



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

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November 2, 2017

MEMORANDUM FOR: ALL PROSPECTIVE PROPOSERS

FROM: Finance Department Strategic Procurement Division

SUBJECT: Clarification No. **4 UPDATED/REVISED** - RFP S67-T26406 – RFP for Master Program Manager for the Housing and Community Development Department

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:

- All prospective proposers should be aware that the estimated budget for this procurement is between **\$5 million and \$25 million** to be paid through reimbursed grant funds.
- Additional Clarification Q32, also please refer to the below answer for Q21, 33, 34, 68, 100 & 137.**

Question 32: Will the City please provide more detail on how price will be evaluated (i.e. how will vendors be scored and awarded 20 points)?

COH Response: As a supplement to the Fee Schedule Proposal, please provide a Staffing Plan that assumes the MPM will oversee \$750 million in total funding. While the total funding is likely to be more than this amount, the City will use the proposed Staffing Plan and associated Fee Schedule Proposal to compare responses to the RFP. For purposes of the staffing plan, please assume housing activities are divided evenly between single-family and multifamily activities.

- Please see updated answers highlighted in **YELLOW**
- PLEASE NOTE: The Date for Submission of your proposal has been extended to November 9, 2017 at 10:00AM.**

<i>Scope of Services Questions</i>	
1. Question:	The Scope of Work was described, as covering immediate short term Disaster Recovery Housing Program efforts (for example: travel trailers) followed by a separate Procurement for a long term Housing Program to be released at a future date. Can you confirm that this is an accurate statement and provide a timeline for the release of the RFP for a Long Term Housing Program."

COH Response:	<i>The selected vendor will lead design and administration of short- and long-term housing programs. A separate procurement will be issued for consultants to develop a city-wide housing recovery and community investment plan. The timeline for issuing a RFP related to the city-wide plan has not yet been established.</i>
2. Question:	Under Part IV Proposal Requirements Page 10 – The number goes from 4.0 to 6.0 and no 5.0 is that a typo and should we renumber to reflect a 5.0?
COH Response:	<i>Yes, that is a typographical error. Please omit section 5.0.</i>
3. Question:	Under Part IV Proposal Requirements Page 10 – For 3.0 Qualification of Proposer and 4.0 Qualifications of Key Personnel, Form-2 and Form 3 are referenced to be completed, however I did not see them included with the RFP or on the City’s website, can you please provide or direct me to where I can download them?
COH Response:	<i>Please refer to REVISED RFP, which has been posted. Forms 2 and 3 have been removed from the solicitation.</i>
4. Question:	Under Part IV Proposal Requirements Page 10 – 12.0 Forms and Certifications and 14.0 Required Forms, is there an Exhibit VI that should be included in the submittal
COH Response:	<i>Exhibit VI should be an affidavit of ownership or control. This exhibit is included in the RFP documentation provided; however, it is labeled as Exhibit IV.</i>
5. Question:	Under Part IV Proposal Requirements Page 10 – 13.0 Contract: Please confirm that the Contractor required to submit 3 signed originals of the contract if no exceptions are noted with the proposal and done so before terms and conditions are discussed prior to award?
COH Response:	<i>If you have any exceptions to the terms and conditions you are require to disclose your exceptions at the time when proposals are due.</i>
6. Question:	Is a Sample Insurance Certificate required, as if so what are the Insurance Requirements.
COH Response:	<i>No.</i>
7. Question:	When does the city expect to publish the RFPs for the Construction Manager and Case Manager Services?
COH Response:	<i>In the coming weeks.</i>
8. Question:	This RFP is asking for services to design programs, but not to execute them. Page 6, bullet 5: the successful bidder will develop housing policies and procedures manual, SOP or other programmatic checklists and documents. Policy documents can be created, as there is no dependency on systems and case management processes. To create comprehensive procedures, SOP’s, checklists, etc, the full set of software tools must be designed and implemented. Will the successful bidder be required to do this, or will the future successful bidder of the Case Management RFP?
COH Response:	<i>The selected vendor for the Case Management RFP will provide a system for tracking client services, but the MPM will work alongside City staff to ensure the full set of software tools are designed and implemented in a manner that provides for efficient execution and necessary recordkeeping.</i>

<p>9. Question:</p>	<p>On page 6, the successful bidder will provide program management of disaster housing related efforts, including managing implementation contractors. Will the successful bidder manage the RFP process and help select the contractors for the Construction Management and Case Management RFP's?</p>
<p>COH Response:</p>	<p><i>The successful vendor will work with City of Houston procurement department to develop RFPs and help evaluate proposals submitted in response to RFPs.</i></p>
<p>10. Question:</p>	<p>On page 6, Housing Program Management, bullet 11, it appears the successful bidder will have to implement a data management system to collect applicant information, protect PII, and perform some reporting. Does the City anticipate the successful bidder will implement a separate system from the grant management software to provide these services?</p>
<p>COH Response:</p>	<p><i>The MPM will work alongside City staff to ensure a data management system exists that provides for efficient execution and necessary recordkeeping. HCDD currently uses Hyland's OnBase Enterprise Content Management (ECM) Application. However, after reviewing the current system, the City expects the MPM to make a recommendation on the best path forward for the data management system.</i></p>
<p>11. Question:</p>	<p>What level of participation is expected by the City for oversight of funding programs currently designed for prior flood events? Would the oversight for the programs currently in place for these flood events move from their current contractors and/or the city to the successful bidder, or would the successful bidder be more used in an advisory role?</p>
<p>COH Response:</p>	<p><i>There are no current contractors providing oversight for prior flood events. The MPM will lead design and administration of programs for all available funds for recovery efforts overseen by HCDD.</i></p>
<p>12. Question:</p>	<p>Is the Action Plan Amendment from September 2017 the one applicable to this RFP? (would need to pull the APA number and name)</p>
<p>COH Response:</p>	<p><i>Any existing Action Plan or Action Plan Amendment, including the referenced one, is only applicable for the CDBG-DR funds provided for the specified disaster(s) in the Plan or Amendment. Other action plans will control other funding sources.</i></p>
<p>13. Question:</p>	<p>Page 5 states that "the selected firm for this Master Program Manager solicitation will not be eligible" Does that mean any subcontractors to the selected firm would also be precluded from either responding or being subcontractor on the subsequent RFP's?</p>
<p>COH Response:</p>	<p><i>Yes.</i></p>
<p>14. Question:</p>	<p>Page 6 in Housing Program management refers to master program schedule, tracking and monitoring performance across programs, track resolutions, report activities, etc. Is it envisioned that the system proposed would also be the one utilized for Construction Management and Case Management, from application through to closing. Or would each of the activities stand alone as far as systems as long as the data could be exchanged?</p>
<p>COH Response:</p>	<p><i>The City expects the MPM to make recommendations for all management systems necessary for the execution of the programs. See question 10 for more background.</i></p>
<p>15. Question:</p>	<p>Will the Harvey Recovery Oversight Committee be reviewing the responses to this and other RFP's?</p>
<p>COH Response:</p>	<p><i>An evaluation committee approved by the CPO will be reviewing the responses.</i></p>

