



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

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October 4, 2017

MEMORANDUM FOR: ALL PROSPECTIVE PROPOSERS

FROM: Finance Department Strategic Procurement Division

SUBJECT: Clarification No. 6 - **RFP S67-T26361 – RFP for Housing Rehabilitation and Construction Services for Single-Family Homes for the Housing and Community Development Department**

1. Below are the questions and requests submitted by vendors for clarification in accordance with the instructions provided in the RFP and to provide the following:

2. Please be advised that the scope of work has been amended to include “Any home that flooded during Hurricane Harvey storm, if it is to be rehabilitated; proposers are require to hire a company that can certify that the home is free of mold.

<i>Scope of Services Questions</i>	
<b>1. Question:</b>	How I could access list of homes that would be needing various repairs....
<b>COH Response:</b>	<i>The list is constantly changing; therefore, it is not available at this time.</i>
<b>2. Question:</b>	Can a construction firm leverage a relationship with 84 Lumber to provide logistics and supply of materials and home packages to satisfy the 12% WMBE goal?
<b>COH Response:</b>	<i>The City cannot advise proposers on their business relationships. Proposers should be able to comply with the MWSBE’s 24 CFR Section 85.36 (e) to take all necessary affirmative steps to assure that MWSBEs and labor surplus area firms are used to the extent possible. Some actions enumerated, but not limited to are the following: a) Placing qualified small and minority businesses and women’s enterprises on solicitation lists; and b) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources. For federally funded projects, all contractors must adhere to the stipulated process defined above.</i>
<b>3. Question:</b>	What is the unit number of New construction units per year?
<b>COH Response:</b>	<i>This will vary based on need.</i>
<b>4. Question:</b>	What is the number of Renovation construction units per year?
<b>COH Response:</b>	<i>This will vary based on need.</i>

<b>5. Question:</b>	Who will provide drawings?
<b>COH Response:</b>	<i>The Builder</i>
<b>6. Question:</b>	Who will be responsible for civil drawings, surveys and permits?
<b>COH Response:</b>	<i>The Contractor</i>
<b>7. Question:</b>	What are the self-performing requirements?
<b>COH Response:</b>	<b>Section 3: If you do not require any new hires or subcontracting, then you may complete the <i>Internal Capacity Form</i> attesting to the same. Form is included in packet provided. If you should have the need arise for either, you must notify us of change immediately.</b>
<b>8. Question:</b>	What is the warranty for the project?
<b>COH Response:</b>	<i>1 year for workmanship, 2 years for mechanical, electrical and plumbing, and 10 years for structural.</i>
<b>9. Question:</b>	What is the retainer and how long will it be kept?
<b>COH Response:</b>	<i>10% and 30 days</i>
<b>10. Question:</b>	Regarding Part IV, A, #1 (p. 13) “Number of Copies” Please clarify which sections of the proposal are <u>not</u> to be included on the electronic thumb drives.
<b>COH Response:</b>	<i>Seven (7) Price Proposal and MWSBE forms</i>
<b>11. Question:</b>	Regarding Part IV, A, #1, (P. 13) “Number of Copies” Please confirm the number of electronic thumb drives to be submitted.
<b>COH Response:</b>	<i>Seven (7)</i>
<b>12. Question:</b>	Regarding Part IV, B, #7 (p. 15), “Financial Stability” Please clarify what is required for this item. Are we to include both Audited Financial Statements and Tax Returns for the past 2 years, or only one of those items for the past 2 years?
<b>COH Response:</b>	<i>The city would like to see both.</i>
<b>13. Question:</b>	Regarding Part IV, B, #3.3 (p. 15), Please clarify the requirements of section 3.3.
<b>COH Response:</b>	<i>There is no B #3.3 on page 15. We assume the reference is being made to the “Knowledge and Experience” subsection in Section III (F) #3.3 on page 13. Generally, what we are looking for here is a collection of any media, websites, brochures, or promotional materials that will describe and/or support the work of the contractor.</i>
<b>14. Question:</b>	Regarding Part IV, B, #5 (p. 15), “Forms and Certifications” Are there any other forms that need to be included in Tab 5 “Forms and Certifications”, in addition to copies of the contractor’s certification documents (i.e. Lead Based Paint Contractor, Lead Renovator, etc.)?
<b>COH Response:</b>	<i>If they have additional certifications, yes they can be submitted as well.</i>

