



CITY OF HOUSTON
Administration & Regulatory Affairs
Department

Bill White
Mayor

February 17, 2009

SUBJECT: Letter of Clarification No.1for Insurance Property Loss
Consulting Services for the Administration & Regulatory
Affairs Department

REFERENCE: Informal Request for Proposal No.: S22-Q23169

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

• **To respond to questions posed by prospective proposers. The questions and responses are as follows**

Question #1 - Does City of Houston have an initial assessment of the number of properties damaged and needing help recovering funds for? Please advise number.

Response: Approximately, 500 buildings

Question #2 - Does City of Houston have an initial dollar value assessment of damage to Houston's property? Please advise estimated dollar value.

Response: Yes. \$37.7 million

Question #3 - Would City of Houston entertain a fee structure based on flat fee, cost plus, or percentage of recovery alone?

Response: Yes

Question #4 - Would City of Houston entertain a fee structure that might include any combination of flat fee plus percentage of recovery?

Response: Yes

Question #5 - Are email submissions of our proposal acceptable? (I see that this is listed as your "preferred method," but wasn't clear if this was for questions or proposals, or both.)

Response: E-mail submissions are acceptable.

Question #6 - If you prefer hard copies, how many copies would you like us to provide?

Response: Hard copies will be accepted. If provided, submit four.

Partnering To Better Serve Houston

**LETTER OF CLARIFICATION No. 1
INSURANCE PROPERTY LOSS CONSULTING SERVICES
SOLICITATION NO. S22-Q23169**

Question #7 – On the Affidavit of Ownership or Control: For corporations owned by other corporations, do you want these listed in answer to the 5% Owners or More section, or are you only looking for individuals (if applicable) in that section?

Response: List all corporations/owners with more than 5% ownership in the section of the Affidavit where it states 5% ownership or more..

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 bid on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me at tina.paquet@cityofhosuton.net

Sincerely,

Tina Paquet
Deputy Assistant Director

END OF LETTER OF CLARIFICATION NO. 1

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