



CITY OF HOUSTON

QUESTIONNAIRE

FOR THE

CITY OF HOUSTON CONSTRUCTION

DISPARITY STUDY

Primary Participating Departments

MAYOR'S OFFICE OF AFFIRMATIVE ACTION & CONTRACT COMPLIANCE

DEPARTMENT OF PUBLIC WORKS & ENGINEERING

GENERAL SERVICES DEPARTMENT

HOUSTON AIRPORT SYSTEM

Managing Departments

MAYOR'S OFFICE OF AFFIRMATIVE ACTION & CONTRACT COMPLIANCE

LEGAL DEPARTMENT

GENERAL INFORMATION & INSTRUCTIONS:

1. The City of Houston may require any Proposer to complete this questionnaire in order to participate in the Disparity Study Selection process. Proposers who fail to submit this Questionnaire as requested may be considered non-responsive.
2. Proposers' responses will be released to Stakeholders, but the City will withhold the Proposers' identity to increase objectivity and maintain selection process integrity.
3. Proposers should answer Sections B (Experience & Qualifications), C (Work Plan), and D (Methodology) using the following criteria:
 - a. All formatting of Responses should remain consistent with this document. All Responses should be typed in Roman 12 point, single spaced font with page margins of 1 inch on sides.
 - b. Questions should not be removed or altered in any way. Answers to Questions should start on the next available line and not interfere with the formatting of the next Question.
 - c. Responses should be limited to 3 pages per section. Any information that extends beyond this page limit shall not be presented or considered.
 - d. Each Section should be printed front and back on 1 page that is separate from information from any other Section.
 - e. Responses should contain no sensitive or identifying information. Any attempt to include identifying or sensitive information may result in a finding that the Proposer is non-responsive.
4. All submission guidelines that apply to the Proposal shall be deemed to apply to the Questionnaire unless otherwise stated. Five copies of the Proposer's Responses to this Questionnaire should be submitted with the Proposal. An electronic copy of the Questionnaire should be available upon request.
5. Please send questions about the Questionnaire to augustus.campbell@cityofhouston.net.

EXPERIENCE & QUALIFICATIONS:

1. Please briefly describe, without any specific names of cases or institutions, the educational and experiential qualifications of your organization's principal researcher.
2. Please describe the number and qualifications of staff that your organization plans to assign to this projects. Feel free to reference names of other institutions, but not the name of your organization or the name of any individual.
3. How many disparity studies has your organization conducted since 1990?
4. To what types of clients did your organization provide those disparity studies?
5. How many and what types of those disparity studies have faced court challenges?
6. What were the standards of review and outcomes of those court challenges?

A. WORK PLAN:

Please briefly and generally describe your organization's approach to the following:

1. Conducting information gathering in the study market area.
2. Reviewing procurement practices for the disparity study.
3. Reviewing city programs and policy related to the disparity study.
4. The legal standards and framework your organization will use for this disparity study.
5. Conducting analysis within the data and legal framework that your organization will develop.
6. Identifying and recommending discrimination remedies.
7. Interim Reporting and availability and limitations on such reporting.
8. Developing the Final Report.
9. Time estimates for conducting the study, including dates for milestones and reports.

B. METHODOLOGY:

Without providing any sensitive or identifying formation, please answer the following questions.

1. What period of time should be evaluated in the disparity study?
2. How will your organization define and evaluate “ready, willing, and able” contractors and subcontractors?
3. How will your organization measure utilization and availability?
4. How will your organization define, identify, and measure discrimination?
5. In laymen terms or adequate explanation, what data, statistical methods and models, and basic processes your organization will incorporate to measure discrimination?
6. What evidence will your organization rely on in making recommendations of remedies? Please use examples and anecdotes if appropriate.