



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

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October 14, 2020

SUBJECT: Letter of Clarification No. 2
 Software Application and Services for Plat Tracker and Historic
 Preservation Tracker Solution

REFERENCE: Request for Proposals (RFP) No.: S49-T29421

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reasons:

1. Extend the Solicitation due date from **Thursday, October 22, 2020 to Thursday, October 29, 2020.**
2. To provide responses to the questions received from prospective proposers prior to the deadline to submit questions:

1	Question	We would like more information on the AutoCAD to GIS process. What is current programming language for your AutoCAD to GIS process and, if needed / desired, will that code be provided to the awardee?
	Response	The CAD to GIS program processes a CAD file uploaded by the city planners through a PlatTracker web page. The program converts the CAD file to GIS features and SQL data and stores the data. The program runs from Windows Task Scheduler about every 15 minutes and processes each file that is in the queue. A file takes a few minutes to process. When all files in the queue are processed the program quits and waits for the next trigger from the scheduler. Python 2.7 (64 bit), ESRI Python API (ArcPy) Code is available.
2	Question	Regarding the HCAD integration or interface - Please provide a contact at HCAD for discussing the scope for the interface. We would like to ask their IT about their capabilities and preferred interfacing technology, tools, software, etc. Has the COH approached or discussed this integration? If so, is there notes we can refer to?
	Response	Users of the program should provide the HCAD number as part of the application process for submitting plats. There is no direct HCAD system or interface integration. HCAD will consume our GIS outputs (as they do already) in the form

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		of a web service. Our GIS Data (in-house) already contains the HCAD information necessary for viewing within the application. HCAD consumes web services the City generates from intake of plat documents.
3	Question	Regarding Data Migration, is it the City expectation for chosen provider to migrate the data from the Plat & Historic Tracker current database to the new platform database?
	Response	Yes.
4	Question	Regarding Integration with ESRI GIS - What type of integration is this referring to? Database connections for inserting data or retrieving data, or providing a data source for an ESRI web or desktop application?
	Response	<p>Plat Locator:</p> <ul style="list-style-type: none"> • Published ArcGIS server geoprocessing service • Published ArcGIS server map service • Python arcpy ESRI API <p>CAD Import:</p> <ul style="list-style-type: none"> • Python arcpy ESRI API • SQL Server database connection to Plattracker database <p>CAD Union GIS Layers:</p> <ul style="list-style-type: none"> • Python arcpy ESRI API • SQL Server database connection to Plattracker database <p>ArcGIS Addressing Tools (for PD Addressing team)</p> <ul style="list-style-type: none"> • ArcGIS Desktop extension • SQL Server database connection to Plattracker database • Microsoft Visual Studio .Net • ArcObjects <p>Our GIS system is separate from PlatTracker. PlatTracker gets information from our SDE database. This will need to be an API function call or web service. The City has an addressing tool which gets information from the PlatTracker database and retrieves application names and CAD file location. CAD files are not stored in this database but PlatTracker database does store the file locations. We will need access through an API to do a function call to query the SAAS solution's database to get info for this addressing tool.</p>
5	Question	Regarding Clickbook - Is the City willing to use a scheduling capability available in the SaaS platform if available?
	Response	Yes.

