



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

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November 2, 2017

**SUBJECT:** Letter of Clarification No. 1  
 Data Collection and Analytics for Disaster Related Projects

**REFERENCE:** RFP No.: S33-T26424

**TO:** All Prospective Respondents

**This Letter of Clarification is issued for the following reasons:**

1. To make number formatting changes to Part IV, pages 10-11
2. To delete the reference to “Form 2 and 3 in Part IV, section 3.0 and 4.0
3. To change the number of required copies in Part V, section 1.1 from **ten (10) to five (5)**
4. To replace in their entirety pages 9-11 with the attached pages 9-11, marked “Revised, November 2, 2017”.
5. Provide all proposers with a response to the following questions:

**ID | RFP Section**

1.	<b>Question</b>	You pointed out today that approved MWBEs in the directory for Houston must have an appropriate NAICS code; what is (are) the NAICS code(s) for work under this RFP?
	<b>Response</b>	You can determine the NAICS Code based on the scope of work defined in the RFP.
2.	<b>Question</b>	My firm, aquaTECTURE LLC, has already signed a Emergency Purchase Order with the City of Houston. This EPO addendum includes many of the clauses in the document that you sent out on Wednesday. Do we need to complete this document as well? If so, can you please let us know why we need to fill out another contract.
	<b>Response</b>	This solicitation and the pending contract award is independent of all EPO’s issued by the City of Houston. The terms and conditions are different. Therefore, it will be necessary to sign a new agreement.
3.	<b>Question</b>	Is this open to all bidders?
	<b>Response</b>	Yes

ID	RFP Section		
4.		<b>Question</b>	I do have just one question for clarification around the requirements for the MWSBE participation. It is our intent to use MSWBE qualified organizations as subcontractors where feasible; however, we were uncertain whether these individuals had to be identified prior to proposal submission or if indication of intent would be considered as a “pass” in the criteria as long as the individuals could be identified if the contract was awarded and if no qualified individuals could be identified, a submission of Good Faith Effort would be submitted instead. Is this acceptable, or do we need to identify those individuals and list them specifically in the proposal?
		<b>Response</b>	We ask that you identify the M/WBE participants prior to proposal submission. If you know that you’re not going to meet the advertised goal fully, the vendor may then submit a Good Faith effort and ask the City to evaluate their efforts’
5.		<b>Question</b>	I wanted to see if you could provide some clarification on this bid. We are assuming this would be someone to physically collect data “door to door” similar to collecting census information. We envision a team being at the COH on site to manage the project and then collect and store, maintain and update the data.
		<b>Response</b>	The point in this RFP is to use data analytics to provide better direction to city departments for identifying homes/citizens that have not come to our attention. The City of Houston, and its partner non-profits, will be doing the direct case management.
6.	Part IV, paragraphs 3.0 and 4.0	<b>Question</b>	You make reference to Form 2 and Form 3. Those forms were not in the RFP package; where can we find them?
		<b>Response</b>	Please disregard any reference to the forms 2 and 3
7.		<b>Question</b>	Can you provide more information about the schema for the data sources listed in Part II, Section 2.0, the scope of work?
		<b>Response</b>	Most of the data sets currently identified and being used are flat files in which the row is based on the parcel number.
8.		<b>Question</b>	For the scope areas involving estimation and modeling, will the City provide guidance to the winning bidder regarding which modeling or valuation methodologies are most likely to be accepted by the City’s funding sources?
		<b>Response</b>	Yes, but ultimately, we want the awarded contractor to craft a model that gives us the most justifiable number to support the City’s efforts to receive funding from the Department of Housing and Urban Development.
9.		<b>Question</b>	Will voice data from 911 and 311 calls be provided as audio files or as transcriptions?
		<b>Response</b>	The City will provide the vendor with as much relevant data in the form as most appropriate for the project.
10.		<b>Question</b>	Scope item 2.b, under Data Aggregation: What data collection and analyses has the City performed to date? What do you expect to provide during the term of this engagement?
		<b>Response</b>	Public Works & Engineering (PWE), Department of Neighborhoods (DON), Solid Waste Department (SWD), 911, and 311 are the main departments who have collected data. PWE has before some modeling on homes in the 100-year flood plain. All data will be made available to the winning bidder.

