



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

Lourdes Coss
Chief Procurement Officer
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July 17, 2014

SUBJECT: Letter of Clarification No. 3
Strategic Planning Services

REFERENCE: RFP No.: S33-Q25075

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To replace page one (1) of the solicitation document in its entirety with the attached page one (1) marked "Revised, July 17, 2014". Section 1.1 now reads as follows:
 - 1.1 The City of Houston (City) is seeking the services of a firm, ~~or~~ team of firms and/or planning/engineering consultant(s) with strategic planning capabilities to assist the City's Planning and Development Department in preparing a general plan for the City and its extraterritorial jurisdiction (see Appendix A).

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. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Conley Jackson".

Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 3



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

The City of Houston's Planning and Development Department is soliciting services from qualified firms with strategic planning capabilities to perform the following services as described in the Statement of Work for Strategic Planning.

PRE-SUBMISSION CONFERENCE

The City will conduct a Pre-submission conference on **July 15, 2014 at 9:00 a.m. CDT., in SPD Conference Rm. 1 at 901 Bagby Street, (Concourse Level), Houston, TX 77002.** Attendance to the Pre-submission conference is optional and not mandatory.

Prospective consultancies/contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Conley Jackson at conley.jackson@houstontx.gov. The deadline for submitting questions is **July 18, 2014 at 2:00 PM CDT. No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Please review the Statement of Work below. If you believe that your consultancy/firm meets the minimum requirements as outlined in the Statement of Work of the RFQ, please submit your Statement of Qualifications (SOQ) to Conley Jackson, via one of the methods listed below by **July 31, 2014 at 2:00 PM CDT. No SOQ's will be accepted after deadline.**

E-mail: (Preferred Method): conley.jackson@houstontx.gov

Mail:
City of Houston
Strategic Purchasing Division (Suite B513)
901 Bagby Street
Houston, Texas 77002

STRATEGIC PLANNING SERVICES

1.0 PURPOSE:

1.1 The City of Houston (City) is seeking the services of a firm, or team of firms and/or planning/engineering consultant(s) with strategic planning capabilities to assist the City's Planning and Development Department in preparing a general plan for the City and its extraterritorial jurisdiction (see **Appendix A**).

2.0 BACKGROUND:

2.1 The City of Houston has many plans and regulatory standards. However, these tools are not based on a common platform with coordinated implementation strategies to guide future development and City investments toward a preferred future outcome. The absence of a clear, coordinated and comprehensive basis for decision making impairs the City's overall success. Specifically, this impairment includes delays (resulting from changes in direction and/or need for extra coordination), unnecessary duplication of efforts, missed opportunities and