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6	Question	Regarding Active Directory – Is this for AD of internal City staff for single sign on capability only? What else will be expected for integration with AD?
	Response	External users will need to have another account creation option like SAML or some other option. This is up to the vendor.
7	Question	Regarding Power BI -- What will be the expected delivery method for the City to use POWER BI, will a connection to the Cloud SaaS database be sufficient or will it be expected to have a copy of the Platform databases on premise?
	Response	If the vendor provides PowerBI solution, then we will work with Houston IT to determine the proper model. We may need to have abilities to download the data internally (at a minimum) in batch mode to be able to refresh internal databases. This may be an ETL process.
8	Question	Regarding ServiceNow – What exactly is Test Tracking and how does it relate to the current Plat and Historic Tracker.
	Response	Service Now has nothing to do with PlatTracker or HPT directly. Service now is a separate trouble ticket system and tracker for email communication to report problems and submit City IT trouble tickets internally.
9	Question	Regarding ProjectDox – How do you want to integrate with this?
	Response	We're not integrating with ProjectDox at this time.
10	Question	What is the budget for this project? Have the funds been allocated?
	Response	No, the City is not disclosing the budget at this time.
11	Question	Can the city elaborate the use of clickbooks for this project? Can this be part of the proposed solution or is it City's desire to use scheduling on clickbooks with the new system?
	Response	Clickbooks is being used in lieu of an integrated solution as a stop-gap measure. It would be more advantageous for the new system to include scheduling without relying on Clickbooks.
12	Question	Can the City define the integrations and if they are bidirectional?
	Response	If referring to GIS, it is 1-way communication from PlatTracker to GIS.
13	Question	As stated in the solicitation the City requires the migration of data starting from 2013. Can the City give us the volume of the data that needs to be migrated? (eg: number of records, number of files and the maximum size of a file)

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	Response	PlatTracker <ul style="list-style-type: none"> • SQL Server Database size: 4 GB • PlatTracker related files (Mostly PDFs, Auto CAD .DWGs, EXCEL, DOCX) • Number of Files: 565,440 • Total of file sizes: 448 GB • Maximum file size allowed: 40 MB (limitation is only for applicants)
14	Question	In the RFP the City states that you are “experiencing some of the common technical and operational challenges with incorporating non-native data sources such as CAD into their enterprise GIS”. Can the City provide more details on the challenges that you are experiencing?
	Response	At the time of PlatTracker creation, there was no existing method for accepting CAD drawings into an application and allowing the user to verify its placement. There was some consideration for skipping CAD file usage and simply requesting ESRI shapefiles, which would certainly make the process simpler. However, the shapefile structure is not capable of preserving true arc geometry which is needed. CAD files do preserve true arcs, so they are used to convey polygon data.
15	Question	Exhibit VI, Functional Reqs - Plat Tracker, req. 88: What level of access do external agencies need?
	Response	Applicants and external agencies will need access and their user type is usually read-only but should see all parts of app and be able to attach documents and add comments. External agencies may not need to see all the application components that we see internally. In HPT, there are no agencies (now), but they should be able to see and comment. PlatTracker – you are an applicant or agency. There is no direct public access. HPT - can view limited info on applications without roles or an account. View / user permissions will vary based on role the account has.
16	Question	Exhibit VII, Technical Requirements, req. 15: How long will the City need to access an audit trail of changes made? Does the City need to track all data fields or are there specific fields that need to be tracked?
	Response	Currently PlatTracker changes have been recorded since its beginning in 2013. We want 3-year or 5-year retention term (depending on the life of the provided solution) for tracking changes on all applications. For columns, there are five columns in 2 tables for HPT and 119 columns in 12 tables for PlatTracker currently in tracking.