ID	RFP Section		
11.		<b>Question</b>	The scope of work requests best practices for the City to use in adding or updating data; how much of that work will be performed by City staff, and how much will you expect the vendor to perform as part of maintaining the data sets? (Scope of work, item 6.b.)
		<b>Response</b>	The vendor is expected to provide data input recommendations for city staff, as well as help clean the data as it comes in.
12.		<b>Question</b>	What data formats are the datasets in that are listed under Technical Functions, Number 1. Data Identification? Are they all in an ArcGIS file format?
		<b>Response</b>	Flat files, SQL, and shape files.
13.		<b>Question</b>	Does the City have a detailed Streets GIS layer that can be used for geocoding?
		<b>Response</b>	Yes.
14.		<b>Question</b>	Does the City have aerial imagery available that was taken during the flood events?
		<b>Response</b>	That data is publicly available, if the City does not have it.
15.		<b>Question</b>	Where is the standard contract that needs to be reviewed for Exceptions?
		<b>Response</b>	The sample contract is available on solicitation website.
16.		<b>Question</b>	Does the City expect the database to be developed and fully validated with on the ground surveys, etc. within the 6-month timeframe?
		<b>Response</b>	Yes. Preferably sooner.
17.		<b>Question</b>	Should we accept as a given the City's assumption about the proportion of damaged homes belonging to undocumented aliens?
		<b>Response</b>	No.
18.		<b>Question</b>	<p>We are interested in teaming with prime vendors for this project. Here is contact information for my organization:</p> <p>Company: RFD &amp; Associates, Inc.  Contact Name: Tom Lynch  Contact email: <a href="mailto:tlynch@rfdinc.com">tlynch@rfdinc.com</a>  Contact Phone: 512/628-2621  HUB Status: We are a woman-owned small business with HUB certifications from the Texas Comptroller of Public Accounts, Women's Business Enterprise National Council, and South Central Texas Regional Certification Agency.</p>
		<b>Response</b>	The City of Houston does not recommend subcontractors to prime contractors.
19.	Part IV	<b>Question</b>	<b>Part IV – Proposal Requirements, 4.0 Qualifications of Key Personnel, 'Form-2' and 'Form-3'</b> are referenced as documents that must be completed; <b>where do we obtain these forms?</b>
		<b>Response</b>	Please disregard any reference to the forms 2 and 3

ID	RFP Section		
20.	Part IV	<b>Question</b>	For clarification purposes, does “ <b>Exhibit II – Attachment “D” Office of Business Opportunity and Contract Compliance M/WSBE Utilization Report</b> ” only have to be completed if contract is awarded?
		<b>Response</b>	Yes
21.		<b>Question</b>	May the selected Consultant work concurrently on this project, as well as with the State of Texas and or Federal level disaster recovery related projects?
		<b>Response</b>	The City of Houston plays not role in determining who works with State or Federal Government entities.
22.	Part III	<b>Question</b>	<b>Part II – Scope of Work, 1.0 Purpose</b> , states that “selected contractor will be called upon to help collect data to provide a complete assessment of the damage and provide the City with <b>tools</b> to analyze the data.” Does the city expect to use the tool for other Disaster Recovery Needs Assessment (e.g. future disasters)?
		<b>Response</b>	Yes. Our goal is to create a standardized approach to data collection for disasters in Houston.
23.	Part III	<b>Question</b>	Does the city expect to collect and store scanned documents, such as grant application and claim forms?
		<b>Response</b>	Potentially, yes.
24.		<b>Question</b>	<b>2.0 Scope of Work, Technical Functions, #6 Deliverables – ‘b’</b> , with regards to "Maintain all of the data sets in a single, reliable repository accessible <b>via the Internet</b> (with appropriate securities)," <ul style="list-style-type: none"> <li>○ Assuming the City expects the selected contractor to define the users and their level of access, does the City expect program beneficiaries / customers to be able to access the data repository directly (e.g., to upload and / or download forms)?</li> <li>○ Additionally, does the City have in mind the expected Internet users? Are there external Internet users?</li> <li>○ What level of data can be accessible via the Internet (e.g. summary level/executive dashboards or lower level beneficiary data)?</li> </ul>
		<b>Response</b>	<ul style="list-style-type: none"> <li>○ No.</li> <li>○ External users will need to be defined and negotiated as to what data they are using.</li> <li>○ There will be levels of access to data established via negotiation and understanding of users and user roles.</li> </ul>
25.		<b>Question</b>	Will the winning vendor of S67-T26406 for Master Program Manager for Disaster Related Projects be disqualified from being awarded this contract, S33-T26424 Data Collection and Analytics for Disaster Related Projects? Said differently, will the winning vendor for this contract also be eligible to be awarded the Master Program Manager for Disaster Related Projects contract? Does sub or prime contractor position have any bearing on this decision?
		<b>Response</b>	No. The same contractor may be eligible for both the Master Program Manager and Disaster Related Projects. The sub or prime contractor has no bearing on this issue.

