

March 24, 2022

SUBJECT: Letter of Clarification No. 1

REFERENCE: All Electronic Tolling Statement of Qualifications

TO: All Prospective SOQ Submitters

This Letter of Clarification is issued for the following reasons:

- I. To revise the following section of the ALL-ELECTRONIC TOLLING, STATEMENT OF WORK:

Standard Form 2201 (PR-2201) Statement of Qualifications – Include a completed PR-2201 (Standard Form 2201 (PR-2201) Statement of Qualifications). ~~For Part II, item 10,~~ Submit a detailed corporate Statement of Qualifications for your firm. List all the work performed for any government agency.

- II. To provide Prospective SOQ Submitters with a checklist to organize their Submittal.

**Harris County Toll Road Authority
SOQ Checklist**

No.	Category	✓
1	Cover Sheet - One page cover sheet.	
2	Team Organization and Experience – Key Personnel list, with Project Principal Signature	
3	Organization Chart – One page Organization Chart of the team.	
4	Standard Form 2201 (PR -2201) Statement of Qualifications – Items 1 – 8.	
5	Standard Form 2201 (PR -2201) Statement of Qualifications – Item 9 – One-page detailed Corporate Statement of Qualifications.	
6	Project Brief - Three Projects not to exceed fifteen (15) pages.	
7	Narrative - Not to exceed five pages	
8	Quality of Service – Not to exceed three (3) pages.	

- III. To provide responses to frequently asked questions in connection with the request for SOQs.

1	Question	When is the due date for the submission of SOQs?
	Response	There is no due date associated with this request for Statements of Qualifications. However, firms are strongly urged to provide a submittal before 2:00 pm, Monday, April 4, 2022, to receive consideration for the Segment design contracts.
2	Question	Is the Engagement and Environmental Sustainability document required in order to receive consideration for HCTRA opportunities?

	Response	No.
3	Question	Should the Key Personnel List table found on page 14 of the All-Electronic Tolling Statement of Work be utilized to satisfy the requirements under A.1 List of Team Members?
	Response	Yes.
4	Question	With respect to Form P-2201, are Firms expected to select all the professional services for which firms are qualified or should firms identify the professional services they would provide for the PS&E package?
	Response	Please select all the professional services designations for which the Firm is qualified.
5	Question	Please confirm that Firms are only to submit one SOQ package for PS&E work.
	Response	Yes, please submit only one SOQ package.
6	Question	Do we reference function codes on individual's resumes?
	Response	Yes, please reference function codes if applicable.
7	Question	Since submittals are electronic, is the following not necessary, "One copy shall contain original signature of person writing the letter."
	Response	The signature is still required; electronic signature is permitted.
8	Question	Can a HCTRA employee be used as one of the letters of testimonial?
	Response	Yes, HCTRA employee may be used for letters of testimonial.
9	Question	The Request for SOQ lists 7 categories for key personnel and a table (to be signed). Based upon our prior work with HCTRA and your function codes, there are other disciplines needed. Should they be listed as key personnel or only the 7 categories identified? Some examples are architectural, electrical, lighting, traffic engineering, structural/bridge design, traffic counts, tolling/communications, etc.
	Response	Yes, please identify all key personnel for the disciplines you consider your Firm to be qualified.
10	Question	Is the Narrative in the SOW for the Team, Prime or Subs? Is it for the three Specific Projects or other Projects?
	Response	The SOQ is for Prime and Sub contractors. This SOQ is for the All-Electronic Project, however HCTRA reserves the right to use this SOQ submittal for other projects that HCTRA may have in future.
11	Question	Does Org Chart include all disciplines?
	Response	Yes, please include an Org Chart for all disciplines that are applicable to your firm.
12	Question	Should each Firm submit only one Form P-2201?

	Response	Yes, only one Form P-2201 is required for each firm. Please see the attached checklist.
13	Question	Do we include resumes and where?
	Response	Yes, resumes may be included in the Project Brief section.
14	Question	The SOW asks Firms to list all work performed for government agencies. How many projects should be identified and is there a page limit?
	Response	Please see attached checklist.
15	Question	Is the Project Brief only for three Team Projects?
	Response	Please see attached checklist.
16	Question	Should the 5 pages per project (3) include the project name, location, etc., as stated in SOW?
	Response	Yes, please see page 2 of Statement of Work.
17	Question	Where do Firms include certifications such as TXDOT categories, HUB, MWBE, etc. certifications, registrations PE, RPLS, etc?
	Response	The Project Brief section can be used to list certifications.
18	Question	Must the three Quality of Service letters be submitted from clients of the prime contractor?
	Response	It is recommended that the quality-of-service testimonials be submitted by clients or prime contractors.
19	Question	The instructions for filing states that “a separate standard form should be submitted for each of type of project. Please check only one box in each submittal. Page 1 of the form is generally expected to be common to all types of projects.”
	Response	Please see checklist, only one SOQ and one P-2201 is required.
20	Question	We would like to confirm if we would need to submit a separate SOQ Form P-2201 for all professional services for which the Firm is filing.
	Response	Please submit only one P-2201, irrespective of how many professional service disciplines your Firm is qualified.