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17	Question	Exhibit VII, Technical Requirements, req. 11: Does the City have a platform preference? Is the City open to non-Microsoft platform technologies?																						
	Response	As stated in requirement 11, no, but it needs to be nonproprietary.																						
18	Question	Can the City provide further details on how ProjectDox is currently utilized for Permitting? For the future state is it desired to continue to use it for Permitting or to have the proposed solution replace ProjectDox?																						
	Response	We are not integrating with ProjectDox at this time.																						
19	Question	Can the city provide details around the User's roles to include but not limited to Access controls, data storage limits, offline functionality?																						
	Response	<table border="1"> <thead> <tr> <th>Role Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>eDRC Admin</td> <td>can view/edit everything. only role that can edit roles and menus</td> </tr> <tr> <td>Planner Admin</td> <td>can approve organizations, assign user roles. can view/edit everything except submit application/recording or make payments.</td> </tr> <tr> <td>Planner Editor</td> <td>can view everything. main tasks include review application / recording, upload document, markup drawing, generate agendas, etc.</td> </tr> <tr> <td>Applicant Admin</td> <td>register his/her own company, assign /disable user, search / submit application.</td> </tr> <tr> <td>Applicant Editor</td> <td>submit application, upload document, and make payment.</td> </tr> <tr> <td>Reviewer Admin</td> <td>Reviewer plus administrative privileges such as updating his/her organization info and create/remove users for the organization</td> </tr> <tr> <td>Reviewer</td> <td>Users of agencies like county agencies and CenterPoint, and internal city reviewers from PWE, Solid waste, etc. to provide comments and supporting documents.</td> </tr> <tr> <td>Report Admin</td> <td>can view all reports including sensitive financial ones and decide who can view what report</td> </tr> <tr> <td>Viewer</td> <td>can view everything but update nothing.</td> </tr> <tr> <td>Addressing Editor</td> <td>for desktop addressing tool only</td> </tr> </tbody> </table> <p>Outside of PlatTracker, planners have file access through shared folders to access legacy DRC files as well as to shared folder containing the Meeting and Actions agendas.</p>	Role Name	Description	eDRC Admin	can view/edit everything. only role that can edit roles and menus	Planner Admin	can approve organizations, assign user roles. can view/edit everything except submit application/recording or make payments.	Planner Editor	can view everything. main tasks include review application / recording, upload document, markup drawing, generate agendas, etc.	Applicant Admin	register his/her own company, assign /disable user, search / submit application.	Applicant Editor	submit application, upload document, and make payment.	Reviewer Admin	Reviewer plus administrative privileges such as updating his/her organization info and create/remove users for the organization	Reviewer	Users of agencies like county agencies and CenterPoint, and internal city reviewers from PWE, Solid waste, etc. to provide comments and supporting documents.	Report Admin	can view all reports including sensitive financial ones and decide who can view what report	Viewer	can view everything but update nothing.	Addressing Editor	for desktop addressing tool only
Role Name	Description																							
eDRC Admin	can view/edit everything. only role that can edit roles and menus																							
Planner Admin	can approve organizations, assign user roles. can view/edit everything except submit application/recording or make payments.																							
Planner Editor	can view everything. main tasks include review application / recording, upload document, markup drawing, generate agendas, etc.																							
Applicant Admin	register his/her own company, assign /disable user, search / submit application.																							
Applicant Editor	submit application, upload document, and make payment.																							
Reviewer Admin	Reviewer plus administrative privileges such as updating his/her organization info and create/remove users for the organization																							
Reviewer	Users of agencies like county agencies and CenterPoint, and internal city reviewers from PWE, Solid waste, etc. to provide comments and supporting documents.																							
Report Admin	can view all reports including sensitive financial ones and decide who can view what report																							
Viewer	can view everything but update nothing.																							
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20	Question	Exhibit VII, Technical Requirements, req. 81: "Provide capability to download GIS data for offline use." GIS data can contain large amounts of data and are not ideal for downloading. Can the City provide more details on how much data needs to be available offline and what the City intended use is for the data?																						

