



# CITY OF HOUSTON

**Annise D. Parker**

Mayor

P.O. Box 1562  
Houston, Texas 77251-1562

Telephone – Dial 311  
[www.houstontx.gov](http://www.houstontx.gov)  
<http://purchasing.houstontx.gov>

August 13, 2014

**SUBJECT:** Letter of Clarification No. 1  
Response Time and Staffing Analysis Model for the City of Houston Fire Department

**REFERENCE:** RFP No.: S37-T25100

**TO:** All Prospective Respondents

**This Letter of Clarification is issued for the following reasons:**

**To provide a response to vendors questions as follows:**

1. Can we get a copy of the current Houston FD Standards of Coverage Document (SOC)?

**Answer:** We would like to have a (SOC) document produced as part of the study. The previous document was created in 2010 and has not been updated with some significant changes in or response plan including the implementation of the All Hazards and the stations opened since 2010. We would like the document created with our current response model as well as formatted so that any changes that we make can be inserted and easily identified.

2. Can you please clarify the intent of the scope of work regarding the SOC? For example, is it to review/validate/update existing SOC? Create a new SOC in relation to the feasibility of potential alternatives to improved firefighter safety, deployment, efficiencies, etc?

**Answer:** We would like the document created with our current response model as well as formatted so that any changes that we make can be inserted and easily identified. If there are opportunities for improvement in our response models regarding safety and efficiency we would like those suggestions listed with implementation plans.

3. What experience/capabilities does the department have with station location/deployment modeling? Do they utilize any specific modeling software?

**Answer:** The modeling for station deployment has been patterned in recent years using call volume and ISO Suppression Rating Schedule.

4. Does this scope of work include a detailed evaluation of the 911 communications center? The emergency communications center is an integral part of the overall effectiveness and efficiency of the service delivery system; we believe that a more robust evaluation will be delivered if the communications center were to be included in the scope of work.

**Answer:** Inclusion of the Communications Center may be helpful.

5. Most consulting firms do not hold audited financials. Would the Dunn and Bradstreet and Tax Returns satisfy this request?

**Answer:** YES.

6. The project pricing structure is to include costs for personnel services (salaries and all benefits) and operations. Will the aggregate salary and benefits costs for project personnel satisfy this requirement?

**Answer:** Yes, as it pertains to the personnel that will be providing the service. Additionally, please provide the consultant's hourly billing rates for any additional services and a suggested milestone format for payment of the consulting services. However, this would not be satisfactory if you are referring to the HFD fire staff.

7. Page 23, 1.1 mentions an Addendum to the proposal. Is the "Exhibits" provided with the RFP? If not, can we please get a copy of the any and all addenda?

**Answer:** Exhibits I through X are provided with the RFP and can be viewed on pages 26 through 71. They can also be found in a "fillable" version under the "Forms" button at the following link:

<http://purchasing.houstontx.gov/index.shtml>

8. Have funds been encumbered for this project?

**Answer:** The City will appropriate an original allocation of funds for the first fiscal year of the contract. Thereafter, the funds will be budgeted year by year.

9. From the City's perspective, is there significance in postponing the project until March 2015?

**Answer:** March, 2015 is an estimated date and merely represents the anticipated timeline for advertising, receiving proposals, the evaluation and selection process, contract negotiations and execution and scheduling for Council award of the contract.

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 Purchasing 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 at [joyce.hays@houstontx.gov](mailto:joyce.hays@houstontx.gov).

Sincerely,

*Joyce Hays*

Joyce Hays

**S37-T25100**  
**Response Time and Staffing Analysis Model**  
**Page 2**  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8723

**END OF LETTER OF CLARIFICATION 1**