ID	RFP Section		
26		<b>Question</b>	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?
		<b>Response</b>	Please disregard any reference to the forms 2 and 3
27.		<b>Question</b>	Does the City have a preferred GIS platform that it uses?
		<b>Response</b>	The City of Houston uses ESRI/Arc Desktop for GIS purposes, and expect proposers to offer solutions that are compatible with ESRI.
28.		<b>Question</b>	To what extent does the City intend any of the data/analysis will be made available to the public?
		<b>Response</b>	This is not relevant to providing a response to the solicitation.
29.		<b>Question</b>	In the pre-proposal meeting yesterday, reference was made to a list of Data Sources, Data Keys, and Data Descriptions that the City is already maintaining and could share. Could you please share these materials or make them known?
		<b>Response</b>	The data in possession of the City of Houston will be shared with the vendor, and much of it is listed in the RFP. One of the goals of this RFP is for the vendor to help identify data sets that the City doesn’t currently know about.
30.		<b>Question</b>	In the pre-proposal meeting yesterday there was reference to analysis being undertaken already in various City agencies and departments. Could you provide a list of the type and or description of the work that is already underway?
		<b>Response</b>	That information will be shared with the selected contractor.
31.	Part II 2.0 Technical Functions 1	<b>Question</b>	Can you identify which of these data sets the City of Houston already has available and which sources already have the necessary data use agreements? Does the City have a data set that identifies confirmed recovery needs?
		<b>Response</b>	FEMA and the Public Works Department have a data sharing agreement in place which is the collection point for all federal data. The Red Cross’ “Community Acton Network (CAN) database is a central repository for granular needs to citizens.
32.	Part II 2.0 Technical Functions 1	<b>Question</b>	Are there before and after geocoded images available? What georeferencing model was used?
		<b>Response</b>	A response will be provided asap.
33.	Part II 2.0 Technical Functions 2.b	<b>Question</b>	Section 2b states 'Include all analyses performed by City of Houston departments in the data aggregation process.' What kinds of analyses would this encompass? What frequency and in what format will this data be provided to us?
		<b>Response</b>	That data will be shared with the vendor. That will be negotiated with the departments doing analysis.
34.	Part II 2.0 Technical Functions 6.b	<b>Question</b>	Per the RFP, it is said that "The repository may be maintained on City systems or the Consultants systems, with proper information security protocols and procedures." Are secure/certified (e.g., FedRAMP) cloud hosted solutions acceptable (e.g., AWS, Azure)?
		<b>Response</b>	Yes

ID	RFP Section		
35.	Part IV	<b>Question</b>	Section 5.0 appears to be missing and there does not appear to be a section dedicated to the Technical Approach. Is this what Section 5.0 should be?
		<b>Response</b>	This section has been renumbered to read 1.0 – 13.0
36.	Part IV 4.0	<b>Question</b>	Can the City of Houston provide Form-2 and Form-3 to the proposers?
		<b>Response</b>	Please disregard and reference to forms 2 and 3
37.	Part V	<b>Question</b>	The instructions do not list any, but is there a page limit on the response?
		<b>Response</b>	No specified limit. We ask that your proposal be formatted as requested in Part IV and contain the information that demonstrates your ability to provide and/or perform the required services. See Part III, Evaluation Criteria.
38.	Part V 1.1	<b>Question</b>	Please confirm The City of Houston is revising its submission requirements to five (5) printed hard copies, five (5) electronic copies on thumb drives, and one (1) original hard copy signed in blue ink.
		<b>Response</b>	Yes
39.		<b>Question</b>	Can you confirm that MWSBE participation will only be counted towards their percentage if they are performing work aligned to their NAICS code?
		<b>Response</b>	For participation to count towards the goal, the firm must be certified in the scope of work to be performed by the subcontractor on the contract.
40.		<b>Question</b>	If there are any qualifications needed for inspectors? Ie: Background checks- if so, to what degree- credit/drug testing/standard? Experience required?
		<b>Response</b>	The City of Houston requires vendors to sign a drug policy, and that anybody who is representing the City of Houston would present themselves in a professional manner.
41.		<b>Question</b>	What type of reports will be required to substantiate quantifying the degree and valuation of the damage to housing units?
		<b>Response</b>	That will be negotiated once the vendor is selected.
42.		<b>Question</b>	What is the anticipated volume and integrity / accuracy / completeness) of the data the City identified and seeks to have aggregated and analyzed by the consultant?
		<b>Response</b>	This will be determined as work progresses under the contract.
43.		<b>Question</b>	Is the parcel/property database (HCAD, <a href="http://pdata.hcad.org/index.html">http://pdata.hcad.org/index.html</a> ) updated and complete? Or does the City of Houston expect a need to conduct analysis to identify structures that may be missing from HCAD?
		<b>Response</b>	We believe that the HCAD data set is complete.
44.		<b>Question</b>	Related to #1, does the city have a database of building footprints?
		<b>Response</b>	Yes.
45.		<b>Question</b>	Does the City want the final database to be developed as an online GIS-type mapping platform?
		<b>Response</b>	This is one possible way of delivering the data to the City.
46.		<b>Question</b>	6b on page 7 mentions the potential of maintaining the data repository on City systems. Does the City have any enterprise analytical environments (GIS servers or BI platforms) that it may want to use to host and display data for this project?
		<b>Response</b>	Yes. ESRI/ARC and Tableau.