<b>15. Question:</b>	<p>Regarding Part IV, B, #12 (p. 15), “Forms and Certifications” Is this section (Tab 12) to only include the following forms? Exhibit I – Offer and Submittal, References, Proposed Subcontractors, Exhibit II - Attachment A Schedule of MWSBE Participation</p> <ul style="list-style-type: none"> <li>○ Exhibit II - Attachment B Notice of Intent</li> <li>○ Exhibit II – Attachment C Certified MWSBE Subcontract Terms</li> <li>○ Exhibit II – Attachment D MWSBE Utilization Report</li> <li>○ Exhibit III – Fair Campaign Ordinance</li> <li>○ Exhibit III – Form “A” Fair Campaign Contractor Submission List</li> <li>○ Exhibit IV – Contractor Ownership Disclosure ordinance and Affidavit of Ownership or Control</li> <li>○ Exhibit V – Anti-Collusion Statement</li> <li>○ Exhibit VI – Bidder’s Statement of Residency</li> <li>○ Exhibit VII – Conflict of Interest Questionnaire</li> <li>○ Exhibit VIII – Debarment Certificate</li> </ul>
<b>COH Response:</b>	<i>All forms are required, as well as certifications.</i>
<b>16. Question:</b>	<p>Regarding Part IV, B, #6 (p. 15) “MWSBE Participation”</p> <ul style="list-style-type: none"> <li>• Is the information included in Tab 6 only to consist of the MWSBE forms that are attached to the RFP (Exhibit II, Attachments A, B, C, and D)?</li> <li>• Are the MWSBE forms to be included in both Tab 6 and Tab 12?</li> <li>• With regard to the “Notice of Intent”, the “Schedule of MWBE Participation”, and the “Utilization Report” please clarify what specifics are required to be submitted with the RFP, since we do not have a specific price or individual scope of work at this point in time.</li> </ul>
<b>COH Response:</b>	<i>Under #F, pg 16 Post-Proposal Discussions with Proposer(s), Part VIII A-H is required for the final negotiation with the Proposer(s) deemed most advantageous to the City.</i>
<b>17. Question:</b>	Are these MWSBE forms to be included in the envelope with the main technical proposal, or are they to be included in the separate envelope with the price proposal?
<b>COH Response:</b>	<i>They are to be included in the separate envelope with the price proposal</i>
<b>18. Question:</b>	Are the MWSBE forms to be included on the electronic thumb drives?
<b>COH Response:</b>	<i>No, please refer to Question 17, COH Response</i>
<b>19. Question:</b>	Regarding the Section 3 Forms included in Letter of Clarification # 4. Please confirm that the forms in Clarification # 4 are only to be utilized post-award and that these forms do <u>not</u> need to be included in the submitted proposal (with the exception of the MWBSE forms indicated above).
<b>COH Response:</b>	<i>Section 3: Form submissions are to be made post-award only.</i>
<b>20. Question:</b>	Is the \$150,000 reconstruction cap inclusive of soft costs?
<b>COH Response:</b>	<i>Yes.</i>
<b>21. Question:</b>	It is asked of us to submit a pricing proposal, but the RFP does not include a form nor any direction in the structure of the proposal. Please let us know what pricing information you would like to see?