16. Question:	Page 4 states "To assist Houstonians in repairing and, in some cases, [my underline] returning to their homes....." Is it anticipated that a large percentage will not be returning to their homes?
COH Response:	No
17. Question:	Page 4 states "FEMA....along with CDBG-DR funds related to Hurricane Ike and the floods of 2015 and 2016 while allocations based on Harvey are identified and received." On REVISED page 6, it states "The City intends to utilize FEMA funding for the agreement." Does that revision mean only FEMA funding and FEMA regulations are applicable until a later date when CDBG-DR funding may be appropriated?
COH Response:	The quote on Page 4 is correct, the MPM will manage both FEMA funds as well as CDBG-DR funding sources, and regulations with each funding source will apply. The applicable regulations will govern depending upon the funding source.
18. Question:	If the firm responding is a M/WSBE, is the 24% requirement automatically met?
COH Response:	No. The goal is a subcontracting goal.
19. Question:	20% of the scoring is the Fee Schedule and without indication of total project cost. Page 16 states "Proposal must be signed and notarized....and the total fixed price contained therein shall remain firm for a period of 180 days." What does the "total fixed price" refer to?
COH Response:	The additional clarification to Question 32 (shown near the top of this document) is intended to address this question. Please base the staffing plan and associated Fee Schedule Proposal on a hypothetical figure of \$750 million to be managed by the selected proposer. The City's intent is to use the staffing plan and associated Fee Schedule Proposal to arrive at a total fixed price; the quoted language means that the hourly rates will be kept fixed for 180 days to allow time for contract negotiation.
20. Question:	Page 10 in 13.) Contract states "Submit three (3) originals of the completed and signed contract if no exceptions are noted." The schedule includes a BAFO and negotiations. How is it possible to sign contract prior to those occurring, even if no exceptions to the terms and conditions?
COH Response:	If you have any exceptions to the sample contract, you must submit them with your proposal.
21. Question:	If a vendor is chosen as a subcontractor for the Master Program Manager, does this disqualify them from bidding as a prime or subcontractor for the Case Management or Construction Management RFPs?
COH Response:	Yes, to the extent the MPM is involved in designing those future solicitations (at a minimum, the case management and construction management RFPs.)
22. Question:	The RFP states that the City of Houston intends to issue a separate procurement for consultants to develop a city-wide housing plan. How does this intersect, if at all, with these three recovery RFPs?
COH Response:	Work associated with the recovery RFPs will necessarily dovetail with and inform the ultimate development of a city-wide housing plan, which will be expected to reflect the progress made on improving Houston's housing stock in Harvey's wake.

23. Question:	The Solicitation Schedule indicated that the RFP was to be released on October 3 rd , with a due date of Nov. 3 rd , giving 30 days to prepare the proposal. However the RFP was not released until October 18 th . In addition, there are elements of proposals that bidders cannot complete until the City provides answers to questions. Would the City of Houston consider extending the due date to give offerors the intended 30 days to prepare their response?
COH Response:	<i>The RFP was advertised on October 13, 2017 and posted on the website on October 18, 2017. The RFP has been extended to November 9, 2017 @ 10:00 am.</i>
24 Question:	The Evaluation Criteria (Part III) indicates that the Technical Approach is worth 40 points, however the Instructions (Part IV) do not include a required section for technical approach. Should we include our approach in the Executive Summary? Please clarify.
COH Response:	<i>Yes, the executive summary is where vendors should outline their proposed solutions, implementation strategy/methodologies, proposed timelines, and key staffing. This section of the proposal will be evaluated when awarding points for the proposals technical approach.</i>
25. Question:	The revised page 9 in the Letter of Clarification No.1, does not include section 2.0 Executive Summary in Part IV – Proposal Requirements. Has the City removed the requirement for the Executive Summary?
COH Response:	<i>No it has not been removed, please see the attached REVISED 10/27/17 RFP.</i>
26. Question:	Part IV Instructions is missing a section 5.0. Is there a section missing?
COH Response:	<i>There is an error in the numbering. There is no section 5.</i>
27. Question:	The RFP requires us to provide Form 2, but the RFP does not appear to include a Form 2. Is this Exhibit I-B? Please confirm or provide Form 2.
COH Response:	<i>Please refer to REVISED RFP. Form-2 has been removed from the solicitation.</i>
28. Question:	The RFP requires we complete Form 3 which was not been provided with the RFP. Please provide.
COH Response:	<i>No, please refer to the REVISED RFP. Form 3 has been removed from the solicitation.</i>
29. Question:	Would the City please provide copies of the policies and procedures for the current CDBG-DR housing programs and for housing related disaster recovery programs that may be funded from other sources?
COH Response:	<i>Action Plans and other available information in regards to awarded CDBG-DR grants from HUD may be found on the Housing & Community Development Department website at www.houstontx.gov/housing.</i>
30. Question:	Would the City provide information on the management information system it is currently using to implement its disaster recovery housing programs and report on progress? If using a system, please provide information about the technology being used and its functionality.
COH Response:	<i>The City is required to utilize HUD's Disaster Recovery Grant Reporting (DRGR) system. Internally, HCDD currently uses Hyland's OnBase Enterprise Content Management (ECM) Application. Please see Question 10 for more background.</i>