ID	RFP Section	
47.	<b>Question</b>	For the final data repository that enables city staff to filter and query data, how many users will require access to the repository?
	<b>Response</b>	Unknown at this time.
48.	<b>Question</b>	Several parts of the RFP suggest the potential for additional work not specifically described in the Scope of Work: the City expects a three-year contract; page 5, item 2.0 says that “selected Consultant will provide additional data collection, aggregation, and analysis for housing planning and program design”; and page 7, item 3a, says “as well as any other need enumerated by the City of Houston”. Can the city clarify what additional data collection, aggregation or analyses might be required during the core 3-6 month timeline and throughout the rest of the contact? This will help vendors estimate level of effort for this fixed price contract.
	<b>Response</b>	No.
49.	<b>Question</b>	During the pre-proposal conference, City staff instructed that vendors submit two volumes: one for all technical and forms, and another for price and MWSBE participation (part 6.0 from Proposal Requirements, page 11). Can you confirm or clarify this instruction?
	<b>Response</b>	Please submit all pricing and M/WBE forms in a separate sealed envelope marked “Price Proposal and M/WBE forms”.
50.	<b>Question</b>	If the bidder on this solicitation is also bidding on the master project administration RFP, may the firm execute both projects if it win(s) both bids or would there be an unacceptable conflict?
	<b>Response</b>	See response to question # 26.
51.	<b>Information Resource</b>	City of Houston Data Portal: <a href="http://data.houstontx.gov/">http://data.houstontx.gov/</a>

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,



Conley Jackson  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8733

**END OF LETTER OF CLARIFICATION 1**

Permits. The Firm(s) shall at their own expense and in its own name obtain and maintain all permits, licenses, vehicle stickers, certificates and licenses required by the City and/or other State or Federal requirements as may be necessary to legally perform its obligation.

### **PART III – EVALUATION AND SELECTION PROCESS**

An evaluation committee shall evaluate Proposers' Proposals in accordance with the evaluation criteria provided herein. Upon completion of the evaluation, the committee may develop a short list of Proposer(s) meeting the technical competence requirements. The shortlisted Proposer(s) may be scheduled for a structured oral presentation, demonstration, interview and negotiations. Following these City-to-Proposer(s)' meetings, the evaluation team will summarize their findings and recalculate their scores, if needed. However, the evaluation committee reserves the right to issue letter(s) of clarification when deemed necessary to any or all Proposer(s). The oral presentations, demonstrations and/or interviews may be recorded and/or videotaped.

#### **A. Interviews/Oral Presentations/Demonstrations**

The City reserves the right to request that Proposer(s) provide a final presentation handouts of its Proposal at their scheduled meeting. No Proposer may attend presentations of any other Proposer. If necessary, Proposers may be scheduled for more than one presentation, demonstration, or interview.

#### **B. Selection Process**

Upon review of all information provided by Proposers, the evaluation committee will make a recommendation for selection to City officials. The City reserves the right to check references on any projects performed by the Proposer, whether provided by the Proposer or known by the City. Selected Proposals shall be submitted for approval by the appropriate City officials. The City intends to select Proposals that best meets the needs of the City and that provide the best overall value. In awarding the contract on this basis, the City reserves the right to award the contract to a Proposer other than the lowest price or cost Proposer. Upon approval of the selected Proposers, contracts shall be executed by the appropriate City officials with the selected Proposers.

#### **C. Best and Final Offer (BAFO)**

City reserves the right to request a Best and Final Offer from finalist Proposer(s), if necessary. At a minimum, the Best and Final Offer would consist of submitting a final Fee Schedule with associated costs, and address any outstanding items previously identified during the evaluation of Proposals.

