



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

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January 6, 2011

SUBJECT: Letter of Clarification No.1
HUD Housing & Community Development Programs Consulting Services for the Housing and
Community Development Department

REFERENCE: RFP No.: S29-T23832

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. Pages 13-16 Header: PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS; should be revised to read as follows: **SPECIFICATIONS/SCOPE OF WORK**. " Remove Pages 13-16 and replace with attached Pages 13-16 marked Revised – January 6, 2011.

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 proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposal.

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

Sincerely,

Douglas Moore

Douglas Moore
Division Manager
City of Houston Strategic Purchasing Division
832-393-8724

Attached Revised Pages: 13-16

Partnering To Better Serve Houston

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford Jolanda "Jo" Jones **Controller: Ronald C. Green**

**LETTER OF CLARIFICATION 1
HUD HOUSING & COMMUNITY DEVELOPMENT PROGRAMS CONSULTING SERVICES
SOLICITATION NO. S29-T23832**

**SPECIFICATIONS/SCOPE OF WORK
SOLICITATION NO.: S29-T23832**

1.0 OBJECTIVE:

- 1.1 It is the intention of The City of Houston, Housing and Community Development Department (HCDD) to enter into (a) contract(s), with one (1) or more qualified Firm(s) to provide consulting/advisory services to HCDD at fixed hourly rates for (4) Entitlement Program and at least (12) related Activity Areas. HCDD seeks to maximize its operational efficiencies and meet federal regulations under The Department of Housing and Urban Development (HUD) pertaining to the four specialty areas.
- 1.2 In accordance with the Common Rule (24 CFR Part 85.36) which establishes standards for the procurement of property and services involving the expenditure of federal funds, the City of Houston, Housing and Community Development Department ("HCDD"), is soliciting responses to a Request for Proposals (RFP) from a qualified consultant or consulting firms (referred to as the "selected Consultant, Consultant, Offeror") that are experts in the assessment, analysis, modification and development of policies and procedures relevant to the following U.S. Department of Housing and Urban Development (HUD) federally regulated Entitlement Programs:
- 1.2.1 Community Development Block Grant (CDBG)
- 1.2.2 HOME Investment Partnerships (HOME)
- 1.2.3 Emergency Shelter Grants (ESG)
- 1.2.4 Housing Opportunities for People with AIDS (HOPWA)
- 1.3 Furthermore, under the four Entitlement Programs, the consulting services required through this RFP shall specifically include assessing, reviewing and redeveloping the following programmatic Activities and their relative policies and procedures:
- 1.3.1 **Community Development Block Grant and six pertinent Activities:**
- Construction of Public & Private Facilities
 - Rehabilitation of Single Family Homes
 - Reconstruction of Single Family Homes
 - Multifamily New Construction
 - Multifamily Rehabilitation
 - Provision of Public Services
- 1.3.2 **HOME Investment Partnerships and four pertinent Activities:**
- Homebuyer/Down payment Assistance
 - Single Family Home Repair
 - Multifamily New Construction and Rehabilitation Activities
 - Community Housing Development Organization
- 1.3.3 **Emergency Shelter Grants and pertinent Activities:**
- Homeless Public Services
- 1.3.4 **Housing Opportunities for People with AIDS and two pertinent Activities:**
- HOPWA Public Services
 - Construction of HOPWA Facilities
- 1.4 The selected Consultant services shall directly affect the improvement of existing policies and procedures for each activity noted above as necessary to efficiently operate the program's activity. In doing so, the Consultant(s) shall work with HCDD personnel to assure *all* necessary and required policies and procedures are instituted in each respective Program and associated Activity. The Consultant services shall specifically include assessing

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and evaluating current policies & procedures; as *necessary*, amending current or developing new policies & procedures; and implementing policies and procedures documentation for department distribution and for distribution to HUD. The Consultant(s) must modify or develop documented policies and procedures in accordance to federal regulations and requirements. Furthermore, the policies and procedures should meet the approval of local HUD offices for HCDD programmatic implementation.

2.0 SCOPE OF SERVICES:

- 2.1 The City is requesting that the selected Consultant services directly affect the improvement of existing Housing and Community Development Department (HCDD) federal policies and procedures. In doing so, the Consultant(s) shall work with HCDD personnel to assure all necessary and required policies and procedures are instituted in each respective federal Program and associated Activity. The Consultant services shall specifically include assessing and evaluating current policies & procedures; as necessary, amending current or developing new policies & procedures; and implementing policies and procedures documentation for department distribution and for distribution to HUD. The Consultant(s) must modify or develop documented policies and procedures in accordance to federal regulations and requirements. Furthermore, the policies and procedures should meet the approval of local HUD offices for HCDD programmatic implementation.
- 2.2 The Consultant(s) shall provide general consulting, technical assistance and advisory services throughout the term of the contract relative to management practices as applied to the scope of work. This includes informing and advising the HCDD about federal and state policies and programs, and changes thereto.
- 2.3 The selected Consultant(s) must fully mobilize and begin its assessment on the date specified on the Notice to Proceed and will have 60 calendar days to provide complete services. Requested Consultant services shall include assessing and analyzing current policies & procedures; modifying current or developing new policies & procedures; and implementing policies and procedures in accordance to mandated federal regulations. The four primary tasks the selected Consultant shall implement include the following:

