF330 for the team members with a complete SF330 from our firm as the Prime Firm?	If you review the posted addendum on the website <a href="http://www.houstontx.gov/generalservices/bsd-rfq.html">http://www.houstontx.gov/generalservices/bsd-rfq.html</a> , you'll notice that requirements for submittal have become very flexible compared to the original notice. The project and consultant selection process will not go through the City of Houston but will be a project sponsored by Memorial Park Conservancy. The Conservancy has not issued any specific requirements but has indicated that each candidate firm should submit information that will best communicate its qualifications to perform the work. Once submittals are received, they will be sent to the Conservancy for evaluation and selection.
7	The addendum issued on 4/25 does specify the information you would like us to address. In addition to our firm background, experience, team resumes, what else are you interested in receiving from us? We want to be sure we are addressing any important issues and/or questions you might have.	As indicated before, this is no longer a City of Houston project. Memorial Park Conservancy has not issued any specific requirements but has indicated that firms should submit information that best communicates their qualifications for the project.
8	The following sentence can be found on page 5 of the first addendum, in the "Submittals" section; "Each section (defined below) shall be separated by a tabbed divider." It doesn't appear as if the sections have been "defined below". Will these sections be described in a future addendum or are we free to create our own sections as we see fit? Are we required to list our entire team of consultants?	This is no longer a City of Houston RFQ. There have been no specific requirements for submittals given by Memorial Park Conservancy other than to submit what best communicates your firm's qualifications for the project.
9	1) The content our our response need NOT follow the typical City of Houston format which includes 254 and 255 forms. The content should be a demonstration of our relevant experience in a 8.5" x 11" document, no thicker than 3/4". 2) Sub-consultants (Civil, Structural, etc.) need not be part of this submittal.3) HUB/MWBE Goals are not an issue for this project.	Memorial Park Conservancy, a private non profit corporation, will be receiving submittals from us, making selections, and providing funding for design and construction. MPC has not given any specific submittal requirements other than that the candidate firms should provide information that will best communicate firm's qualifications for the project.
10	I noticed that addendum #1 has been posted on the GSD's section of the City's Web site! . . .I downloaded the addendum this morning, and from my quick read of it, I'm wondering what information respondent firms are expected to include in our submittals. On page 5, item VI, I didn't see a description of what pieces of information you'd like us to include (e.g., resumes of proposed team members, examples of relevant project experience, org chart/graphic representation of the team, etc.), and the preferred order of the pages of information. Do you think you'll end up providing a description (perhaps as addendum #2?) of what should be submitted?	As stated at-the pre-submittal meeting, this is no longer a City of Houston selection process. It is our understanding Memorial Park Conservancy has developed no hard and fast requirements as to what should or should not be included in a submittal package to them. They have recommended that candidates submit any information that will best communicate your firm's qualifications for the project. They have also indicated their gratitude that they are the beneficiaries of the City's initial request in that many area firms now know of the project and have begun preparing submittals. MPC though is not bound by any City selection procedures and may use any method they choose in the decision process.