31. Question:	Does the City have a schedule for issuing and awarding other RFPs mentioned in the solicitation for construction, case management, and city-wide housing plan?
COH Response:	<i>In the coming weeks. The City does not yet have a timeline for these RFPs but expects them to be issued soon.</i>
32. Question:	Will the City please provide more detail on how price will be evaluated (i.e. how will vendors be scored and awarded 20 points)?
COH Response:	<i>As a supplement to the Fee Schedule Proposal, please provide a Staffing Plan that assumes the MPM will oversee \$750 million in total funding. While the total funding is likely to be more than this amount, the City will use the proposed staffing plan to compare responses to the RFP. For purposes of the staffing plan, please assume housing activities are divided evenly between single-family and multifamily activities.</i>
33. Question:	On page 9 of 34 the RFP indicates that 20 points will be assigned to an evaluation of the Fee Schedule Proposal. Will the City please provide more detail on how price will be evaluated?
COH Response:	<i>As a supplement to the Fee Schedule Proposal, please provide a Staffing Plan that assumes the MPM will oversee \$750 million in total funding. While the total funding is likely to be more than this amount, the City will use the proposed staffing plan to compare responses to the RFP. For purposes of the staffing plan, please assume housing activities are divided evenly between single-family and multifamily activities. This approach will allow the City to evaluate pricing consistently among proposers. Price will be evaluated based on the Fee Schedule Proposal and the Staffing Plan.</i>
34. Question:	The city has asked for rates by position. To ensure that bidders are providing rates for the same skills and level of expertise for each position would the City please provide further information regarding labor category descriptions?
COH Response:	<i>Within the Staffing Plan you provide, please use the assumptions provided in Question 32 to make recommendations to the City for the appropriate skills and level of expertise for each position.</i>
35. Question:	May bidders provide additional labor categories?
COH Response:	<i>Yes, please provide any necessary explanations in the Staffing Plan. See question 32.</i>
36. Question:	The RFP states “The Fee Schedule Proposal must include fully burdened rates, with no expenses.” Please confirm this means that travel and ODCs will be billed as separate T&M line items.
COH Response:	<i>The city will reimburse certain expenses at actual cost, subject to agreed upon language in the contract and applicable City Purchase Order Policies.</i>
37. Question:	<p>In Part III, D, Page 8, Section 2.2.1, the solicitation states: “Clear, comprehensive, detailed, and realistic approach to meeting the requirements in the Scope section of this RFP, under Housing Program Design: Items 1 and 2.” Did the City intend to limit the evaluation of the technical approach to just these two items: or to say the evaluation would be based on technical approach to Program Design and Program Management and the subparts of each?</p> <ol style="list-style-type: none"> 1. “Evaluate, provide recommendations, and design a program for a locally administered Post-Harvey short term housing solution as currently defined by FEMA and Texas General Land Office (GLO). 2. Evaluate, provide recommendations, and design a program for previous allocations of CDBG-DR funding (Ike, 2015 CDBG-DR (Direct Allocation) and 2016 CDBG-DR).”

COH Response:	<i>Part III, D, Page 8, Section 2.2.1 is amended as follows:</i> <i>Clear, comprehensive, detailed, and realistic approach to meeting the requirements in the Scope section of this RFP, under Housing Program Design and Housing Program Management.</i>
38. Question:	Would the City confirm that only the prime contractor must complete and submit Exhibit III, Form “A”: Fair Campaign?
COH Response:	<i>Confirmed.</i>
39. Question:	Would the City confirm that only the prime contractor must complete and submit Exhibit IV: Affidavit of Ownership or Control?
COH Response:	<i>Confirmed.</i>
40. Question:	Does the task “Develop housing related sections of current (through amendment) or future action plan(s)” include preparing the Unmet Needs assessment?
COH Response:	<i>Not at this time.</i>
41. Question:	How does the City intend to evaluate the Hourly Rates provided by each contractor? Will the labor category descriptions be part of the evaluation given that those will dictate the types of individuals the contractors intends to provide in support of the SOW?
COH Response:	<i>The City will assess qualifications and overall best value for the city.</i>
42. Question:	Section 1.6 of Part V – Proposer Proposal Instructions, says that there is an alternate designated address for express delivery on page seven (7), but page seven (7) does not include this information. Please provide the address for express delivery.
COH Response:	<i>The address is illustrated on pg. 11, under Section 1.1, Office of the Chief Procurement Officer, 910 Louisiana, 43rd Floor, Houston, Texas 77002</i>
43. Question:	Page 10 skips from 4.0 to 6.0. Should we keep the numbering as is, skipping 5.0?
COH Response:	<i>Yes., there was an error in numbering. There is no section 5. Please refer to REVISED 10/27/17.</i>
44. Question:	Page 10, 3.0 and 4.0 reference Form-2 and Form-3. Where can we find those forms? They are not included in the RFP.
COH Response:	<i>Please reference COH Responses, Question(s) 56 & 27</i>
45. Question:	Page 10, 12.0 Forms and Certifications. Will you state what specific forms you want placed in this section? All forms have appropriate sections already assigned. What is required here?
COH Response:	<i>Certifications/forms that you may deem useful to illustrate your capabilities to render services.</i>

46. Question:	Page 10, 13.0 states to submit three original contracts signed. Do you want these submitted in a separate sealed envelope?
COH Response:	<i>They may be submitted with the proposals or in separate envelopes.</i>
47. Question:	Is Exhibit IV (Contractor Ownership Disclosure Ordinance) required in the RFP submission? Page 10 does not list this form as a Required Form. If required, do we place in Section 12.0?
COH Response:	<i>Exhibit IV (Contractor Ownership Disclosure Ordinance) pg. 28, states to complete the EXHIBIT IV" AFFIDAVIT OF OWNERSHIP OR CONTROL FORM, which is listed under pg. 10, 14.3</i>
48. Question:	7.0 Financial Stability – is there a page limitation for this section? Our reduced Audited Financial Statement is approx. 50 pages. Is this ok?
COH Response:	<i>Yes.</i>
49. Question:	Is there a total page limitation for submissions?
COH Response:	<i>DO WE HAVE ONE? No.</i>
50. Question:	Is the requirement a master signed and notarized document, <u>along with 10 written copies</u> and 10 thumb drives (with proposals electronically stored on each drive)? <ul style="list-style-type: none"> a. the only printed document required was the master, with copies being the electronic versions on the thumb drives or b. copies meant 10 printed copies along with 10 thumb drives with the proposal electronically stored on each thumb drive.
COH Response:	<i>The RFP requests 10 hard copies and 10 thumb drives.</i>
51. Question:	The Solicitation Schedule indicated that the RFP was to be released on October 3 rd , with a due date of Nov. 3 rd , giving 30 days to prepare the proposal. However the RFP was not released until October 18 th . In addition, there are elements of proposals that bidders cannot complete until the City provides answers to questions. Would the City of Houston consider extending the due date to give offerors the intended 30 days to prepare their response?
COH Response:	<i>The RFP was advertised October 13 and issues online October 18, 2017. NOVEMBER 9, 2017 @ 10:00 am.</i>
52. Question:	The Evaluation Criteria (Part III) indicates that the Technical Approach is worth 40 points, however the Instructions (Part IV) do not include a required section for technical approach. Should we include our approach in the Executive Summary? Please clarify.
COH Response:	<i>Yes, the response should address your technical approach. The City will assess qualifications and overall best value for the city.</i>
53. Question:	The revised page 9 in the Letter of Clarification No.1, does not include section 2.0 Executive Summary in Part IV – Proposal Requirements. Has the City removed the requirement for the Executive Summary?
COH Response:	<i>No, please refer to REVISED RFP dated 10/27/17.</i>
54. Question:	The RFP requires us to provide Form 2, but the RFP does not appear to include a Form 2. Is this Exhibit I-B? Please confirm or provide Form 2.
COH Response:	<i>Please refer to COH Response, Question(s) 25 & 27</i>