<b>COH Response:</b>	<i>Proposers should provide plans for reconstructs, they can submit the budgeted amount to build the plan minus the site-specific costs. (This can be in an excel spreadsheet)</i>
<b>22. Question:</b>	Can a construction firm leverage a relationship with 84 Lumber to provide logistics and supply of materials and home packages to satisfy the 12% WMBE goal? We are a certified WBE.
<b>COH Response:</b>	<i>Please refer to Question 2, COH Response</i>
<b>23. Question:</b>	Is having a physical address in Harris County the only requirement for Proposers to submit on this solicitation?
<b>COH Response:</b>	<i>No, please refer to Clarification No. 5, this sentence has been omitted from the solicitation.</i>
<b>24. Question:</b>	Please confirm that Proposers with a physical address in Harris County, but whose primary place of business is not the State of Texas, can still propose on this solicitation.
<b>COH Response:</b>	<i>No, please refer to Clarification No. 5, this sentence has been omitted from the solicitation.</i>
<b>25. Question:</b>	Are Proposers required to acknowledge amendments or Letters of Clarifications? If so, where are Proposers to acknowledge these documents?
<b>COH Response:</b>	<i>No, you are not required to provide acknowledgement. Proposers are responsible for obtaining all materials (amendments, clarifications letter, etc)</i>
<b>26. Question:</b>	How many General Contractors will be awarded or selected to serve on the pre-qualified contractors list?
<b>COH Response:</b>	<i>The Single-Family Home Repair Program is seeking to get as many qualified contractors as possible; there is no finite number.</i>
<b>27. Question:</b>	Does the City of Houston have a projected annual estimate of number or dollar value of potential projects?
<b>COH Response:</b>	<i>No, not at this time.</i>
<b>28. Question:</b>	Paragraph C, Housing Construction, states, "Proposers seeking placement on the pre-qualified contractors list for Housing Construction must submit as part of their Proposal several sets of floor plans and drawings that are typical samples of houses such Proposer could build if awarded a contract to construct a home. The submitted plans and drawings must be approved by the City of Houston Building Permitting Division of the Public Works and Engineering Department and they must comply with Contractor Performance Standards and Housing Reconstruction Work Specifications furnished by the City." Question: Does the approval by the City of Houston Building Permitting Division need to be granted prior to proposal due date (October 5, 2017), or can proposers submit drawings for review and approval after award/selection?
<b>COH Response:</b>	<i>The proposed drawings do not have to be prior approved for permitting, but should still be included in the RFP.</i>
<b>29. Question:</b>	Who is responsible for providing any design and engineering of reconstruction or new construction? For example, if architecture or engineering services are required, are Proposers to include Design Team Partners or will the City of Houston's Engineering Department provide all required design and engineering?
<b>COH Response:</b>	<i>No, the contractor should provide a full set of construction documents which will include all relative civil and structural engineering documents.</i>
<b>30. Question:</b>	How much notice (i.e., days) will General Contractors have to respond to Request for Services (RFS) and Site Visits for each reconstruction and/or new construction?

<b>COH Response:</b>	<i>This will vary depending on if it is a rehabilitation versus a new construction, but ample time will be provided.</i>
<b>31. Question:</b>	Will new construction projects only occur if reconstruction exceeds the dollar threshold? Or, are there new construction projects anticipated as well?
<b>COH Response:</b>	<i>There will likely be new construction projects included in addition to reconstructions.</i>
<b>32. Question:</b>	Please confirm the submission requirements for the Price Proposal. It appears the only submission is a description of how home repairs, reconstructions or new constructions (as applicable) are priced. Is this the only submission for the Price Proposal?
<b>COH Response:</b>	<i>If they have plans for reconstructs, they can submit the budgeted amount to build the plan minus the site-specific costs. (This can be in an excel spreadsheet)</i>
<b>33. Question:</b>	Does the City of Houston want to have seven (7) copies of the proposal, including one (1) printed original signed in Blue ink, and seven (7) electronic thumb drives, for both the Price and Technical proposal (i.e., seven (7) copies of the Technical Proposal, including one (1) printed original signed in Blue ink, seven (7) electronic thumb drives for the Technical Proposal, and seven (7) copies of the Price Proposal, including one (1) printed original signed in Blue ink, and in a separate sealed envelope)?
<b>COH Response:</b>	<i>The City requires seven (7) printed copies (black &amp; white) this does not include the one (1) original signed in (blue ink) and 7 thumb drives of the proposal. The seven (7) copies price proposal should be included on a separate sealed envelope. Do not include the price proposal on the thumb drive or MWSBE documents.</i>
<b>34. Question:</b>	Please confirm that proposal organization and structure should be per the requirements listed in paragraph B, Submission Requirements, starting on page 14 of 42.
<b>COH Response:</b>	<i>Yes, you are required to submit a response on the order specified, pg(s). 14 &amp; 15, under Submission Requirements.</i>
<b>35. Question:</b>	The City of Houston wants to evaluate proposed key personnel who will be assigned to the project, but does not state what positions they are wanting to see. Can the City provide a list of positions (i.e., Project Manager, Quality Control Officer, Superintendent, etc.) so Proposers can submit the correct personnel the City wishes to evaluate?
<b>COH Response:</b>	<i>Key personnel will be whatever personnel you have on staff that oversees your day to day operations.</i>
<b>36. Question:</b>	Under paragraph B, Submission Requirements, Bullet 3.3, the City asks for, "Provide a detailed portfolio including samples of outreach marketing collateral for new deployments, examples of customer websites, type of web applications available for download, customer service methodology and the total number of spaces served in other municipalities." Please clarify why the City is asking for samples of outreach marketing collateral for new deployments, example customer websites, type of web applications, etc. and how is that applicable to this acquisition? It appears to be a typo from a different City of Houston solicitation.
<b>COH Response:</b>	<i>Proposer should submit their marketing materials for their company and let us know what their website is if they have one.</i>
<b>37. Question:</b>	The submission requirements, Bullet #5, Forms and Certifications, states, "Complete all required forms and certifications, as applicable. (These forms may include certifications such as Lead Based Paint Supervisor, Certified Asbestos Abatement, and Housing Quality Standards). Are Proposers to provide a list of all company and teaming partner's (i.e., subcontractor's) company certifications, licenses, etc., that would be applicable to rehabilitation, reconstruction and/or new construction projects?"
<b>COH Response:</b>	<i>Yes, that list applies to all projects</i>

