



CITY OF HOUSTON

Housing and Community Development Department

Annise D. Parker
Mayor

Neal Rackleff
Director
601 Sawyer Street, Suite 400
Houston, Texas 77007
T. (713) 868-8300
F. (713) 868-8414
www.houstonhousing.org

SUBJECT: Letter of Clarification No. 1
REFERENCE: Housing and Community Development Department
Architectural Barrier Removal Program (Solicitation No.-Q24053)
TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- To extend the due date for submission of RFQ Solicitation No. Q24053
- To create a new Procurement Timeline

1. RFQ Q24053 Page 1 of 41

SUMMITTAL PROCEDURES:

Three (3) hardcopies, including one (1) printed original (clearly marked “Original”) signed in BLUE ink by an individual(s) legally authorized to bind the construction firm and two (2) copies (clearly marked “Copy”) shall be submitted in a 3-ring binder, tabbed in sections. In addition, one (1) electronic copy on disc or flash/jump drive, (bookmarked to identify each section) is also required for submittal.

The RFQ checklist and electronic copy are to be submitted in a sealed envelope bearing the assigned Control Number **Q24053**:

Mail or hand deliver to: City of Houston
Housing and Community Development Department
601 Sawyer, Suite 400
Houston, Texas 77007

The deadline for submitting a response is **3:00 p.m., Monday, June 9, 2014**. No submittals will be accepted after the deadline. Failure to complete all required documents and/or submit the required number of copies as stated above may be subject for disqualification from the selection process.

2. RFQ Q24053 Page 1 of 41

PROCUREMENT SCHEDULE:

Listed below are the dates and times for completion of this Request for Qualifications.

EVENT

Date RFQ Issued	June 5, 2014	
Questions from Proposers Due to City	June 6, 2014	
Proposals Due to City	June 9, 2014	
Notification of Eligible Contractors List (Estimated)	June 10, 2014	
Pre-Bid Conference and Site Walkthrough (Site 1)	June 11, 2014	MANDATORY
Pre-Bid Conference and Site Walkthrough (Sites 2 & 3)	June 12, 2014	MANDATORY



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REVISION

SUMMITTAL PROCEDURES:

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The RFQ checklist and electronic copy are to be submitted in a sealed envelope bearing the assigned Control Number **Q24053**:

Mail or hand deliver to: City of Houston
Housing and Community Development Department
601 Sawyer, Suite 400
Houston, Texas 77007

The deadline for submitting a response is **3:00 p.m., Thursday, June 12, 2014**. No submittals will be accepted after the deadline. Failure to complete all required documents and/or submit the required number of copies as stated above may be subject for disqualification from the selection process.

PROCUREMENT SCHEDULE:

Listed below are the dates and times for completion of this Request for Qualifications.

EVENT

Date RFQ Issued	June 5, 2014	
Questions from Proposers Due to City	June 6, 2014	
Proposals Due to City	June 12, 2014	
Notification of Eligible Contractors List (Estimated)	June 13, 2014	
Pre-Bid Conference and Site Walkthrough (Site 1)	June 13, 2014	MANDATORY
Pre-Bid Conference and Site Walkthrough (Sites 2 & 3)	June 17, 2014	MANDATORY

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their bid proposal.

If further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Derrick McClendon

Derrick McClendon
Sr. Procurement Specialist
City of Houston, Housing and Community Development Purchasing Division
713-868-8369