55. Question:	Part IV Instructions is missing a section 5.0. Is there a section missing?
COH Response:	<i>Please refer to COH Response, Question(s) 25 & 27</i>
56. Question:	The RFP requires we complete Form 3 which was not been provided with the RFP. Please provide.
COH Response:	<i>Please refer to COH Response, Question(s) 25 & 27</i>
57. Question:	Would the City please provide copies of the policies and procedures for the current CDBG-DR housing programs and for housing related disaster recovery programs that may be funded from other sources?
COH Response:	<i>Please refer to COH Response, Question 29</i>
58. Question:	Would the City provide information on the management information system it is currently using to implement its disaster recovery housing programs and report on progress? If using a system, please provide information about the technology being used and its functionality.
COH Response:	<i>Please refer to COH Response, Question 30</i>
59. Question:	Does the City have a schedule for issuing and awarding other RFPs mentioned in the solicitation for construction, case management, and city-wide housing plan?
COH Response:	<i>In the coming weeks</i>
60. Question:	Will the City please provide more detail on how price will be evaluated (i.e. how will vendors be scored and awarded 20points)?
COH Response:	<i>Please refer to COH Response, Question 32</i>
61. Question:	On page 9 of 34 the RFP indicates that 20 points will be assigned to an evaluation of the Fee Schedule Proposal. Will the City please provide more detail on how price will be evaluated?
COH Response:	<i>Please refer to COH Response, Question 32</i>
62. Question:	The city has asked for rates by position. To ensure that bidders are providing rates for the same skills and level of expertise for each position would the City please provide further information regarding labor category descriptions?
COH Response:	<i>Please refer to COH Response, Question 34</i>
63. Question:	The RFP states “The Fee Schedule Proposal must include fully burdened rates, with no expenses.” Please confirm this means that travel and ODCs will be billed as separate T&M line items.
COH Response:	<i>The city will not reimburse expenses. The City will reimburse expenses at actual cost.</i>
64. Question:	May bidders provide additional labor categories?
COH Response:	<i>Yes.</i>

<p>65. Question:</p>	<p>In Part III, D, Page 8, Section 2.2.1, the solicitation states: “Clear, comprehensive, detailed, and realistic approach to meeting the requirements in the Scope section of this RFP, under Housing Program Design: Items 1 and 2.” Did the City intend to limit the evaluation of the technical approach to just these two items: or to say the evaluation would be based on technical approach to Program Design and Program Management and the subparts of each?</p> <ol style="list-style-type: none"> 3. “Evaluate, provide recommendations, and design a program for a locally administered Post-Harvey short term housing solution as currently defined by FEMA and Texas General Land Office (GLO). 4. Evaluate, provide recommendations, and design a program for previous allocations of CDBG-DR funding (Ike, 2015 CDBG-DR (Direct Allocation) and 2016 CDBG-DR).”
<p>COH Response:</p>	<p><i>Please refer to COH Response, Question 37</i></p>
<p>66. Question:</p>	<p>Would the City confirm that only the prime contractor must complete and submit Exhibit III, Form “A”: Fair Campaign?</p>
<p>COH Response:</p>	<p>Only the prime is required to complete this form.</p>
<p>67. Question:</p>	<p>Would the City confirm that only the prime contractor must complete and submit Exhibit IV: Affidavit of Ownership or Control?</p>
<p>COH Response:</p>	<p>Yes. Only the prime contractor must complete and submit Exhibit IV: Affidavit of Ownership or Control.</p>
<p>68. Question:</p>	<p>Does the task “Develop housing related sections of current (through amendment) or future action plan(s)” include preparing the Unmet Needs assessment?</p>
<p>COH Response:</p>	<p>Not at this time.</p>
<p>69. Question:</p>	<p>How does the City intend to evaluate the Hourly Rates provided by each contractor? Will the labor category descriptions be part of the evaluation given that those will dictate the types of individuals the contractors intends to provide in support of the SOW?</p>
<p>COH Response:</p>	<p>Within the Staffing Plan you provide, please use the assumptions provided in Question 32 to make recommendations to the City for the appropriate skills and level of expertise for each position. Hourly rates are to be evaluated based on the Fee Schedule Proposal and associated Staffing Plan. Please see the response to Question 32 for additional context.</p>
<p>70. Question:</p>	<p>Section 1.6 of Part V – Proposer Proposal Instructions, says that there is an alternate designated address for express delivery on page seven (7), but page seven (7) does not include this information. Please provide the address for express delivery.</p>
<p>COH Response:</p>	<p>Please refer to answer Question 41</p>
<p>71. Question:</p>	<p>Solicitation No: S67-T26404 lists NIGP Codes for subcontracting as: 918-81; 991-56; 990-29; 990-30 with an MWSBE requirement of 24%. However, NIGP code 991-56 is not a valid NIGP Code. What is the correct NIGP code?</p>
<p>COH Response:</p>	<p>961-56</p>
<p>72. Question:</p>	<p>Page 20 of the solicitation, “MWSBE Participation Plan Good Faith Efforts” requests best efforts to include a search on the www.houstontx.gov/obo web site’s “Certified Firm Directory.” However, this directory lists NAICS codes, not NIGP codes. Would the City please provide a list of NAICS codes that coincides with the NIGP codes listed?</p>

COH Response:	<i>NIGP codes and NAICS Codes do not directly align in their descriptions. You may use the following link to assist in identifying the description of the NIGP Codes listed on the solicitation, http://app.ocp.dc.gov/RUI/information/nigplist.asp. Proposers can use the NIGP Code descriptions to search for NAICS Codes within the City Online Certified Firm Directory. https://houston.mwdbe.com/. When using the City Online Directory, proposers can search by NAICS Codes or by Business Description. While the solicitation lists some NIGP Codes, proposers are encouraged to review the solicitation thoroughly to identify viable subcontracting opportunities for MWBE participation.</i>
73. Question:	Do I need to have a current certification or can I use the expired one until it is renewed?
COH Response:	<i>The question is unclear, but if the concern is MWSBE certification, it must be current to be considered as a subcontractor.</i>
74. Question:	2.0 Housing Program Design: Please confirm that designing a program does not include duplication of benefits (which are not design activities), but does include set up, administration, and management planning of programs from sources such as FEMA, Tax Credits, etc.
COH Response:	<i>Duplication of benefits only needs to be a consideration as part of program design for any program which requires duplication of benefits review.</i>
75. Question:	2.0 Housing Program Management # 11: Please confirm this requirement does not include interfacing with city systems, state systems, or federal systems. What system(s) does the city currently use to track grant fund receipts and disbursements?
COH Response:	<i>The City is required to utilize HUD's Disaster Recovery Grant Reporting (DRGR) system and SAP. Internally, HCDD currently uses Hyland's OnBase Enterprise Content Management (ECM) Application. See question 10 for more background.</i>
76. Question:	RFP Section 2.2.1 (under Technical Approach): Criteria are "Clear, comprehensive, detailed, and realistic approach to meeting the requirements in the Scope section of the RFP, under Housing Program Design: Items 1 and 2." Does this mean that the city wants a detailed approach to only those two items in the scope of work? Does the city also want to receive a detailed approach to Housing Program Design tasks (3. a-h) and 4-7, and Housing Program Management tasks 1-11? If the city wants to receive less approach detail for tasks other than Housing Program Design Items 1 and 2, please advise what specifically the city would like to receive.
COH Response:	<i>Please see the REVISED 10/27/17 solicitation schedule attached.</i>
77. Question:	Part IV – Proposal Requirements, 1.0 Cover Letter. Instructions are to identify all staff members of the team. Is this correct, or should the instructions be to identify all team (firm/subcontractor) members of the team here? If individual staff members are to be identified, should the instructions be to identify all key team members (including subcontractors)?
COH Response:	<i>Yes, you are to identify all team members including subcontractors.</i>

