



CITY OF HOUSTON

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January 12, 2015

SUBJECT: Letter of Clarification No. 1
Design & Construction (D&C) Project Management System for the General Services Department

REFERENCE: Request for Proposal - No. S51-T25321

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason(s):

1. To answer the following questions:

- Q:** In the RFP section "SPECIFICATIONS / SCOPE OF WORK" item 3.1.3 states: "As part of its proposal, Proposer shall submit a statement of work, including the contract deliverable exception chart as described in 'Attachment A - Sample Contract Deliverables.pdf'." However, there is no 'Attachment A - Sample Contract Deliverables.pdf' in the RFP document or available for download on the SPD e-bid site. Please provide 'Attachment A - Sample Contract Deliverables.pdf'.
- A:** The Attachment is available on the e-bid site
- Q:** In the RFP section "SPECIFICATIONS / SCOPE OF WORK" item 4.1.1 states: "A complete functionality matrix is posted to SPD e-bid site as Attachment B - Functionality Matrix.xls." However, there is no Attachment B - Functionality Matrix.xls posted on the SPD e-bid site. Please post the Attachment B - Functionality Matrix.xls on the SPD e-bid site.
- A:** The Attachment is available on the e-bid site
- Q:** Is the Pre-Proposal Conference meeting mandatory for vendors responding to the RFP? Will a list of attendees and Q&A from this meeting be made available to vendors?
- A:** No; Yes
- Q:** In regards to the Pre-Proposal Conference meeting, is the City able to provide dial-in information for the pre-proposal meeting to accommodate vendors outside of the Houston area?
- A:** No

When issued, Letter(s) of Clarification shall automatically become a part of the proposal 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 proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me at 832-393-8707.

Chatauqua Allen
Chatauqua Allen
Procurement Specialist