If the City chooses to invoke a "required BAFO" option, Proposals shall then be re-evaluated by the evaluation committee. The BAFO shall include instructions, requirements, and a specified Proposal due date.

#### **D. Evaluation Criteria**

##### **1. Responsiveness of Proposal (Pass/Fail)**

- 1.1 Proposal shall be responsive to all material requirements that will enable the evaluation committee to evaluate proposals in accordance with the evaluation criteria and make a recommendation to City officials.



## 2. Technical Competence/Requirements

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

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

### 2.2 Financial Stability of the Proposer (Pass/Fail)

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

2.3 Quality of overall plan of action, including but not limited to strategy, understanding of RFP technical requirements, and quality assurance/control measures, and timeline. **(20 Points)**.

2.4 Qualifications and experience of key personnel assigned to the project as evidenced by their credentials and experience in similar projects. **(20 Points)**

2.5. Quality of proposed deliverables and technical solutions. **(20 Points)**

2.6 Anticipated problems and proposed solutions. **(15 points)**

2.7 Examples of work completed in similar situations for other large entities. 15 points

## 3. Fee Proposal (10 Points)

The City seeks a fixed price for this work.

## **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.

2.0 Executive Summary. Prepare an executive summary to include a brief overview of the solution proposed, the overall strategy for implementation, and the key personnel responsible for seeing the project through its completion. Include a timeline for implementation and any other requirements, if any, noted in the proposal. Attach a proposed organization chart for the project and describe the proposed strategy for delivering the services set out in this RFP.

3.0 Qualifications of Proposer. Include a brief description of the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this RFP. ~~Complete Form-2 for each project.~~ Provide a list of at least (3) references where a similar solution was implemented. Include the name of the contact person, name of the organization, dollar value of the project, physical address, telephone number and e-mail address.

4.0 Qualifications of Key Personnel. Provide chronological resumes of the key personnel that shall be assigned to this project. Submit at least three (3) references of projects where key personnel performed in a similar role as that proposed for this project. ~~Complete Form-2 for each reference, and Form-3 to depict the availability of all key personnel.~~

- 5.0 M/WSBE Participation. Identify the M/WSBE participation level and the role that each M/WSBE firm shall have in the project. 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.
- 6.0 Financial Stability. Provide the audited financial statements for the past two fiscal years. At a minimum, include the letter of opinion, balance sheet, schedules, and related auditor's notes.
- 7.0 Exceptions to Standard Contract. Submit any Exceptions to the standard contract and include the rationale for taking those exceptions. Provide rationale for objecting to each exception, and propose alternate language for City Legal consideration.
- 8.0 Legal Actions. Provide a list of all pending litigation, and include a brief description of the reason for legal action.
- 9.0 Conflict of Interest. Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the Proposal.
- 10.0 Other. Submit any information deemed pertinent to demonstrating Proposer's qualifications to perform the services being requested such as memberships in any professional associations, documents, examples, etc.
- 11.0 Forms and Certifications. Complete all forms and any required certifications attached, where appropriate.
- 12.0 Contract. Submit three (3) originals of the completed and signed contract if no Exceptions are noted.
- 12.1 Each contract submitted shall bear an original signature and date.
- 13.0 Required Forms with Proposal:
- 13.1 Offer and Submittal, List of References and List of Proposed Subcontractors (Exhibit I)
- 13.2 Signed M/WSBE Forms: Attachment "A" Schedule of M/WSBE Participation, Attachment "B," Notice of Intent, Attachment "C," Certified M/WSBE Subcontract Terms, Attachment "D" Office of Business Opportunity and Contract Compliance M/WSBE Utilization Report (Exhibit II)
- 13.3 City of Houston Ownership Information Form (Exhibit III)
- 13.4 Anti-Collusion Statement (Exhibit V)
- 13.5 Conflict of Interest Questionnaire (Exhibit VII)

## **PART V – PROPOSER PROPOSAL INSTRUCTIONS**

### **1.0 General Information**

- 1.1 Number of Copies. Submit ~~ten (10)~~ **five (5)** copies of your Proposal, including **one (1)** printed original signed in BLUE ink, and additional ~~ten (10)~~ **five (5)** electronic thumb drives submitted in a sealed envelope bearing the assigned solicitation number located on the first page of this RFP solicitation document to:

Office of the Chief Procurement Officer  
910 Louisiana, 43<sup>rd</sup> floor  
Houston, Texas 77002