<p>78. Question:</p>	<p>Part IV – Proposal Requirements, 3.0 Qualifications of Proposer: This section references Form-2. The RFP does not contain a form numbered Form-2. Is Form-2 RFP Exhibit I-B References, List of Previous Customers? Items requested in the text are somewhat different than the fields in the form. For instance, dollar value of project isn't a field in the form, and the address in the form appears to refer to the contact's address, not a project physical address, if that is the intent. Please clarify if the form should be used and any additional information to provide.</p>
<p>COH Response:</p>	<p><i>Please reference COH Response, Question(s) 26 & 27 regarding Form 2 & Form 3. You may include the additional information request on a separate document to illustrate. Exhibit 1-References, vendor's are required disclose three (3) references, which is separate from List of previous customers which we required to demonstrate projects that your firm has executed work/services, name of project, dollar value, etc...</i></p>
<p>79. Question:</p>	<p>Part IV – Proposal Requirements, 4.0 Qualifications of Key Personnel. This section also references Form-2. While Section 3.0 requires three proposer project-related references, Section 4.0 requires three project-related references for each of our key personnel. The RFP does not contain a form numbered Form-2. It may be helpful for the city to provide a separate form (apart from the proposer project-related references form) for key personnel project-related references with a field to show key personnel roles and responsibilities on a project.</p>
<p>COH Response:</p>	<p>Please refer to COH Response, Question 78.</p>
<p>80. Question:</p>	<p>Part IV – Proposal Requirements, 4.0 Qualifications of Key Personnel. This section references Form-3 to use to depict the availability of all key personnel. The RFP does not contain a form numbered Form-3. Please provide the form.</p>
<p>COH Response:</p>	<p>Please refer to COH Response, Question 78.</p>
<p>81. Question:</p>	<p>Part IV – Proposal Requirements, 5.0 is missing. Should 5.0 be omitted or should it read: 5.0 Technical Approach (with instructions)?</p>
<p>COH Response:</p>	<p>This was a typo, please see REVISED 10/27/17 Solicitation</p>
<p>82. Question:</p>	<p>Part IV – Proposal Requirements, 6.0. M/WSBE Participation. Instructions are “Since M/WSBEs proposed are considered part of the team, the Proposer shall include all relevant information necessary to effectively perform the evaluation of the Proposal as it relates to the Proposal requirements listed in this section.” Which of the specific elements in Part IV – Proposal Requirements does the city of Houston want to see for each M/WSBE?</p>
<p>COH Response:</p>	<p><i>OBO requirements from the proposer, is the completion of Exhibit II, Attachment A, Schedule of MWSBE Participation, which should be submitted with the proposer's bid.</i></p>
<p>83. Question:</p>	<p>Referring to the question immediately above, does the city of Houston want to see any of the specific elements in Part IV – Proposal Requirements for any subconsultants? Which elements?</p>
<p>COH Response:</p>	<p><i>Please see answer to Question 82</i></p>

<p>84. Question:</p>	<p>Part V – Proposer Proposal Instructions, 1.1: Number of Copies. Instructions are to “submit ten (10) copies of your Proposal, including one (1) printed original signed in BLUE ink...” Does the blue ink requirement apply to signatures on all forms of the printed original?</p>
<p>COH Response:</p>	<p>No, only on Original Proposal</p>
<p>85. Question:</p>	<p>PART IV – PROPOSAL REQUIREMENTS (page 10 of 34) The requirements jump from 4.0 to 6.0? Is there a 5.0? Or will the city sequentially re-number the required sections?</p>
<p>COH Response:</p>	<p>This was a typo, please see REVISED 10/27/17 Solicitation/</p>
<p>86. Question:</p>	<p>PART IV – PROPOSAL REQUIREMENTS (page 10 of 34) On requirement 4.0 Qualifications of Key Personnel it states, “complete Form-2 for each reference, and Form-3 to depict the availability of all key personnel.” Where are Form-2 and Form-3 as we could not locate them in the solicitation RFP?</p>
<p>COH Response:</p>	<p>Please refer to COH Responses, Question(s) 25 & 27</p>
<p>87. Question:</p>	<p>PART IV – PROPOSAL REQUIREMENTS (page 10 of 34) What is the difference between requirement 12.0 Forms and Certifications and requirement 14.0 Required Forms with Proposal? If there is a difference, what forms and certifications is the city looking to see for requirement 12.0?</p>
<p>COH Response:</p>	<p>Please refer to REVISED 10/27/17 RFP</p>
<p>88. Question:</p>	<p>PART IV – PROPOSAL REQUIREMENTS (page 10 of 34) Regarding requirement 13.0 Contract, if we note any contract exceptions then we DO NOT return a copy of the contract?</p>
<p>COH Response:</p>	<p><i>You must include this statement in your proposal response, stating that your company has no exceptions to the scope of work set forth.</i></p>
<p>89. Question:</p>	<p>PART IV – PROPOSAL REQUIREMENTS (page 10 of 34) Regarding requirement 13.0 Contract, if no contract exceptions are noted, do we have submit three (3) original signed and completed versions of the contract in the original signed version of the entire proposal submittal AND the nine (9) copies of the entire original submitted proposal? Would the city agree to reduce this request to one (1) signed version of the contract in order to save space and paper?</p>
<p>COH Response:</p>	<p>The requirement will not change. Submit three originals, fully executed.</p>
<p>90. Question:</p>	<p>PART VIII – REQUIRED FORMS TO BE SUBMITTED BY RECOMMENDED VENDOR ONLY (page 14 of 34) Since the listed forms in this section are only required for the recommended vendor the city selects (and some of these forms are in the contract example the city provided), wouldn’t this statement contradict the necessity to fill out and complete and sign the contract the city requests in Part IV requirement 13.0 if we do not note any exceptions to the contract and RFP?</p>