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	Response	Right now there is a spatial view created by joining the converted CAD drawing polygons to the platTracker application table. Data is pulled from plattracker application table to join. Right now there is no downloadable data. It's only consumable through WMS service. Would prefer line and / or polygon FGDB or shapefiles available for download.
21	Question	Given the current pandemic environment would the City extend the submission deadline of the proposal until 10/23/20 to allow vendors sufficient time to finalize submissions based on the City's responses to questions?
	Response	Yes, Letter of Clarification No. 1 was issued extending the Solicitation Due Date to October 22, 2020.
22	Question	RFP Document/Section II.A.I.V.3 Data Conversion and Migration - Could you please provide more details on the type & size of data to be converted from the legacy applications?
	Response	Please see No. 13 above for PlatTracker. HPT: As of 9/14/2020 <ul style="list-style-type: none"> • SQL Server database size: 16 GB The total volume of the documents uploaded is 15525482860 BYTES (14.45 GB). The rest (~1.55 GB) is related to actual application data <ul style="list-style-type: none"> • all uploaded files are stored in HPT_NEW SQL Server database.
23	Question	Plat submittals/Application Intake - Could you please share some sample application templates for submitting an application online in both the Plat Tracker & HPT?
	Response	Yes. Please see the user guide document here for PlatTracker: https://edrc.houstontx.gov/edrc/Documents/PlatTracker-Applicant-User-Guide.pdf Additional instructions and documentation are found in the PlatTracker Public Link section (in the right-side blue box) on the following page: https://edrc.houstontx.gov/edrc/login.aspx For the Historic Preservation Tracker, additional information is here: https://cohweb.houstontx.gov/hpt/ The HPT user guide is located here: https://cohweb.houstontx.gov/hpt/Documents/HPT_Registration_Guide.pdf?t=637358733471956082
24	Question	Plat submittals/Application Intake - Could you please provide more details on what are the expectations from the functionality "Ability to propose street names."?
	Response	Applicants must be able enter proposed street names into the PlatTracker

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		<p>application. They should have an option to verify if the proposed street name meets the requirements of chapter 41 (Street naming standards, duplications and sound-alike names) of the City of Houston code of ordinances.</p> <p>PlatTracker user guide has more info (liked above in question 23). Also, the department should have an option to identify when a reserved street name has been expired as well as the ability to remove the expired name from the database.</p>
25	Question	Plat submittals/Application Intake - Could you please provide more details on what does the "Ability to view and verify Registry Drawing File" mean? How would a user verify these files?
	Response	<p>Applicants must be able to verify and confirm the correct geographic location of the subdivision CAD drawing/ shapefiles. The current review process is done visually on a web map during the application process. The applicant uploads their CAD file and sees a preview on the map within the application. This process is usually performed prior to the application submittal to allow the applicant to make corrections and avoid delays during the application process.</p>
26	Question	Plat submittals/Application Intake - How would the PD users identify & check for variances if the application has been previously submitted?
	Response	<p>The geolocation ability would already tell us if there is a duplicate plat for the same site. The applicants also have the option (in the submission form) to enter previous applications associated with the location.</p>
27	Question	Plat submittals/Online Payments - Please elaborate the expectations from the functionality "Check-in in the business process"?
	Response	<p>This is the process for checking the completeness of an application before it goes to the reviewer/planner. The planner has to review the application package to ensure all documents have been properly submitted prior to adding them to the planner queue. Application check-in and completeness are used synonymously at PD.</p>
28	Question	Plat Submittals/Approvals and Certifications - How would the users enforce eligibility and approval conditions?
	Response	<p>Currently we do a CPC 101 form for determining eligibility and it is done manually for PlatTracker. Enforcement is done by Code Enforcement (outside our department). COA forms are used for determining eligibility manually in Historic Team.</p> <p>For agents, and owners there are different roles in HTP. There is no current "enforcement" to automatically verify eligibility.</p>