2.3.1 Comprehensive Audit of Program Activity of Policies and Procedures:

Working with HCDD personnel, the Consultant(s) shall conduct an assessment and analysis of the policies and procedures pertaining to the administration of the HUD programs for the following four Entitlement Programs and relative Activities:

2.3.1.1 Community Development Block Grant and six pertinent Activities:

- Construction of Public & Private Facilities
- Rehabilitation of Single Family Homes
- Reconstruction of Single Family Homes
- Multifamily New Construction
- Multifamily Rehabilitation
- Provision of Public Services

2.3.1.2 HOME Investment Partnerships and four pertinent Activities:

- Homebuyer/Down payment Assistance
- Single Family Home Repair
- Multifamily New Construction and Rehabilitation Activities
- Community Housing Development Organization

2.3.1.3 Emergency Shelter Grants and pertinent Activities:

- Homeless Public Services

2.3.1.4 Housing Opportunities for People with AIDS and two pertinent Activities:

- HOPWA Public Services

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- Construction of HOPWA Facilities

2.3.2 Update Policies and Procedures in Accordance to Relative Current HUD Programs and Regulations:

The Consultant(s) shall update Program Activity-related policies and procedures through modifications or development of necessary policies, procedures and standards. Working with HCDD personnel, consultants will determine whether existing policies and procedures are viable and affective to operate program activities. Based on such determinations, the consultant(s) will then determine whether the existing policies and procedures are in need of modification or whether new and/or additional policies and procedures are required. At times necessary, an Activity policy or procedure may have corollary policies and procedures that may also need evaluation, modifications or development. The Consultant(s) shall advise and make recommendations to HCDD management to implement new policies and procedures or to modify existing policies and procedures. The Consultant(s) shall make recommendations for policy and procedure changes to operate program activities efficiently and effectively and in compliance with HUD regulations noted as following:

2.3.2.1 Entitlement Grant Regulations

- 24 CFR Part 570, CDBG Regulations
- 24 CFR Part 92, HOME Final Rule
- 24 CFR Part 574, HOPWA Regulations
- 24 CFR Part 576, ESG Regulations

2.3.2.2 Cross-Cutting Federal Laws and Regulations, inclusive but not limited to:

- Fair Housing Act
- Americans with Disabilities Act and Section 504
- Davis-Bacon and Related Acts and Copeland Anti-Kickback Act
- Fair Labor Standards Act (29 CFR Part 5)
- Procurement Requirements (24 CFR Part 85)
- Environmental Requirements (24 CFR Part 58)
- Lead-safe Housing Rule Requirements
- Uniform Relocation Act (49 CFR Part 24; HUD Handbook 1378)

2.3.3 Testing and Review of Updated Policies and Procedures:

The Consultant services shall include implementation and distribution of written policies and procedures for use within HCDD and for distribution to the local HUD offices for their review and approval. HCDD expects the Consultant(s) to test updated policies and procedures within the department utilizing staff to assure coherence with City, State and federal requirements and regulations. When necessary, the modified or newly developed policy and procedures must include necessary and reasonable standards as applicable to Program Activity implementation and operation.

2.3.4 Division(s) and Department-Wide Staff Training:

The Consultant services shall include Division(s) and Department-wide technical assistance training to Department personnel; as applicable. The Consultant(s) shall concentrate training with necessary staff implementing such modified or newly developed policies, procedures and standards.

2.4 Individual or Combined Proposal Submittals based on selected Entitlement Program

In the submission of proposals from the prospective Consultant(s), notation is made that each Consultant should submit their proposal for each relative federal Entitlement Program and their affiliated Activities. The prospective Consultant should submit a proposal for "only" the CDBG; or for only the HOME; or for only the HOPWA; or for only the ESG Programs; or for any combination of Entitlement Programs; or for all four Entitlement Programs and their affiliated Activities. In the submitted proposals, based on any of or all mentioned Entitlement Programs, the Consultant(s) "must" clearly indicate which of the four

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Entitlement Programs, and their affiliated Activities, that their submitted proposal represents for consulting services.

3.0 QUALIFICATIONS:

3.1 Minimum Qualifications

3.1.1 Consultant(s) should have previous experience providing technical assistance and services in the areas of affordable housing, community development, homelessness, organizational development and relative topics.

3.1.2 Consultant(s) should have previous experience providing Program Activity assessments, analysis or auditing services to HUD Participating Jurisdictions of comparable administrative size to that of the City of Houston, Housing and Community Development Department; preferably receiving HUD Entitlement Program funds.

3.1.3 Consultant(s) should have direct experience modifying and developing necessary and required policies and procedures pertaining to local, State and federal Programs as those listed under the Scope in this RFP.

3.1.4 Consultant(s) must have previous experience administering local, State and federal government and HUD programs and must have demonstrated knowledge and experience with Community Development Block Grant and HOME Investment Partnership Program regulations.

4.0 COST-REIMBURSEMENT CONTRACT:

4.1 In accordance to 24 CFR Part 85.21 and 2 CFR Part 225, formerly OMB A-87, the proposed Consultant (Contractor) shall receive services payment as a reimbursement for reasonable and allowable costs of performance up to a total estimated amount specified in the contract.

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END OF LETTER OF CLARIFICATION NO. 1

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