



CITY OF HOUSTON

Annise D. Parker

Mayor

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

Telephone - Dial 311
www.houstontx.gov
<http://purchasing.houstontx.gov>

February 9, 2015

SUBJECT: Letter of Clarification No. 3
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:

1. To answer the following questions:

Q: We are a privately held company and do not typically share our financial statements, as it is not legally required. However, we are making an exception for City of Houston. We would like to know how this information will be treated, as we consider it trade secret and would prefer it not be released to anyone outside the City of Houston.

A: Please provide your financials in a separate envelope and **mark it Confidential – Trade Secrets.**

Q: By hiring a City or Locally registered MBE subcontractor for delivering part of the scope of services, does the prime vendor become eligible for the additional points toward the Hire Houston Program? Also, does the prime become eligible for the 3% and 5% additional points?

A: No. The Hire Houston First Program will require the Prime to apply for certification. Please see this link for additional details. <http://www.houstontx.gov/obo/hirehoustonfirst.html>

Q: Can the City of Houston suggest as to the weight (percentage of points) of each of the evaluation criteria stated?

A: The evaluation criteria are listed in order of importance to the City.

Q: Are prime vendors able to add or change MBE subcontractors if it should become necessary after contract award, so long as any new/additional MBEs satisfy all RFP requirements?

A: Yes. However, all changes must be communicated to the City of Houston – Office of Business Opportunity.

**LETTER OF CLARIFICATION 3
DESIGN AND CONSTRUCTION (D&C) PROJECT MANAGEMENT SYSTEM FOR THE GENERAL
SERVICES DEPARTMENT
SOLICITATION NO. S51-T25321**

Q: On page 49 of the RFP, a form entitled “contractor submission list” will satisfy the requirement for a statement disclosing names and business addresses for certain persons. Is Exhibit V on the following page one and the same as the “contractor submission list”? If not, can COH provide the “contractor submission list”?

A: Please complete all forms in Exhibit V to satisfy this requirement.

Q: Do vendors need to submit Exhibit VII – Attachment “B”?

A: Yes. Please complete all forms in the RFP.

Q: Can vendors assume that all of the answers issued in response to queries with regard to technical/functional scope and mandatory requirements regarding the previous RFP are likely to remain the same? If not, which are substantially different?

A: The City reserves the right to modify any answers via Letter of Clarification.

Q: With regard to the subject RFP, specifically Section 7.1.11 – Pricing Form/Fee Schedule (Exhibit III, page 39), we respectfully request advice as to whether or not the City of Houston will consider a proposal based upon a Time & Material (T&M) pricing structure in-lieu of “fixed price” non-responsive to the RFP.

A: The proposal must be a fixed price.

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