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29	Question	Plat Submittals/Approvals and Certifications - How do the users plan to use Phonetic search with web-based application? Would they have laptops with microphone built in?
	Response	Requirement #53 - The intent of the phonetic aspect of this requirement is to enable the ability to return a list of results alphabetically.
30	Question	Plat Management and Approvals/Agenda Management - Would the proposed solution be integrated with the P&D website because one of the requirement states that the users should have the ability to post updates and agenda on the P&D website?
	Response	Yes. The agenda is directly posted to the website. The agenda is a PDF creation within PlatTracker that is posted directly to the PlatTracker (PD) site.
31	Question	Plat Management and Approvals/Plat Review and Mark ups - Please explain the expected functionality for "Ability to view additional items when polygons/subdivision plats are selected"
	Response	Ideally, on a map the user can click on submitted plats and see the other polygons that are associated with it, which represent other plats.
32	Question	Functional Requirements-HPT / Application Intake/Online Fee and Payments - Please explain what is required to be done in the system for "Ability to issue refunds by authorized personnel". Would the system be crediting money in the accounts?
	Response	Finance team needs this to remain separate outside of the PT/ HPT system. No, the system does not need to issue direct refunds, but rather trigger an alert to the team that handles it externally. Refer to Requirement #27. Refunds were specifically discussed for the HPT application. There are instances when the refund would need to be issued based on the area calculation and verification.
33	Question	RFP Document/General - Is there any requirement of project resources to be located within US boundaries only or resources can be located outside US as well?
	Response	The City expects the core project team to be located in the US and will allow offshore resources to support the implementation. However, all City data must reside within the US and cannot be transferred/accessed outside the country. All project resources (onshore and offshore) will be required to pass a background check and must comply with the City's safety impact requirements and drug policy.
34	Question	RFP Document/Data Migration - For data migration, should cleaning of legacy data be considered as the part of project scope as a responsibility of vendor?
	Response	- No data cleaning is required of the vendor.

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35	Question	RFP Document/Section V - Will on-call support during the weekends is an acceptable support option?
	Response	Yes, on call on weekend (Sat – Sun) is fine.
36	Question	Technical Requirements/GIS Requirements - Could you please explain what is meant by "to avoid redundant/unnecessary data entry or data conversion into the new system." in the context of integration with ArcGIS.
	Response	This means that we would prefer that the solution utilize our existing standards for GIS and not require redundant conversion across various GIS platforms and formats.
37	Question	Technical Requirements/GIS Requirements - What type of GIS data is required to be available for download for offline use?
	Response	The City would prefer line and / or polygon FGDB or shapefiles available for download.
38	Question	Technical Requirements/GIS Requirements - What is the business use case for "Ability to support geographical proximity alerts"?
	Response	So the idea here is that when an applicant is filling out a new application or a new COA, they can see on the map where other applications or COAs exist in the same area or in close proximity.
39	Question	Technical Requirements/GIS Requirements - What is the type of data that needs to be pushed from the Plat Tracker to the GIS system?
	Response	The incoming CAD files would need to be processed to feature class as done now, or otherwise made available. CAD drawing standard – see the PD website from specs and format from PD website. The City would need SAAS database access for function calls from our GIS system as well as CAD drawings to be available for internal users to see the files.
40	Question	Technical Requirements/GIS Requirements - Is the mobile application required to have all the functionalities of the new application or only a subset of it? If only a subset, what all functionalities are required to be available on the mobile application?
	Response	Refer to Functional Requirements for User and Profile Management for Plat Tracker and HPT (Req #1) for mobile requirements.

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41	Question	Exhibit VIII Pricing Workbook - Please share the expectation of Support and Maintenance services to be performed during Implementation Period (In reference to Ongoing section of Pricing Workbook). As per our understanding, support and maintenance services will be provided Post Go-Live of the application.
	Response	This was to capture the ongoing software support /hosting costs required for implementing the solution before transitioning to the postproduction support. There will likely be phases in the solution deployment. These admin issues will require support during the implementation pre-go live phase.
42	Question	Can you explain your current process with CAD files to verify placement of your plats? Is this process done manually?
	Response	Please see response to question 1. Templates for proper CAD file are available here: http://www.houstontx.gov/planning/docs_pdfs/registry_instr.pdf The mapping (point) placement of HPT was not implemented.
43	Question	When the CAD files are verified, what system do you use to convert them to GIS? Is the converted GIS file uploaded to the City's ESRI system?
	Response	See response to question no. 1 for the procedure we use.
44	Question	Can you explain the process for Recordation? Is it in current scope of the project?
	Response	Yes, it is in the scope of the project. After the plat is approved, it must be formally recorded with Harris County Clerk's office. This is one-on-one meeting between planning staff and the applicant. Physical document is a mylar. The mylar is the physical approval document with the signatures on it. The final step for the applicant to close out the application is to submit the final mylar as CAD drawing, which will be replicated to GIS and pushed out to Harris County and HCAD as a web service. In this way, both Harris County and HCAD receive the final polygon information from the CAD drawing from whence the Mylar was derived. Harris County scans the mylar but doesn't currently accept digital signatures.
45	Question	Can you explain what you mean by registry drawing files? Are these different from the CAD files for plat verification?
	Response	Applicants upload the CAD drawing (registry drawing) to Plat Tracker using the "Verify Plat Location" under the Plat Submittal menu option. To upload the file, the applicant needs to provide the County where the new subdivision will be located and the scale factor. After the drawing is successfully uploaded, the