COH Response:	<i>The sample contract is issued so the vendor can become familiar with Terms and Conditions of the contract. Note that the attached Sample Contract is subject to change.</i>
91. Question:	PART III – EVALUATION AND SELECTION PROCESS (page 9 of 34) Regarding Fee Schedule Proposal, how many copies of this do we need to submit in a separate sealed envelope from the rest of the proposal submittal?
COH Response:	10 copies
92. Question:	In “Part IV – Proposal Requirements, 4.0 Qualifications of Key Personnel”, ‘Form-2’ and ‘Form-3’ are referenced as documents that must be completed; where do we obtain these forms?
COH Response:	Please refer to COH Response, Question(s) 26 & 27
93. Question:	For clarification purposes, does “ Exhibit II – Attachment “D” Office of Business Opportunity and Contract Compliance M/WSBE Utilization Report ” only have to be completed if contract is awarded?
COH Response:	No, you must submit these documents at the time you submit your proposal response.
94. Question:	Is the October 2017 Action Plan for Disaster Recovery - 2015 Flood Events - Substantial Amendment 2" the basis for activities covered in this RFP?
COH Response:	Any existing Action Plan or Action Plan Amendment, including the referenced one, is only applicable for the CDBG-DR funds provided for the specified disaster(s) in the Plan or Amendment. Other action plans will control other funding sources.
95. Question:	Are office space and equipment costs budgeted in the Master Program Manager scope of work? If so, what is the allocation?
COH Response:	Please refer to answer to Question 98.
96. Question:	Page 4, bullet 2. Can you provide the program status and funding amounts for each of the additional programs the successful bidder will be expected to provide Program Administration Services for? Have any of these programs been implemented? If so, who are the current vendors?
COH Response:	This information will be provided in a later time. No
97. Question:	Page 6, bullet 4. Can you provide more detail on the level of assistance required to develop solicitations for additional disaster housing assistance services. Is this solely in reference to the Case Management and Construction Management RFP’s referenced earlier in this solicitation?
COH Response:	This information will be provided in a later time.No funding yet identified

98. Question:	Will the City provide office space to the successful bidder? If not, will facilities cost be reimbursed as an Other Direct Cost (ODC)? Or does the proposed rate need to include facilities?
COH Response:	<i>The City will provide office space for a limited number of key personnel working on this contract.</i> <i>The City will provide office space for up to 10 key personnel working on this contract. Other Direct Cost must be included in the proposed rate. See question 99.</i>
99. Question:	On Page 9, bullet 3.2 states the hourly rates must be fully burdened, with no expenses. However, some travel on behalf of the program will be required. For example, travel to Austin to meet with GLO will probably be required. Will travel expenses be reimbursed for travel taken on behalf of the program??
COH Response:	<i>Travel to a location outside of Houston that is explicitly requested and approved in writing by the City will be reimbursable. All other travel expenses must be included in the proposed rate.</i> <i>The City will reimburse expenses at actual cost.</i>
100. Question:	Page 10. Form-2 and Form-3 is referenced in paragraphs 3.0 and 4.0. These forms do not appears to be attached to the RFP. Can you provide a link to these forms?
COH Response:	<i>Please refer to COH Responses, Question(s) 25 & 27.</i>
101. Question:	Page 9. Fee schedule. Will there be a weighting factor applied to each of the labor categories? For example, there will probably only be one Project Principal. However, there may be 30 Consultant/Analyst II positions. Thus, the rate for the Analyst II positions should have approximately a factor of 30 when compared to the Project Principal.
COH Response:	<i>The City will assess overall best value.</i> <i>Refer to cover page of this clarification.</i>
102. Question:	To avoid the duplicative management functions and resulting increased cost, would the City consider removing the conflict and have the PM, CM, and Case Management all provided by one provider as selected by this procurement?
COH Response:	<i>No.</i>
103. Question:	To avoid the duplicative management functions and resulting increased cost, would the City consider removing the conflict on the Case Manager alone and have the PM and Case Manager (i.e., the professional services) provided by one provider as selected by this procurement?
COH Response:	<i>No.</i>
104. Question:	Will the contracts for construction contractors be held by (i.e. subcontracted by) the Construction Manager or will the construction contracts be held by the City, GLO, or other entity?
COH Response:	<i>This information will be provided in a later time.</i> <i>No</i>
105. Question:	The city mentioned in the pre-bid conference that they are aware of the FEMA housing vouchers running out soon. How does the City anticipate assisting the residents relying on those vouchers between the vouchers expiring and this program kicking off in January?

COH Response:	The City is aware of this need and is advocating on many levels and on many fronts to protect the wellbeing of our residents. The MPM must be prepared to quickly step into the overall disaster recovery effort based on the developments that occur in funding and program changes between now and the beginning of the contract.
106. Question:	To assess the relative comparative size of the PM, CM, and Case Manager contracts as referenced in the Solicitation, what is the current envisioned breakdown of the overall fee percentages, as a portion of the overall Capital Expenditure of the program, between the Program Management, Construction Management, and Case Management?
COH Response:	This is not relevant to the response to this proposal. We anticipate the overall fee for the MPM will be less than 3% of the expenditures managed by the MPM.
107. Question:	Part II, Section 1.0: Is the Master Program Manager eligible to be a subcontractor on the Construction Management or Case Management contracts?
COH Response:	No.
108. Question:	Part II, Section 1.0: If a firm is a subcontractor on the Master Program Manager contract, are they excluded from submitting on or being the Prime on the Construction Management and/or Case Management contracts?
COH Response:	Yes.
109. Question:	On the matter of clarifying the responsibility of each role and the chain-of-command of the program, given that there is not a single point of responsibility, when there are problems at the case manager or construction manager level, who takes responsibility for those problems and resolves them, be it the Case Manager or CM, the Master PM, or the City?
COH Response:	The MPM will be primarily responsible for overseeing contractors related to this effort; however, City staff will have final oversight and approval authority.
110. Question:	When does the City want to effectuate the temporary work and how long is that expected to last? What is the expectation for a timeline for more permanent work?
COH Response:	The work will begin as soon as City Council approves a contract, after which the MPM should begin immediately designing and implementing any needed temporary housing solutions, while designing the housing programs necessary for long-term recovery.
111. Question:	Under Part I, Section 3.0: RFP released October 3, 2017. Is it the City's intention to extend the deadline for the Proposal due date to allow for the originally intended 30 days?
COH Response:	Refer to COH Response, Question 23
112. Question:	Part II, Section 1.0: Will the firm selected for this current RFP be conflicted out of the city-wide housing plan RFP?
COH Response:	That is not the City's intent as stated in the MPM RFP. No.

