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November 7, 2017

**SUBJECT:** Letter of Clarification No. 2  
 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:**

- To replace in their entirety the responses provided in Letter of Clarification No. 1 with the following responses.

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>	The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. The NIGP Commodity/Services Code is an acronym for the National Institute of Governmental Purchasings' Commodity/Services Code. The NIGP Code is a coding taxonomy used primarily to classify products and services procured by state and local governments in North America. <b><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, <a href="http://app.ocp.dc.gov/RUI/information/nigplist.asp">http://app.ocp.dc.gov/RUI/information/nigplist.asp</a>. Proposers can use the NIGP Code descriptions to search for NAICS Codes within the City Online Certified Firm Directory. <a href="https://houston.mwdbe.com/">https://houston.mwdbe.com/</a>. 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></b>

ID	RFP Section		
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
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 have exhausted your best efforts to comply with the City's MWSBE Policy, the vendor should then submit a MWSBE Participation Plan Good Faith Efforts form, which is available as part of Exhibit II of the RFP.
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>	Vendors may propose a variety of options for obtaining the data and analytics required by this RFP, including door to door collection, if the vendor determines this is feasible given the City's desired completion date for this project. 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, 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.

ID	RFP Section	
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 the City wants the selected proposer to craft a model that gives the City the most justifiable number to submit to HUD or other governmental agencies/representatives as the basis for the City's funding request, and the most accurate idea of where and what the City's unmet needs are.
9.	<b>Question</b>	Will voice data from 911 and 311 calls be provided as audio files or as transcriptions?
	<b>Response</b>	To the extent allowed by law, the City will provide the vendor with relevant data in the form 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>	The City's Public Works and Engineering Department (PWE), Department of Neighborhoods, Solid Waste Management Department and the departments that manage 911 and 311 call data are the main departments that have collected data. PWE has some modeling on homes in the 100-year flood plain. Subject to appropriate confidentiality and security limits and within the confines of the law, data will be made available to the selected proposer.
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 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, all open data sets can be found at <a href="http://data.houstontx.gov">data.houstontx.gov</a> and/or <a href="http://cohgis-mycity.opendata.arcgis.com/">http://cohgis-mycity.opendata.arcgis.com/</a> .
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 at <a href="https://storms.ngs.noaa.gov/storms/harvey/index.html#7/28.400/-96.690">https://storms.ngs.noaa.gov/storms/harvey/index.html#7/28.400/-96.690</a>
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 the 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.

ID	RFP Section		
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>	We are interested in teaming with prime vendors for this project. Here is contact information for my organization: Company: RFD & Associates, Inc. Contact Name: Tom Lynch Contact email: <a href="mailto:tylynch@rfdinc.com">tylynch@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.
		<b>Response</b>	The City of Houston does not recommend subcontractors to prime contractors. The sign-in sheet for the pre-proposal conference is available on the City’s website as one method of facilitating direct communication between prime contractors and subcontractors.
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
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>	Consultant should disclose any potential conflicts of interests. The laws, rules and regulations applicable to the Consultant’s work for the State of Texas and the Federal Government will apply pursuant to the Consultant’s work with those entities and related documentation. This analysis must occur on a case by case basis considering the relevant facts and projects.
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>	<p><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),"</p>
		<ul style="list-style-type: none"> <li>a. 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>b. Additionally, does the City have in mind the expected Internet users? Are there external Internet users?</li> <li>c. 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>	<p>The answers are provided in the order of the questions:</p>
		<ul style="list-style-type: none"> <li>a. No.</li> <li>b. If the system proposed allows certain City employees to access the data via using the Internet and appropriate security protocols, then City employees would access the data via the Internet. External users, if any, will need to be defined and determinations made regarding the level of access and type of access, if any, that the City and relevant restrictions would permit.</li> <li>c. There will be levels of access to data established via negotiation and understanding of users and user roles.</li> </ul>
25.	<b>Question</b>	<p>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?</p>
	<b>Response</b>	<p>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.</p>
26	<b>Question</b>	<p>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?</p>
	<b>Response</b>	<p>Please disregard any reference to the forms 2 and 3</p>
27.	<b>Question</b>	<p>Does the City have a preferred GIS platform that it uses?</p>
	<b>Response</b>	<p>The City of Houston uses ESRI/Arc Desktop for GIS purposes, and expect proposers to offer solutions that are compatible with or can be integrated in/using ESRI. An example of our GIS platform can be found at <a href="http://cohgis-mycity.opendata.arcgis.com/">http://cohgis-mycity.opendata.arcgis.com/</a></p>
28.	<b>Question</b>	<p>To what extent does the City intend any of the data/analysis will be made available to the public?</p>
	<b>Response</b>	<p>This is not relevant to providing a response to the solicitation.</p>

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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 selected vendor, and much of it is listed in the RFP. A subset of available data, along with data descriptions can be found at <a href="http://data.houstontx.gov/">http://data.houstontx.gov/</a> .
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 Action 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 geo-referencing model was used?
		<b>Response</b>	Please visit the following website: <a href="https://storms.ngs.noaa.gov/storms/harvey/index.html#7/28.400/-96.690">https://storms.ngs.noaa.gov/storms/harvey/index.html#7/28.400/-96.690</a>
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 selected vendor. The frequency and format of the data will be determined on a case by case basis based on the project needs and feasibility as determined by the departments doing the 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, secured/certified systems are one option of providing a data repository to the City. Refer to the sample Contract posted with this RFP for the City's minimum expectations and contractual provisions regarding data security.
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.

ID	RFP Section		
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. Additional qualifications, if any, will be mutually agreed upon between the City and selected proposer, depending on the specific nature of the project scope accepted by the City.
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>	The City of Houston is currently aware of roughly 150k unique affected address, which could equate to upwards of 310k affected housing units.
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, however, parts of the City of Houston also lies in Fort Bend and Montgomery County and there may be additional information available from their respective databases.
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.
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>	Under the current projected scope of this work, the City of Houston believes that no more than 100 users would need access to this data set.

ID	RFP Section		
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>		The City expects the vendor to identify any relevant internal and external data sets that might be used to determined total unmet needs for damage caused by Hurricane Harvey. The expectation is that the vendor will propose both a list of data sets not known by the City, and a methodology for incorporating them into an analytical model that helps understand unmet need.
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 # 25.
51.	<b>Information Resource</b>		Data sets that may inform your response to this RFP may be located at: 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,



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**END OF LETTER OF CLARIFICATION NO. 2**