



CITY OF HOUSTON

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Mayor

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February 4, 2020

MEMORANDUM FOR: ALL PROSPECTIVE PROPOSERS

FROM: Finance Department - Strategic Procurement Division

SUBJECT: Letter of Clarification No. 1 – RFP S83-T29297 – Legal Services Supporting
**Activities Undertaken by the Housing & Community Development
 Department**

To All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

1. To extend the due date of this RFP. The new solicitation due date is now **February 24, 2020 @ 2:00 PM CST.**
2. The second to last sentence in Part II – Scope of Work, 1.0(A), “Environmental Law” is amended to read as follows with the revised language shown in italics and bold: Experience before the Texas Commission on Environmental Quality and/or Environmental Protection Agency is preferred, *but not required.*
3. Below are the questions and requests submitted by vendors for clarification in accordance with the instructions provided in the RFPs and to provide the following:

<i>Scope of Services Questions – S83-T29297</i>	
1. Question:	Do you anticipate extending the bid due date?
COH Response:	<i>Yes. See #1 above.</i>
2. Question:	What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Council Members: Amy Peck Jerry Davis Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Greg Travis Karla Cisneros
 Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer
 Sallie Alcorn

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COH Response:	<i>No additional details are available.</i>
3. Question:	Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?
COH Response:	<i>No.</i>
4. Question	Other than your own website, where was this bid posted?
COH Response:	<i>The City of Houston Office of Business Opportunity External Affairs emailed this opportunity to all certified MWBEs via an internal software platform. The City also notified the Houston Minority Business Development Agency and the Small Business Administration.</i>
5. Question	Our firm has attorneys located in offices outside of Houston and Texas with significant housing and community development experience. Will attorneys outside of Texas be considered eligible to work on Houston HCDD matters?
COH Response:	<i>Yes, attorneys and firms outside of Houston and Texas will be considered eligible to work on Houston HCDD matters in all of the practice areas listed under the Scope of Work.</i>
6. Question	When submitting for individual practice areas listed under the Scope of Work, may we single out and address specific sub areas of interest?
COH Response:	<i>As stated in Part V, Section 1.0, separate proposals must be submitted for each designated practice area. Within a single practice area submission, you may and should highlight sub areas within that practice area. For example, a firm with expertise in Environmental Law and Real Estate & Development should submit separate proposals for each area, and the proposal for Environmental Law may highlight the firm's expertise in handling clean air and water compliance, whereas the proposal for Real Estate and Development may address the firm's expertise in multi-family housing projects.</i>
7. Question	Is there an estimate of the number of hours or other measurement of the amount of work Houston HCDD anticipates for each practice listed under the Scope of Services?
COH Response:	<i>No.</i>
8.	Is it possible to get a PDF of the RFP to obtain clear copies of the Required Forms?
COH Response:	<i>Visit https://purchasing.houstontx.gov/bid_download.aspx</i>

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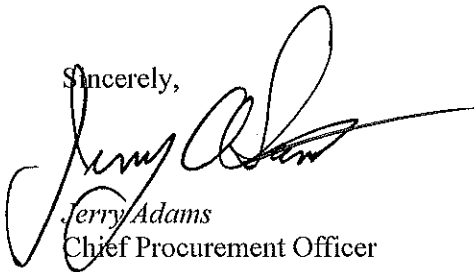
END OF CLARIFICATION NO. 1

3. 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 applicable City Department(s).

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 Barbara H. Fisher at barbara.fisher@houstontx.gov or (832) 393-8722.

Sincerely,



Jerry Adams
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Chief Procurement Officer

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