113. Question:	Part II, Section 2.0, Housing Program Design: Is it the intent of the City to combine all funding streams to administer a program that includes all disasters mentioned?
COH Response:	<i>Yes. Programs will be designed to take advantage of all available funding streams to ensure Houston's housing recovery is as rapid and thorough as financially possible.</i>
114. Question:	Part III, Section D(3.2): Is the City amenable to an organizational structure that includes additional roles not identified here?
COH Response:	<i>Yes. See question 35.</i>
115. Question:	Part II, Section 3.0: What labor categories are considered "Key Personnel"?
COH Response:	<i>Labor categories associated with key personnel will vary based on the vendor's approach and Staffing Plan. At a minimum, key personnel should include principals, managers, and subject matter experts.</i>
116. Question:	Part III, Section D(3.2): Is the City amenable to an organizational structure that includes additional roles not identified here?
COH Response:	<i>Yes. See question 35.</i>
117. Question:	Part II, Section 3.0: What labor categories are considered "Key Personnel"?
COH Response:	<i>This is up to each proposer to determine.</i>
118. Question:	Part III, Section D(3.2): Can the City define the roles/responsibilities for Labor Categories identified in the Fee Schedule table?
COH Response:	<i>Rather than the City designing the Staffing Plan, we anticipate the proposals to use the Labor Categories identified along with any additional necessary categories to develop a Staffing Plan best suited to address the assumptions provided in the answer to question 32. For additional context see questions 32-35.</i>
119. Question:	Part IV, Section 2.0: Being that the program has not yet been defined, would a theoretical timeline be acceptable? For example, a timeline that does not identify dates but rather identifies time tables for stand up, staffing, commitments for development of policies and procedures, etc.?
COH Response:	<i>Yes</i>
120. Question:	Part IV: Are there any page limits, font-size requirements, or general format requirements?
COH Response:	<i>NEED ANSWER-NO</i>
121. Question:	Part IV, Section 8.0: Where can a copy of the "Standard Contract" be found? Will it be a general contract or specific to this program?

COH Response:	<i>On the website where the RFP is posted.</i>
122. Question:	Part V, Sections 5.1 and 5.2: Are these “Exceptions” related to the exceptions mentioned in the above pages and related to the Contract?
COH Response:	<i>Yes</i>
123. Question:	Are the “references” mentioned in both 3.0 and 4.0 to be the same references?
COH Response:	<i>No, two separate references</i>
124. Question:	Where can the forms mentioned throughout the RFP be found? Ex. Form-2 and Form-3.
COH Response:	<i>Please refer to COH Responses, Question(s) 26 & 27</i>
125. Question:	Can you confirm that any vendor – whether prime or sub-contractor – awarded this contract cannot work on subsequent related contract for construction management, case management, or otherwise (i.e., cannot be part of the team program managing and thereby managing themselves)? Said differently, can you confirm that no firm can perform work as a sub-contractor instead of a prime to thereby avoid the restriction on participating in subsequent related contracts?
COH Response:	<i>See answer to question 21, above.</i>
126. Question:	Is the M/WSBE 24% requirement over total contract value or number of resources (e.g., headcount)?
COH Response:	<i>Total contract value.</i>
127. Question:	What are Form 2 and 3 referenced in the RFP and where can they be accessed? We predict that Form 2 may be Exhibit 1-B (page 17 of the RFP), but wanted your confirmation.
COH Response:	<i>Please refer to COH Response, Question(s) 26 & 27</i>
128. Question:	Where was this solicitation advertised?
COH Response:	<i>Houston Business Journal.</i>
129. Question:	Where can I find a copy of the sign-in sheets?
COH Response:	<i>http://purchasing.houstontx.gov/index.html</i>

130. Question:	Is this solicitation only for the acquisition of the Prime contractor, at this time, or will this Prime be utilizing subconsultants in this initial scope?
COH Response:	<i>The prime contractor should identify its team, including any subconsultants it requires to deliver the services.</i>
131. Question:	RFP states “.....and to perform related duties with respect to other disasters that may occur during the term of the resulting contract.” Question: How will additional disaster work be executed/communicated/added given scope and requirements including integrating with previous disaster work?
COH Response:	<i>Please use the assumptions provided in question 32 to develop your Staffing Plan. Specified work will be executed via task orders for currently available funds, and additional task orders will be issued, as appropriate, as additional funds become available for prior disasters, future disasters or non-disaster funding that may be used for housing recovery.</i>
132. Question:	The term “Master Program Manager” signifies qualifications and associated certifications. Question: Is there a specific definition to meet beyond skills highlighted throughout RFP?
COH Response:	<i>No</i>
133. Question:	RFP states that the “selected firm for this Master Program Manager solicitation will not be eligible to participate in the Construction Manager or the Case Manager Requests for Proposals”. Question: Will the timing of the subsequent RFPs and bidder for this RFP will be able to participate until the “Master Program Manager” RFP selection?
COH Response:	<i>Vendors may submit proposals for all RFPs; if a vendor is not selected to serve as MPM under this RFP, bid proposals for the Construction or Case Manager RFPs will still be considered.</i>
134. Question:	Because of Conflict of interest, the Master Program Manager will not be able to participate in bidding of the Construction Manager or Case Manager RFPs. Question: Should a company not be chosen under this Master Program Manager RFP, can the company bid on both the Case Manager solicitation and the Construction Manager solicitation?
COH Response:	<i>Please refer to COH Response, Question 133</i>
135. Question:	RFP states “HCDD may issue task orders describing the services and deliverable required. The task order requirements will be negotiated with the selected Proposer” Question: How will these task orders and services/deliverables be negotiated and what types of services/deliverables are expected beyond what is already cited in the RFP?
COH Response:	<i>That has not been determined, but is to be reflected in the referenced RFPs at such time as they are issued by the City.</i>

