



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Purchasing Division

**Annise D. Parker**

Mayor

Calvin D. Wells, Deputy Director  
City Purchasing Agent  
P.O. Box 1562  
Houston, Texas 77251-1562

F.832-393-8755  
<https://purchasing.houstontx.gov>

July 31, 2013

**SUBJECT:** Letter of Clarification No. 3  
Facility Design, Build, Finance, Operate and Maintain a new Justice Complex for the Municipal Courts Department and the Houston Police Department

**REFERENCE:** Request for Qualifications No. S46-Q24659

**TO:** All Prospective Proposers

Section 9 - Required Forms

- Pay or Play Acknowledgement Form should be completed by each team member that expects to be contracted at or above \$100,000.
- Hire Houston First Application and Affidavit should be completed by any team member that is a City or Local business. See RFQ Section 8.1. In the SOQ, include either confirmation of application submission or a statement indicating designation as a Hire Houston First City/Local Business.
- All remaining forms must be completed, at a minimum, by the Project Company, Design/Builder, and Architect and Engineer of Record.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Qualifications please contact me at 832-393-9112 or email at [JusticeComplex@houstontx.gov](mailto:JusticeComplex@houstontx.gov).

Jennifer Olenick  
Assistant Director

*Partnering to Better Serve Houston*