



CITY OF HOUSTON

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Mayor

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November 2, 2020

SUBJECT: Letter of Clarification No. 1
Greenspoint Flood Recovery and Resilience Neighborhood Plan

REFERENCE: Request for Qualifications (RFQ) No.: S63-Q29668

TO: All Prospective Respondents

This Letter of Clarification (LOC) is issued for the following reasons:

- I. To identify the physical address of the City Secretary's Office, where all Statements of Qualification shall be mailed/delivered prior to the due date of Thursday, November 12, 2020. The address is as follows:

City Secretary's Office
City Hall Annex, Public Level 900 Bagby Street
Houston, Texas 77002

- II. To notify Respondents that the link to the Sample Contract on the e-bid website has been repaired.
- III. To provide prospective respondents with a response to questions received prior to the deadline.

1.	Question	The RFQ does not mention a cover letter. Will a cover letter be permitted?
	Response	Firms are required to submit an Executive Summary. In the two pages permitted for the Executive Summary, please include any information that would have been appropriate in a cover letter.
2.	Question	The RFQ states to attach any required certifications and/or licenses as requested in the RFQ. Will you please clarify if this is for everyone on the team (org chart) or just for those whose resumes are being included?
	Response	Please provide the certifications and or licenses for the individuals identified on the team whose resumes will be provided.
3.	Question	Are there any requirements for subcontracting percentages to Section 3 firms?
	Response	(1) 10% of the construction budget must be directed to Section 3 Business Concerns; (2) 3% of the non-construction budget must be directed to Section 3 Business Concerns; and

		(3) 30% of all “new” employment opportunities must be directed to Section 3 Residents.
4.	Question	<p>Narrative: Referencing Part II, Section 3.2: The paragraph states that engineers, landscape architects or other professionals shall perform technical engineering analysis to provide drawings for baseline analysis of final draft of the study.</p> <p>Question: Is this indicating mitigation project design under the technical analysis task or that data developed under this task could later inform design to a level for issuing for construction?</p>
	Response	To the extent possible, the engineer will be evaluating existing engineering analyses and performing any preliminary analysis needed to evaluate the feasibility of options being considered. The scope of this project does not include design of a specific mitigation project. Instead, the scope anticipates evaluating feasible concepts that could be utilized later to inform design and feasibility of construction.
5.	Question	<p>Narrative: Referencing Part II, Section 3.2.2: Based on our reading of the RFQ, it appears that flooding is the primary climate hazard of concern for the Greenspoint neighborhood.</p> <p>Question: Is the City also requesting an evaluation of the neighborhood's vulnerability to other climate hazards (e.g., extreme heat)?</p>
	Response	Yes. Where necessary, solutions should address flood risk mitigation and other climate hazards such as extreme heat. Additionally, firms should also appreciate the potentially negative impacts a particular solution may have on other climate hazards.
6.	Question	May we use an 11"x17" page for the organization chart or other graphics?
	Response	Yes.
7.	Question	What is the overall planning time horizon (e.g., 20 years, 50 years, 75 years)?
	Response	This will be defined through evaluation of proposed solutions and stakeholder engagement.
8.	Question	Since this is a multi-year contract, do you anticipate a series of task orders budgeted at each phase or one overall fixed-fee scope, and is there an appropriated budget range? Has funding been secured?
	Response	The budget for this procurement will be predicated on the market. The City has not made a final determination of how the payment structure will be handled. Yes, funding has been secured for this project.
9.	Question	Please provide access to the reports referenced in Part II, Section 1.2.
	Response	<p>HGAC REPORT: http://www.h-gac.com/livable-centers/planning-studies/north-houston-greenspoint.aspx</p> <p>CONSORTIUM REPORT: https://drive.google.com/file/d/179-hR6Y6C6NTnzpgqlsVgE6JX7XnUh5g/view</p>
10.	Question	If a firm is awarded the planning contract for this project phase, would it preclude that firm from being eligible for subsequent projects? For example, downstream design, engineering, and execution, or P3 financial advisory.

	Response	The answer to this question will depend on the funding utilized for the further design and construction projects. Generally, provided that the report and all data is made available for the future competitive procurement, participation in this project will not have a preclusive effect.
11.	Question	<p>Narrative: Section 3.4 states that City will lead stakeholder and community engagement activities and Proposer shall support these activities.</p> <p>Question: Please clarify the City's role for the stakeholder and community engagement process. Is the Proposer expected to develop a plan (i.e. stakeholder mapping, socioeconomic analysis, equality/inclusion aspects, etc.) with the City serving as reviewer and approver? What level of stakeholder engagement support will be required by the Proposer?</p>
	Response	The City will lead stakeholder engagement activities with identified stakeholders. The City will work with the selected firm to develop an engagement timeline for stakeholders that the City will approve. The selected firm will assist in identifying stakeholders, preparing materials for presentations, providing experts to facilitate discussions regarding the mitigation options, compiling data and feedback obtained from the identified stakeholders and incorporating feedback into the study and proposed solutions. Socio-economic and equity components will be integrated as part of the evaluation of the proposed recommendations.
12.	Question	<p>Narrative: Section 3.5.1 requires for the Proposer to "develop a comprehensive vision for Greenspoint's transformation into a resilient district". We understand that the Harris County Flood Control District (HCFCD) just completed a feasibility study for a storm water tunnel in the region.</p> <p>Question: Would the City provide insight throughout the life-cycle of the project on other flood resilience projects in the region in an effort to connect the region's ongoing projects with Greenspoint's proposed mitigation project?</p>
	Response	Yes. The selected firm will need to work with other agencies to obtain the most recent data to propose a complete plan that considers ongoing work and planned work for the area. The City will facilitate any necessary coordination with other agencies.
13.	Question	<p>Narrative: Part II, Section 3.5.4. requires the Proposer to "Release . . . the Study to the broader community, stakeholders, and partners for implementation".</p> <p>Question: Please define "release" within the context of the scope requirement. For example, does "release" mean press releases or does this mean arranging public meetings, media appearances?</p>
	Response	The study will be released to the community and stakeholders when completed. Through stakeholder engagement, and taking into consideration COVID-19 limitations, the details of the release may change based on guidance obtained from City officials. At a minimum, the City anticipates a press release and online launch. The release will need to be coordinated with other stakeholders as well.
14.	Question	Referencing Part VI, Section 9: What section of the evaluation criteria considers experience with federally funded projects? What percentage weight is given to experience with federally funded projects, i.e. EDA, HUD, FEMA funds?


