



# CITY OF HOUSTON

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July 14, 2021

Subject: Letter of Clarification No. 2  
Professional Engineering Services for Stormwater Master Plan

Reference: Request for Qualifications (RFQ) No.: S76-Q29882

To All Prospective Respondents:

This Letter of Clarification is issued for the following reasons:

- To post the Pre-Submission Conference attendee list (See SPD website):
- To answer the following the questions:

1.	Question	What level of surveying will be involved with the project?
	<b>Response</b>	<b><i>Limited survey may be required to verify pipe depth and elevation, pipe size, outfall location, etc., and to confirm data available through GIMS or other sources as provided by the City. It is not expected that all City storm sewer will be surveyed as part of this effort.</i></b>
2.	Question	Will you send a list and contact names of attendees?
	<b>Response</b>	<b><i>Please see the SPD website for the list of Pre-Submission Conference attendees.</i></b>

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3.	Question	Does the City anticipate creating one model per watershed or will they want to create several individual models for separate systems within the watershed?
	<b>Response</b>	<b><i>The intent is to have one model per watershed, but this will be verified through analysis currently underway.</i></b>
4.	Question	Is InfoWorks ICM the only allowable program or will the City of Houston also consider the other standard dynamic 2D modeling software (i.e. XPSWMM, HEC-RAS 2D, ICPR)?
	<b>Response</b>	<b><i>InfoWorks ICM is the only allowable program.</i></b>
5.	Question	Reference 25.3 Work Plan: Does the City have any assumptions that they would like for the consultant to consider when providing information on anticipated timeframes for completion of key deliverables?
	<b>Response</b>	<b><i>The City is establishing timeframes for completion of key deliverables to meet requirements set by the General Land Office and the Department of Housing and Urban Development.</i></b>
6.	Question	Will you please confirm the location to deliver the package? City Secretary? The front page does not clearly state.
	<b>Response</b>	<b><i>Office of the City Secretary City Hall Annex, Public Level 900 Bagby Street, RM. P101 Houston, TX 77002</i></b>
7.	Question:	During the pre-proposal, it was mentioned that the anticipated contract value is in the \$2-\$2.5M range. Can you clarify if that is the value of each of the anticipated five contracts? For a total of \$10M-\$12.5M for all contracts? Or was the referenced value of \$2-2.5M cumulative for all five contracts so that each contract would be \$400-\$500K each?
	<b>Response</b>	<b><i>The total grant award for this effort is \$12M. We anticipate each contract being in the \$2M to \$2.5M range.</i></b>

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8.	Question:	Please clarify the requirement for the United States Treasury’s Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) registration on Page 15 of the RFQ. This registration does not seem applicable as it is “ a list of individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. It also lists individuals, groups, and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific.”
	<b>Response</b>	To the extent federal funding (CDBG-DR) is involved, The City requires Respondents to certify that, among other things, they are not on the Office of Foreign Assets Control Specially Designated National sanction list at <a href="https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists">https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists</a> .
9.	Question:	Do we need to include Exhibit II Attachment “D” Office of Business Opportunity and Contract Compliance MWBE Utilization Report in our SOQ or is this form provided for reference? The form requests information that would only be available after a contract is awarded.
	<b>Response</b>	<b><i>Yes, to the extent known, all applicable parts of the form must be completed and included with your submission.</i></b>
10.	Question:	Please clarify the number of maximum pages for the exercised. (Page 13 states 1 page per exercise and Exhibit VIII states that there is no maximum for the exercises.)
	<b>Response</b>	<b><i>The response for each exercise question shall be limited to one page per page 13 of the RFQ.</i></b>
11.	Question:	Will Public Engagement services be required for the project?
	<b>Response</b>	<b><i>Public engagement services will not be required.</i></b>
12.	Question:	Do we need to provide Geotech and Environmental subs?
	<b>Response</b>	<b><i>Geotech and Environmental subs are not required.</i></b>

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13.	Question:	For #11, (Financial Stability of Respondent) would it suffice to submit a notarized letter from the owners stating that the firm is in good financial standing and current in all taxes and fees along with a chart stating annual average professional services revenue of the firm?
	<b>Response</b>	<b><i>No. Failure to submit the documentation required by the RFQ will result in the submission being deemed nonresponsive and therefore disqualified.</i></b>
14.	Question:	Task 4: Background and Scope – Does the City expect a Harris County Flood Control District Report format?
	<b>Response</b>	<b><i>The format for documentation and the final report will be provided.</i></b>
15.	Question:	Will there be any phasing? Such as a Pre-Plan Phase & Study Phase?
	<b>Response</b>	<b><i>This Project will be completed in one phase with multiple tasks, per pages 1 and 2 of the RFQ.</i></b>
16.	Question:	Please confirm that the Pre-Submission Conference was not mandatory.
	<b>Response</b>	<b><i>The Pre-Submission Conference was not mandatory.</i></b>
17.	Question:	Please provide a list of the watersheds to be studied and how they are divided.

