



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

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January 21, 2011

SUBJECT: Letter of Clarification No.2
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. Page 17, Item 3.1.2 shall be removed in its entirety and should be revised to read as follows: "**Reserved.**"
Remove Page 17 and replace with attached Page 17 marked Revised – January 21, 2011.
2. Page 17, NOTE (at bottom of page) shall be revised to read as follows: **If Offeror is interested in, providing consulting services for more than one HUD program. They will need to tab off each program and submit a separate response to the items indicated in Section 4.0 and 5.0 above for each additional HUD program for which they would like to be considered. Moreover, per the required RFP Exhibits there is no need to provide additional copies for each HUD program of interest if the information shall remain the same.** Remove Page 17 and replace with attached Page 17 marked Revised – January 21, 2011.
3. Page 19, Provision 2.0 Selection Process, Items 2.1.1 through 2.1.6 shall be revised to include the weight percentages for each evaluation criteria. Items 2.1.1 through 2.1.6 shall be revised to read as follows:

2.1.1	Experience of Firm & Qualifications	<u>33%</u>
2.1.2	Key Staff & Technical Assistance	<u>27%</u>
2.1.3	Quality of Application/Proposal Response/Conformance	<u>15%</u>
2.1.4	Readiness to Proceed & Proposed Timeline	<u>10%</u>
2.1.5	Financial Strength	<u>5%</u>
2.1.6	M/WBE Participation	<u>10%</u>

Remove Page 19 and replace with attached Page 19 marked Revised – January 21, 2011.

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 2
HUD HOUSING & COMMUNITY DEVELOPMENT PROGRAMS CONSULTING SERVICES
SOLICITATION NO. S29-T23832

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: 17 & 19

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**PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS
SOLICITATION NO.: S29-T23832**

To simplify the review process and to obtain the maximum degree of comparability, the Proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Offeror(s) are encouraged to include additional relevant information.

1.0 TITLE PAGE:

1.1 The title page should include the title and number of the RFP, name and address of the Offeror(s), and the date of the Proposal.

2.0 OFFER & SUBMITTAL FORM:

2.1 PROPOSAL MUST BE SIGNED AND NOTORIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE PROPOSER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

3.0 LETTER OF TRANSMITTAL:

3.1 A letter of transmittal shall include the following:

3.1.1 The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representation on behalf of the Offeror.

3.1.2 ~~A statement that the per unit proposed price and/or lump sum (if prices are proposed) is the total fixed price for the equipment and services enumerated. "Reserved."~~

3.1.3 A statement that the person signing the letter of transmittal is authorized to legally bind the Offeror; that the Proposal and the total fixed price contained therein shall remain firm for a period of one hundred-eighty (180) days, and that the Proposal will comply with the requirements and arrangements stated in the RFP.

4.0 EXPERTISE/EXPERIENCE/QUALIFICATION STATEMENT:

4.1 Provide a brief statement describing the Offeror's background information, history, resources and/or track record. Please limit to three (3) pages.

4.2 Provide an organizational chart of proposed team or staff for this project.

4.3 Provide resumes of key personnel whom will be responsible for the delivery of the services/project.

4.4 Provide copies of key personnel certifications and/or licenses.

5.0 PROPOSED STRATEGY AND OPERATIONAL PLAN:

5.1 Provide a detailed description and methodology of the proposed plan for HUD Housing & Community Development Programs Consulting Services, which should include, but not be limited to the following:

5.1.1 A brief statement of the Offeror understanding of the work to be done; and

5.1.2 A detailed description that clearly defines the method of approach and timeline that will be utilized in the successful achievement of the RFP's intended Scope of Work.

NOTE: If Offeror is interested in, providing consulting services for more than one HUD program. They must "will need to tab off each program and" submit "a separate response" for "to" the items indicated in Section 4.0 and 5.0 above for each additional HUD program for which they would like to be considered. "Moreover, per the required RFP "Exhibits" there is no need to provide additional copies for each HUD program of interest if the information shall remain the same."

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**EVALUATION AND SELECTION PROCESS
SOLICITATION NO.: S29-T23832**

1.0 EVALUATION SUMMARY:

1.1 An evaluation committee will develop a short list of Offeror(s) based upon the initial review of each Proposal received. The short listed Offeror(s) may be scheduled for a structured oral presentation, demonstration and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the short listed Offeror(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarity when deemed necessary to any or all Offeror(s). The oral presentations, demonstrations and/or interview may be recorded and/or videotaped.

2.0 SELECTION PROCESS:

2.1 The award of this contract(s) will be made to the respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of the Offeror(s) to create, modify and implement the required application modules. The Offeror(s) shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the Offeror(s) fails to satisfy the City or the Offeror(s) is deemed unqualified to provide the services contemplated. Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

2.1.1	Experience of Firm & Qualifications	<u>33%</u>
2.1.2	Key Staff & Technical Assistance	<u>27%</u>
2.1.3	Quality of Application/Proposal Response/Conformance	<u>15%</u>
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END OF LETTER OF CLARIFICATION NO. 2

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