



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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April 11, 2016

SUBJECT: Letter of Clarification No. 1 to Request for Qualification No. S72-Q25690 for Professional Utility Consultant Services for the Administration and Regulatory Affairs Department.

TO: All Prospective Responders:

This Letter of Clarification is issued for the following reasons:

- Question No. 1 /Response No. 1
- Question No. 2 /Response No. 2
- Question No. 3 /Response No. 3

1. NOTICE TO RESPONDENT:

➤ Questions:

1. Question:

Does the City of Houston prefer or require the contractor to have an ongoing presence in Houston—either staff assigned to the project, or a local office?

Response:

No, the City of Houston does not require the contractor to have an ongoing presence in Houston or assigned staff to the project to have a local office.

2. Question:

Does the City of Houston prefer or require the contractor to assign staff as a full-time retainer for the duration of the project?

Response:

It is expected that a key contact person be assigned, to coordinate activities, assist with answering questions, etc. This person must be available on an as needed basis. The terms will be determined during contract negotiations.

3. Question:

With regard to Section 4 (4.1 and 4.2), how much detail is the City expecting the bidder to provide, especially for the work plan?

Response:

The intent of this section is to determine the level of the proposers understanding of the work to be performed. Therefore, it should be as detailed as the proposer believes necessary. You may however, choose to identify a term limit. The term limit should not be less than one year.

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 bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid. Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.



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END OF LETTER OF CLARIFICATION 1

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