



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

Lourdes Coss
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
<https://purchasing.houstontx.gov>

July 8, 2014

SUBJECT: Letter of Clarification No. 2
Strategic Planning Services

REFERENCE: RFP No.: S33-Q25075

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To replace page nine (9) of the solicitation document in its entirety with the attached page nine (9) marked "Revised, July 8, 2014"

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,

A handwritten signature in cursive script, appearing to read "Conley Jackson", followed by a horizontal line.

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

END OF LETTER OF CLARIFICATION 2



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002

to verify experience of proposers and/or call references of any project provided or any other known reference prior to recommending award.

- 10.2 The award of this agreement will be made to the best respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of each respondent. Therefore, the respondent shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the respondent fails to satisfy the City or the respondent is deemed unqualified to provide the services contemplated.
- 10.3 The City of Houston has sole discretion and reserves the right to cancel this RFQ, or to reject any or all SOQ received prior to contract award.

11.0 EVALUATION AND SELECTION CRITERIA:

- 11.1 Qualifications and experience of the Proposer as evidenced by experience on similar projects.
- 11.2 Qualifications and experience of key personnel assigned as evidenced by their credentials and role in similar projects.
- 11.3 Proposed strategy and approach to perform the services required.
- 11.4 Demonstrates understanding of unique planning considerations in the City of Houston and the Houston metropolitan area.
- 11.5 Demonstrates ability to analyze large quantities of data and present relevant findings in a non-technical way.
- 11.6 Demonstrates thorough knowledge and understanding of formats for data, database systems and software and related programming languages.
- 11.7 Demonstrates excellent graphic design skills.
- 11.8 Available to start work in mid-August 2014
- 11.9 Price

12.0 SUBMITTAL REQUIREMENTS:

The contents should be identified by section tabs, description, page number, and should include, at a minimum, the following sections:

12.1 Cover Letter (maximum 2 pages)

A cover letter signed by an authorized representative of the respondent.