136. Question:	What are the intersection points/requirements between this RFP and the RFP for a “city-wide housing plan”?
COH Response:	<i>Please refer to COH Response, Question 132 22</i>
137. Question:	<p>RFP states “to repair homes damaged in Hurricane Ike, the floods of 2015, and 2016……, and Hurricane Harvey…”</p> <p>Question: Has any work for these prior disasters been started and not completed that would fall under this RFP? What information/data is available on prior efforts and the current conditions of impacted housing?</p>
COH Response:	<i>Work is nearing completion for the housing activities for Hurricane Ike recover, and work has begun for the housing activities for the 2015 disaster. Housing work has already begun for both the 2016 disaster and the Harvey disaster. However, the City has not yet received CDBG-DR allocations for either disaster. Action Plans and other available information in regards to awarded CDBG-DR grants from HUD may be found on the Housing & Community Development Department website at www.houstontx.gov/housing.</i>
138. Question:	<p>Under Program Design, the Program Manager is expected to provide guidance on previous allocations on CDBG funding. However, Housing Program Management does not state whether the Program Manager will be managing all the CDBG disasters or just Harvey.</p> <p>Question: Will the Program Manager be responsible for comprehensive management of all allocations that the City currently has under its prevue?</p>
COH Response:	<i>The selected vendor will design, implement and oversee housing programs to repair homes impacted by previous flooding events as well as Hurricane Harvey. Existing, unspent CDBG-DR funding will be allocated to this effort and the management provided by the MPM will include oversight of these funds. The MPM is to be responsible for design and management for all funding made available for disaster recovery regardless of the source. For the assumptions on building the Staffing Plan, please see Question 32.</i>
139. Question:	Is the Program Manager expected to design and own the IT systems necessary for tracking funding, or is the Program Manager only expected to provide general guidance?
COH Response:	<i>Please refer to Question 10.</i>
140. Question:	<p>Item 3c requires “Systems to track funding from various grant program sources”.</p> <p>Question: Are there specific data structure, interface, audit, control (including privacy and security), etc. requirements for this system or type of software used? A data management system is also cited under the Housing Program Management Section (Page 6), item 11; same system or different requirement from above?</p>
COH Response:	<i>See question 10. The expects the MPM to make recommendations on the design of any data management system necessary for implementation and proper compliance.</i>
141. Question:	Does the City have an existing data management system for prior allocations? If so, is the Program Manager expected to utilize this system or develop a new system?
COH Response:	<i>Please refer to COH Response, Question 10</i>
142. Question:	What are the security requirements for the IT systems operating under this contract?

COH Response:	<i>Commercially reasonable and standard IT security requirements will apply. Depending on the scope of the project and data available to the selected proposer, more detailed requirements may be negotiated by the parties.</i>
143. Question:	<p>Item 3d requires compliance with various federal regulations. SOW Section 4.0 (Laws, Codes, & Safety Guidelines) includes a similar but different list of requirements. And Part III – Evaluation and Selection Process, item D, Evaluation Criteria, 2.1.7 provides points for experience complying with FEMA regulations, etc.</p> <p>Question: Is there a consolidated list for regulation compliance requirements for this RFP? Also, how are changes to these regulations to be addressed, as the current Administration is reinterpreting or making changes to existing regulations especially related to HUD.</p>
COH Response:	<i>The MPM will be expected to be familiar with all applicable laws, regulations, and ordinances at the City, State and Federal level that apply to any funding source. The vast majority of the currently anticipated funds are FEMA and HUD.</i>
144. Question:	<p>Item 3g requires “Identifying additional waivers that the City should seek from HUD”.</p> <p>Question: Why only HUD? What about other waivers possibly from FEMA for PA Category B work?</p>
COH Response:	<i>Vendors may be asked to seek waivers from any federal or local agency providing services, funding, or oversight related to the scope of this contract</i>
145. Question:	<p>Item 8 cites reporting requirements.</p> <p>Question: Is there an expected schedule and report format for the daily, weekly and monthly reports? Also, the frequency for daily reports (assume limited)? Finally, will ad-hoc reports be executed on cost-reimbursement basis, including responses need for oversight/audit groups including the Federal Inspector General offices?</p>
COH Response:	<i>The MPM is expected to design a program for frequent reporting to City staff that will be rolled into reports to the Recovery Senior Leadership Team, the Mayor, and any funders including Federal or State agencies.</i>
146. Question:	<p>Item 5, “Provide services that are readily accessible/available.”</p> <p>Question: Clarify requirement.</p>
COH Response:	<i>The requirement is intended to indicate that the successful proposer will be readily accessible and available to the City as necessary and appropriate during the project period.</i>
147. Question:	<p>RFP states under “Permits” that firm(s) shall at their own expense obtain and maintain all permits, licenses....required by the City and/or Other State or Federal requirements as may be necessary to legally perform its obligation”</p> <p>Question: What permits, licenses, etc. are required by the City of Houston or the State of Texas?</p>
COH Response:	<i>The City does not currently anticipate requiring any necessary permits or licenses.</i>
148. Question:	What is the number and format/structure required for “Client references”, under 2.1.6, as did not see highlighted under Part IV – Proposal Requirements

COH Response:	<i>References should be issued in accordance with Exhibit I-B.</i>
149. Question:	Item 2.2.2 under Technical Approach (40 Points) states “Clear understanding of the requirements for additional tasks of the Master Program Manager” Question: What is the list of additional tasks or how is this defined? No included in the SOW section.
COH Response:	<i>Item 2.2.2 is the bidders opportunity to demonstrate its knowledge and mastery of the necessary tasks, structures and issues it must be prepared to address should it be selected as the MPM.</i>
150. Question:	Are respondents allowed to offer anticipated categories/rates in addition to those provided within the pricing table? This would allow us to respond more flexibly and economically to unanticipated future Task Orders.
COH Response:	<i>Yes.</i>
151. Question:	The requirements go from 4.0 Qualifications of Key Personnel to 6.0 M/WSBE Participation with no 5.0. Question: Is there a requirement missing, or should the numbers 6-14 be changed to 5-13?
COH Response:	<i>Please see response to Question 26.</i>
152. Question:	Would the City of Houston consider providing an extension of the Solicitation Due Date based on potential impact of answers to questions about this RFP?
COH Response:	<i>The requested extension is currently under review and consideration. See Question # 23.</i>
153. Question:	Are there any new ordinances or zoning requirements being proposed that will impact this contract?
COH Response:	<i>The City of Houston is not zoned. No new ordinances are presently proposed that would impact this contract.</i>
154. Question:	Does the city intend to build back to current standards (code, flood zones etc.)? How will the City address repetitive major flooding?
COH Response:	<i>The City is examining all options to address substantially damaged structures, repetitive flooding, required elevations for both rehabilitation and new construction, as well as other policies that will make the City more resilient to future flooding.</i>
154.Question:	What are the City’s parameters of the program? If they are doing limited repair, what is included in that limited repair? Will this be Cat B temporary repair initially?
COH Response:	<i>Limited repair may be used when absolutely necessary to address health and safety concerns. However, the MPM will be expected to design a program that quickly and efficiently provides long-term solutions to impacted homeowners and renters in Houston.</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 Housing and Community Development Department.

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

Council Members : Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos
Mike Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda K. Edwards Jack Christie
Controller: Chris B. Brown