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	<b>Response</b>	<p><b><i>The City has been divided into six watersheds or watershed groups, five of which will be modeled as part of this effort. The sixth will be modeled under a separate effort. The five watersheds or watershed groups to be modeled under this effort are:</i></b></p> <p><b><i>Group 1: Armand Bayou, Clear Creek, Luce Bayou, San Jacinto River, and IAH Airport within Greens Bayou</i></b></p> <p><b><i>Group 2: Brays Bayou</i></b></p> <p><b><i>Group 3: Buffalo Bayou and Addicks &amp; Barker Reservoirs</i></b></p> <p><b><i>Group 4: Greens Bayou (without IAH), Hunting Bayou</i></b></p> <p><b><i>Group 6: White Oak Bayou</i></b></p> <p><b><i>Watersheds will be assigned during the negotiation stage.</i></b></p>
18.	<b>Question:</b>	What is the time frame for the project?
	<b>Response</b>	<b><i>The Project must be completed by 12/31/2023. This includes, at a minimum, the construction of a model for each watershed or watershed group.</i></b>
19.	<b>Question:</b>	Is any calibration needed as part of the modeling?
	<b>Response</b>	<b><i>Yes, calibration will be required. The process for calibration is currently being developed under a separate effort.</i></b>
20.	<b>Question:</b>	Where can we access the recorded Pre-Submission Teams meeting call?
	<b>Response</b>	<b><i>The Pre-Submission Conference was not recorded.</i></b>
21.	<b>Question:</b>	Has there been a program manager selected or will there be one selected at a later date?
	<b>Response</b>	<b><i>A program manager has already been selected.</i></b>

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22.	Question:	Are there any firms that are precluded from this project if they had prior involvement with the development of this project with the City?
	<b>Response</b>	<b><i>Firms that are precluded from this Project have been notified.</i></b>
23.	Question:	Due to Covid-19, we wanted to clarify if hand delivery of our proposal documents acceptable to the City? If so, please provide the correct delivery address.
	<b>Response</b>	<b><i>Hand delivery of submissions are acceptable to the City. The delivery address can be found in response #6.</i></b>
24.	Question:	The RFQ asks for hard copies of the Qualifications Submissions and the Financial Documents to be placed in separate envelopes. We wanted to clarify if the City is still interested in both items being placed on the NON-PASSWORD PROTECTED thumb drives?
	<b>Response</b>	<b><i>The City is looking for 3 separate packets of information from each Respondent as outlined in Exhibit VIII of the RFQ document; one containing nine (9) printed hard copies of the Qualifications Submissions, one containing nine (9) Non-Password Protected thumb drives of the Qualifications Submissions, and one containing the Financial documents.</i></b>
25.	Question:	In hard copy submissions, are electronic signatures permitted for the 8 non-original copies and the electronic copies?
	<b>Response</b>	<b><i>Yes, electronic signatures are permitted.</i></b>
26.	Question:	RFQ pg. 12, section 24.3 References requires reference information for all “projects described in Part VI.7.2”. Please clarify if this means respondents should provide reference info for all projects described in section 24.2 Prior Project Descriptions.
	<b>Response</b>	<b><i>Confirmed: Respondents shall provide references for all projects provided under 24.2 Prior Project Descriptions.</i></b>

