



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

**Sylvester Turner**

Mayor

Jerry Adams  
Chief Procurement Officer  
P.O. Box 1562  
Houston, Texas 77251-1562  
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October 20, 2017

**SUBJECT:** Letter of Clarification No. 1 – RFP S67-T26406 for Master Program Manager for Disaster Related Projects for the Housing and Community Development Department

**TO:** All Prospective Proposers:

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This letter of Clarification is issued to provide the Pre-Proposal Conference location:

1. Pre-Proposal Conference Meeting will be held:  
**Monday, October 23, 2017 @ 10:00 am**  
**Council Chamber at Annex**  
**900 Bagby Street**  
**Houston, Texas 77002**
2. Remove pg. 6, & Replace pg. 6, (Mark Revised 10/20/17)
3. Remove pg. 9, & Replace pg. 9, (Mark Revised 10/20/17)

When issued, Letter(s) of Clarification shall automatically become a part of the Bid documents, and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Solicitation, Bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into 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

**ouncil Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack  
Christie  
**Controller:** Ronald C. Green

Prioritizing housing programs elements

4. Providing assistance in developing solicitations for additional disaster housing assistance services in consultation with City Departments, City Attorney and federal/state partners.
5. Develop housing policies and procedures manual, standard operating procedures or other programmatic checklists and documents.
6. Provide technical assistance to HCDD and Recovery Office – Housing Subcommittee on disaster housing programs if necessary, including, but not limited to: conducting research, providing expert advice, and assisting with project applications and project eligibility identification related to housing.
7. Develop housing related sections of current (through amendment) or future action plan(s).

**Housing Program Management**

1. Program management of disaster housing related efforts.
2. Manage implementation contractors.
3. Maintain master program schedule and workplan.
4. Track and monitor performance across the program.
5. Provide services that are readily accessible/available.
6. Track resolution of open questions related to or necessary for operationalizing policies, procedures and processes.
7. Reconcile grant funds to ensure that funds are appropriately tracked and accounted.
8. Report daily, weekly and monthly activities and other ad hoc or regular reports for City Departments or leadership.
9. Represent HCDD (as a disaster housing liaison) to organizations (public, private sector and non-profits) involved in disaster housing programs.
10. Support HCDD through the grant closeout process.
11. Provide an on-site and electronic secure data management system to enhance project efficiencies and performance that includes: information collection, Personally Identifiable Information (PII) protection, collaboration/sharing, and reporting capabilities.

**3.0 Key Personnel**

The Proposer shall identify the key personnel that will be committed to the project. The City reserves the right to reject any key personnel proposed if it is determined in the City’s best interest. Qualifications and experience of key proposed personnel proposed shall be factored into the evaluation process; therefore, key personnel shall not be replaced without the approval of the City. Any approved substitutions for personnel shall be of equal or better qualifications.

**4.0 Laws, Codes, & Safety Guidelines**

**The City intends to utilize FEMA funding for the agreement.** The selected firm(s) must comply with all applicable governing local, state, and federal laws, executive orders, regulations, requirements, and guidelines, including but not limited to 24 CFR part 570, and 2 CFR part 200 and other Federal Emergency Management Administration (“FEMA”) requirements. The firm(s) shall comply with all laws, codes and safety guidelines applicable to the work being performed. For all laws, codes and safety guidelines cited here or elsewhere in specifications, the revision or edition in effect at the time of performance of the work shall apply. The laws, codes, and safety guidelines to be followed shall include, but are not limited to the following:

**Compliance with Environmental Laws.** Firms(s) shall comply with all laws relating to environmental matters including, without limitation, those relating to fines, orders, injunctions, penalties, damages, contribution, cost recovery compensation, losses or injuries resulting from the release or threatened

- 2.2.2 Clear understanding of the requirements for additional tasks of the Master Program Manager.
- 2.2.3 Staffing plan that is commensurate with the work to be done in terms of number and type of staff.
- 2.2.4 Quality of the detailed proposal, including any proposed methodologies, and designs.
- 2.2.5 Comprehensiveness of quality control program.

2.3 MWSBE Participation aligned with the project scope (Pass/Fail)

- 2.3.1 MWSBE participation 24%, or a demonstrated good faith effort by the Proposer to meet such level of participation.

2.4 Financial Stability of the Proposer (Pass/Fail)

- 2.4.1 Audited financial statements (in accordance with Financial Accounting Standards Board regulations) for past two years.

3. **Fee Schedule Proposal (20 Points)**

- 3.1 **THE FEE SCHEDULE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE** that is clearly marked with the RFP title and solicitation number and the label “Fee Schedule Proposal”.

- 3.2 **REIMBURSABLE EXPENSES WILL BE PAID AT DOCUMENTED ACTUAL COST.** The Fee Schedule Proposal must include fully burdened rates, with no expenses, for the following labor categories:

<b>Labor Category</b>	<b>Cost (Maximum Hourly Rate)</b>
Project Principal	
Subject Matter Expert	
Project Manager	
Deputy Project Manager	
Senior Planner	
Planner	
Consultant/Analyst III	
Consultant/Analyst II	
Consultant/Analyst I	
Senior Data Manager	
Data Manager	
Senior Field Inspector	
Field Inspector	
Administrative Support	

**PART IV – PROPOSAL REQUIREMENTS**

- 1.0 **Cover Letter.** Submit a signed cover letter by the Proposer’s authorized representative. The cover letter must indicate the Proposer’s commitment to provide the services proposed, and shall identify all staff members of the team. Define the organizational relationship of team members and projected responsibilities assigned for each.