<b>38. Question:</b>	The section titled “Financial Stability” asked for audited financial statements for the past two years and either the Federal Tax Forms filed to the Internal Revenue Services (IRS) for the past two fiscal years.” Please confirm that the City’s intent is to have either 1) audited financial statements for the past two years; OR 2) Federal Tax Forms filed to the Internal Revenue Services (IRS) for the past two fiscal years.
<b>COH Response:</b>	<i>please refer to Question 12, COH Response</i>
<b>39. Question:</b>	If proposed teaming is included in the proposal, does the City of Houston require a formal teaming agreement between each firm? Or, will typical prime contract/subcontractor teaming arrangements suffice?
<b>COH Response:</b>	<i>Yes, that is fine, but only one contractor will receive the award. How the partnership is developed is up to the prime contractor and subcontractor.</i>
<b>40. Question:</b>	Will the City of Houston consider and equally evaluate large commercial and industrial renovation, rehabilitation, reconstruction and new construction projects performed for federal agencies and exceeding \$150,000-dollar value as relevant experience?
<b>COH Response:</b>	<i>No</i>
<b>41. Question:</b>	Exhibit II, Attachment “A”, Schedule of MWSBE Participation, includes a column titled “Agreed Price” and, at the bottom, “Total Bid Amount”. Since there is no bid provided, how are Proposers to complete this form? Similarly, Exhibit II, Attachment B, also includes a “Bid Amount” that needs to be completed. Are Proposers to leave these items blank?
<b>COH Response:</b>	<i>Proposers can include the percentage that would be allocated or TBD, if you are not certain at this time. Complete the applicable fields on Exhibits “A” &amp; “B” regarding the MWSBE Participation and the Notice of Intent.</i>
<b>42. Question:</b>	All of Exhibit II Attachments (A-D) appear to be an after-award report as they request information about bid amounts of MWSBE subcontractors. Since there is no bid amount known at this time, are Offerors required to complete this form pre-award or post-award?
<b>COH Response:</b>	<i>The MWSBE Participation is prior, and then the entire set of forms are post award.</i>
<b>43. Question:</b>	Are any projects issued under this opportunity receiving federal funding?
<b>COH Response:</b>	<i>Yes, CDBG and HOME.</i>

2. All other terms and conditions remain unchanged.

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 the Office of Emergency Management.

Furthermore, it is the responsibility of each Proposer to obtain any previous Letter(s) of Clarification associated with this solicitation. Should you have any questions or need further clarification regarding this Proposal, please contact Brenda Chagoya at (832) 393.8723.

Sincerely,  
*Brenda Chagoya*  
 Division Manager