	Response	Part VI, Section 5.0 of the RFQ outlines the point allocation for a firm's experience with federally funded projects. Part VI, Section 9.0 of the RFQ is not a scored component of the RFQ. To the extent that a firm receives consideration for its experience or participation with federally-funded projects, that consideration is subsumed under Part VI, Section 5.0.
15.	Question	Would any services require signage of a Texas Professional Engineer (PE)?
	Response	No. Signage of a Texas Professional Engineer is not required. However, any engineering services or analysis performed under the scope of this RFQ will need to be signed and/or sealed by an licensed engineer where applicable.
16.	Question	Has the flood modeling already been performed? Will we receive that information in AutoCAD?
	Response	The selected firm will have access to any data obtained by the City, which may include a variety of models based on previous studies conducted in the watershed.
17.	Question	Referencing Part II, Section 3.2: Please describe what is included in the "technical analysis". Does this require GIS mapping or AutoCAD?
	Response	This will be determined once selected consultant evaluates different sources of data and proposes most applicable tools are required to conduct the analysis.
18.	Question	What types of signed and sealed drawings and conceptual plans will be produced?
	Response	No signed and sealed drawings, or finalized designs are anticipated to be produced through this study.
19.	Question	How long is the project timeline expected to be?
	Response	Several tasks throughout the RFQ request timelines. The City's timeline will ultimately depend on the timeline of the chosen vender. See the deliverable in Section 3.4(a) and the NOTE in Section 3.6.
20.	Question	Is the "robust stakeholder engagement" only for development of the structural and non-structural components or would it engage all issues related to the project?
	Response	The robust stakeholder engagement process is anticipated to encompass all issues related to the project.
21.	Question	What existing sources of funding and financing does the City anticipate would be used to implement resilience projects and initiatives in Greenspoint?
	Response	The intent of this study is to consider funding and financing opportunities and limitations that impact the feasibility for implementation of preferred solutions.
22.	Question	How important is it to the City for the proposed financial approach to be innovative and/or leverage new sources of investment? For example, multi-party partnerships or ESG/impact investing?
	Response	The City recognizes that different funding sources will need to be utilized to move forward efforts in the region. Therefore, all proven financial approaches should be evaluated and defined with the City Steering committee and stakeholders. Funding opportunities and their impact on project implementation will need to be considered.
23.	Question	How important is it to the City to tie the financing to measured outcomes, and ensure the projects achieve desired results?

	Response	The City prioritizes all sources of funding that will lead to project implementation.
24.	Question	To what extent has Harris County/City of Houston negotiated a shared approach to relocating Affordable Housing Units in the floodplains?
	Response	The City, County, and other agencies are coordinating efforts on evaluating options for relocating habitable structures located in the floodway in Greenspoint. We also anticipate a separate RFP for a “buy in/buy out” program as called for in Resilient Houston.
25.	Question	What evaluation weighting is assigned to geographic location of the prime?
	Response	None.
26.	Question	Would partial fulfillment of the MWBE target, even with description of reasonable effort, be disqualified?
	Response	If the Respondent cannot or will not meet the advertised goal, good faith efforts must be submitted with your bid. Good Faith efforts will be evaluated on a case-by-case basis and will either be approved or denied based on the assessment of the City’s Office of Business Opportunity.
27.	Question	With respect to Attachment A of Exhibit II – Schedule of MWBE Participation, please advise firms on how to complete this form in the absence of providing a bid amount.
	Response	Please identify the subcontractor, NAICS Code for the work they will perform, and the percentage of work they will perform.

When issued, Letter(s) of Clarification shall automatically become part of the solicitation document 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 each respondent to ensure it has obtained all such letter(s). By submitting a response to this solicitation, respondents shall be deemed to have received all Letter(s) of Clarification and have incorporated them into their response to this solicitation.

If you have any questions or if further clarification is needed regarding this solicitation, please contact BJ Hubbard at benard.hubbard@houstontx.gov or 832.393.8707.

Regards,

DocuSigned by:

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 Jerry Adams
 Chief Procurement Officer

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