



**CITY OF HOUSTON**  
**FINANCE DEPARTMENT**  
Strategic Procurement Division

**Annise D. Parker**

Mayor

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December 29, 2015

**SUBJECT:** Letter of Clarification No. 3  
Historic Preservation Guidelines

**REFERENCE:** RFP No.: S33-T25601

**TO:** All Prospective Respondents

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

To provide all prospective respondents with a response to the following questions:

1. To replace section 4.0 – 4.3, page 13 of the RFP in its entirety with the attached page 13 marked, “Revised, December 29, 2015.

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 Procurement 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.

Sincerely,

Handwritten signature of Conley Jackson in cursive.

Conley Jackson  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8733

**END OF LETTER OF CLARIFICATION 3**

### 3.0 Best and Final Offer

City reserves the right to request a Best and Final Offer from finalist Proposer(s), if it deems such an approach necessary. In general, the Best and Final Offer would consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If City chooses to invoke this option, Proposals would be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually brief (i.e., five (5) business days).

### 4.0 Evaluation Criteria

#### 4.1 Responsiveness of Proposal

- a. Proposal shall be responsive to all material requirements that will enable the evaluation committee to evaluate proposals in accordance with the evaluation criteria so as to make a recommendation to City officials.

#### 4.2 Methodology and Solutions Proposed / Technical Competence

- a. Quality of overall proposed plan of action, including but not limited to strategy, understanding of RFP technical requirements, and quality assurance control measures.
- b. Quality of proposed approach to explaining concepts such as scale and massing, including quality/relevance of at least one example of previous work that illustrates that approach.

#### 4.3 Qualifications and Experience

- a. Qualifications of the project manager (and other personnel, if applicable) as described in the Secretary of the Interior's Professional Qualifications Standards for Historic Preservation (36 CFR Part 61).
- b. Qualifications of key personnel to successfully implement the project as evidenced by specialized experience in a similar role.
- c. Quality of responses received from past clients
- d. Ability to perform the work as outlined in the RFP and to integrate this project into current/expected workload

#### 4.4 Price Proposal

Enclosed in a separate sealed envelope marked "Price Proposal". The price proposal shall include a detailed budget for each of the following:

- a. Houston Heights Historical Districts (East, South, and West) Design Guidelines
- b. Alternative #1
- c. Alternative #2
- d. Alternative #3
- e. Hourly rate for additional services
- f. Reimbursable expenses (including copies, mail and mileage)

*Note: Price will not be used to determine the shortlisted proposers*

#### 4.5 Financial Strength

#### 4.6 MWBE Participation