



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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Mayor

Calvin D. Wells, Deputy Director  
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<https://purchasing.houstontx.gov>

January 23, 2013

**SUBJECT:** Letter of Clarification No. 1 Comprehensive Fee and Cost of Service Study for the Finance Department

**REFERENCE:** Request for Qualification No. S46-Q24499

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. Page 1, EVENTS - PRE-SUBMITTAL CONFERENCE:

Prospective consultancies/contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Eric Alexander at [eric.alexander@houstontx.gov](mailto:eric.alexander@houstontx.gov). The deadline for submitting questions is ~~January 26, 2013 at 5:00 PM CDT.~~ shall be revised to read as follows: **Monday, January 28, 2103 at 5:00 PM No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Remove Page 1 and replace with attached Page 1 marked Revised – January 23, 2014.

2. Page 4 and 5, SECTION 6.0 Qualification Evaluation Criteria – is revised as follows:

6.1 In evaluating the submitted SOQ's, the following criteria will be used when evaluating the RFQ responses and are listed in the order of importance to the City of Houston:

<b>Evaluation Criteria</b>	<b>Points</b>
Established and verifiable track record for comprehensive fee and cost of service studies	30
Ability to field an experienced and qualified team that can partner synergistically with City of Houston	20
Turnaround time for services requested.	<del>20</del> <b>10</b>
Experience with other clients of similar size to the City of Houston	20
Financial Strength of Offeror ( <b>added evaluation criteria</b> )	<b>10</b>
Overall quality of proposal	5
M/WBE Participation	5

\* Hire Houston First Preference Points (City Business = five (5) extra percentage points or Local Business = three (3) extra percentage points and Non-City and Non-Local Business will receive zero (0) extra percentage points).

Remove Page 4 & 5 and replace with attached Page 4 & 5 marked Revised – January 23, 2014.

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**LETTER OF CLARIFICATION 1  
COMPREHENSIVE FEE AND COST OF SERVICE STUDY  
SOLICITATION NO. S46-Q24499**

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.

*Eric Alexander*

DM Eric Alexander  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8704

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**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Dave Martin Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford  
Jack Christie **Controller:** Ronald C. Green

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**GENERAL INSTRUCTIONS, TERMS & CONDITIONS**

The City of Houston's Finance Department is soliciting services from qualified consultancies/contractor(s) to perform the following services as described in the Statement of Work for Comprehensive Fee and Cost of Service Study.

**PRE-SUBMISSION CONFERENCE**

The City will conduct a Pre-submission conference on **January 23, 2013 at 10:00 AM CDT., in SPD Conference Rm. 2 at 901 Bagby Street, City Hall (Basement Level), Houston, TX 77002.** Attendance to the Pre-submission conference is optional and not mandatory.

Prospective consultancies/contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Eric Alexander at [eric.alexander@houstontx.gov](mailto:eric.alexander@houstontx.gov). The deadline for submitting questions is **Monday, January 28, 2013 at 5:00 PM CDT. No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Please review the Statement of Work below. If you believe that your consultancy/firm meets the minimum requirements as outlined in the Statement of Work of the RFQ, please submit your Statement of Qualifications (SOQ) to Eric Alexander, via one of the methods listed below by **February 6, 2013 at 2:00 PM CDT. No SOQ's will be accepted after deadline.**

E-mail: (Preferred Method):      [eric.alexander@houstontx.gov](mailto:eric.alexander@houstontx.gov)

Mail:                                      City of Houston  
Strategic Purchasing Division (Suite B500, Room B509)  
901 Bagby Street  
Houston, Texas 77002

**STATEMENT OF WORK**

**1.0      Background**

- 1.1      The City of Houston (COH) is interested in conducting a comprehensive review of various Departments' fees and the basis of such fees. The review will include multiple departments and associated fees that are allowed by the City through approved ordinances, Consumer Price Index (CPI) escalation increase, cost to serve and/or for administrative support.
- 1.2      The City intends to enter into a contract for consulting services with a qualified consultant to assist the City with the aforementioned initiative. As a result of this initiative, the City is seeking qualified consultant(s) to meet with City staff to refine the project scope, purpose, uses and goals of the City's user fee study to ensure that the study will be accurate, appropriate, and complete to meet the needs of

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- Provide a high level project plan including phases, milestones, deliverables, and number of days after Notice to Proceed (NTP) that each task shall be accomplished. An example for the purpose of this submittal, shall read as (Milestone One shall be completed 30 days after NTP).
- Provide an organizational chart of proposed staff roles, resumes, licenses, certifications, as applicable, and availability.
- Provide a written statement acknowledging the City's M/WBE Program and contractor's willingness to make a good-faith effort in utilizing a certified M/WBE sub-contractor for 24% of work for the contract awarded by the City
- Provide a minimum of three references for fee and cost of service study services within the past 3 years.

**Additionally, the documents listed below must be provided with the QP:**

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
PoP 1a Pay or Play Acknowledgment Form
Contractor Questionnaire
Hire Houston First Affidavit (See Details Below)

**\* All forms can be downloaded from the following link:  
[http://purchasing.houstontx.gov/solicitation\\_forms.html](http://purchasing.houstontx.gov/solicitation_forms.html) Offeror will be able to click and print each required document from this site.**

**6.0 Qualification Evaluation Criteria**

6.1 In evaluating the submitted SOQ's, the following criteria will be used when evaluating the RFQ responses and are listed in the order of importance to the City of Houston:

<b>Evaluation Criteria</b>	<b>Points</b>
Established and verifiable track record for comprehensive fee and cost of service studies	30
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- **HIRE HOUSTON FIRST**

**Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit ("HHF Affidavit")** to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

**Download the HHF Affidavit** from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

[www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf](http://www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf)

Submit the completed application forms to: Mayor's Office of Business Opportunity, One Stop Business Center, 900 Bagby St., Public Level, Houston, TX 77002 or Applications may be submitted via e-mail to [HHF-MOBO@houstontx.gov](mailto:HHF-MOBO@houstontx.gov) or faxed to 832.393.0952.

**Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---Pursuant to Chapter --- of the Local Government Code**

IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

- **THREE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "LOCAL BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND
- **FIVE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "CITY BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES
- UNLESS THE USER DEPARTMENT DETERMINES THAT AN AWARD TO THE LOCAL OR CITY BUSINESS WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

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Revised January 23, 2013

**END OF LETTER OF CLARIFICATION 1**

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