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27.	Question:	RFQ pg. 12, section 24.3 References states that Exhibit I-B: List of References should be included in section 7 Experience. However, Exhibit VIII, Qualifications Packet Checklist, states that the form I-B List of References should be included as section 14. Please clarify if I-B: List of References should be included with section 7 Experience, or section 14 Exhibit I.
	<b>Response</b>	<b><i>Respondents shall provide references using Exhibit I-B. One reference must be provided for each of the projects provided under 24.2 Prior Project Descriptions.</i></b>
28.	Question:	RFQ pg. 11, section 23.3 Key Personnel/Resumes states that references are required for each resume. Is there a requirement for the number of references that should be provided per resume?
	<b>Response</b>	<b><i>There is no requirement for the number of references that shall be provided for each resume.</i></b>
29.	Question:	Please confirm whether Exhibit II-C: Certified MWBE Subcontract Terms and Exhibit II-D Office of Business Opportunity and Contract Compliance MWBE Utilization Report should be completed and included with this submission.
	<b>Response</b>	<b><i>To the extent known, all applicable parts of the forms must be completed and included with your submission.</i></b>
30.	Question:	Please specify which certifications and licenses we are required to submit under section #12 Certifications and Licenses.
	<b>Response</b>	<b><i>Certifications and licenses must be provided in accordance with II.2.2. At a minimum, professional engineering license information must be provided for Key Personnel who are licensed PEs. Other relevant certifications include, but is not limited to, CFM, ENV SP, and PMP. Provide these additional certifications or licenses where appropriate and as applicable.</i></b>

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31.	Question:	Are the references requested in the Qualifications section just for the “prior projects” subsection or for both “prior projects” AND “federally funded projects” subsection?
	<b>Response</b>	<b>References are required for projects provided under 24.2.</b>
32.	Question:	Is stake holder engagement/coordination anticipated as part of the scope?
	<b>Response</b>	<b>Stakeholder engagement/coordination will not be included in the scope.</b>
33.	Question:	Do we need to include proof for SAM registration as part of our submittal or would this be submitted upon project award? It is also not mentioned in the submission checklist that we need to include it. Would you please confirm if we need to include it as part of our proposal submission?
	<b>Response</b>	<b>Proof of SAM registration should be included in your submission.</b>
34.	Question:	Exercise Questions – on RFQ page 13, it states the exercise questions should be one page each; however, in the submission checklist, it states there is “no max” on pages. Can you please clarify?
	<b>Response</b>	<b>The response for each exercise question shall be limited to one page per page 13 of the RFQ.</b>
35.	Question:	The cover letter (statement of interest) requires respondents to acknowledge compliance with the requirements specified in Part II.2 in the RFQ. These sections reference parts VI.10 and VI.11; however, those sections do not exist in the RFQ document. It appears that Part VI starts with section 18, which pushes the referenced sections to Part VI.28 and VI.29, respectively. Please confirm the sections being referenced in Part II.2.

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	<b>Response</b>	<b><i>The sections being referenced in Part II. 2 are Sections Part VI. 28 and VI. 29, respectively.</i></b>
36.	Question:	<i>RFQ Part II 2.2 (page 5) requests “Respondent’s staff must meet and maintain current certifications and/or licensure requirements as mandated by the state law or appropriate licensing authority. Provide in accordance with Part VI.11.” I cannot find the referenced Part VI.11. Part VI.29 (page 14) mentions certifications and licenses , but only refers back to Part II.2. (a) Please confirm the specific licenses certifications/licensures for staff and/or the firm to be included in the SOQ. (b) Please also confirm whether the City is requesting certification/license numbers or copies of specific documents.</i>
	<b>Response</b>	<b><i>Part VI.11 referenced corresponds with Part VI.29.</i></b>  <b><i>Certifications and licenses must be provided in accordance with II.2.2. At a minimum, professional engineering license information must be provided for Key Personnel who are licensed PEs. Other relevant certifications include, but is not limited to, CFM, ENV SP, and PMP. Provide these additional certifications or licenses where appropriate and as applicable. Copies of licenses/certifications or a list of license or certification numbers, with expiration dates, can be provided.</i></b>
37.	Question:	Will Attachment I: TECHNICAL MODELING GUIDELINES FOR 2D DYANMIC STORMWATER ANALYSIS and Attachment II: SOFTWARE EVALUATION AND ANALYSIS FOR STORMWATER INFRASTRUCTURE MODELING be made available to proposers?
	<b>Response</b>	<b><i>Please see the SPD website for Attachments I and II.</i></b>

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This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and Houston Public Works. It is the responsibility of each proposer to obtain any previous Letter(s) of Clarification associated with this solicitation. By submitting a response to this solicitation, proposers shall be deemed to have received all Letter(s) of Clarification and have incorporated them into this solicitation.

If you have any questions or if further clarification is needed regarding this Request for Qualifications, please contact Bridget W. Cormier at [bridget.cormier@houstontx.gov](mailto:bridget.cormier@houstontx.gov) or 832.393.8715.

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Regards,

DocuSigned by:

*Jerry Adams*

DS  
CA

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Jerry Adams

Chief Procurement Officer

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