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		applicant verifies that it falls at the correct location using a web map (see question 25) If the boundary does not align correctly, the applicant should make modifications and try again.
46	Question	Can you explain what you mean by the ability to view information external to the application for verifying the information (e.g. HCAD information for subdivision name, lot name etc.)? Is this an interface?
	Response	This is not an interface with HCAD for this, but rather visibility into our GIS data. The HCAD data that needs to be visible is already available within our in-house GIS data.
47	Question	Exhibit VI: Functional Requirements Plat submittal: Class 3 plats options: Multiple application types eg C3P,C3N etc Is vendor required to process these types of application?
	Response	Yes. Examples are in the user guide: https://edrc.houstontx.gov/edrc/Documents/PlatTracker-Applicant-User-Guide.pdf
48	Question	Exhibit VI: Functional Requirements Approval and certifications: Adapt to regulatory changes CPC101 and Chap 42 ordinance changes. Please give document reference for Chap 42?
	Response	Link to municode: https://library.municode.com/tx/houston/codes/code_of_ordinances?nodeld=CO_OR_CH42SUDEPL
49	Question	Is there a physical copy of the pricing proposal required?
	Response	Yes. As per the instructions in the RFP, it is required and it is a file titled/labeled “Exhibit VIII Pricing Workbook RFP S49-T29421 SW App and Svcs PT_HPT.xlsx”
50	Question	Where can vendors access exhibits X and Y, referenced in Section 2.0 “Submission Requirements”?
	Response	Page 28 of RFP This looks like a terminology error on the RFP. Exhibit X and Exhibit Y should be restated as Exhibit VI and Exhibit VII, which correspond to the technical and functional requirement exhibits.
51	Question	Please clarify what would qualify as a youth program feature, as referenced in Section 2.0 “Submission Requirements”? Would internships count?

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	Response	Under Section 13 – Client References, paragraph 13.5: Please disregard this requirement/reference as it does not pertain to this project.
52	Question	Section 3 of the RFP mentions that mobile inspections are among the features that would be part of the solution. Can you please provide details as to the specific inspection needs for Plat Tracking and Historic Preservation Tracking?
	Response	There is no inspection for Plat Tracker. For Historic Preservation Tracker, locations are primarily points as opposed to plat polygons. We would desire the applicant to be able to input information via address or point on a map and upload pictures at time of making an application for Certificate of Appropriateness (COA) Currently ArcGIS Collector is used to enter information for Historic Team in the field, but it is limited data and not connected to HPT.
53	Question	Are the inspectors for plat tracking and for Historical preservation the same group of individuals or are they two different groups?
	Response	They are different groups / staff in different divisions of the department.
54	Question	Can you please provide a sample inspection form for both Plat Tracking and Historic Preservation?
	Response	For HPT, the information collected while out in the field includes the columns in the attached file: • HPT_Field_Form.xlsx
55	Question	The RFP states that you are using Clickbook for third-party scheduling. Please provide details about the third parties involved and describe the third party scheduling process.
	Response	There are none. The solution needs to have scheduling abilities included.
56	Question	Are the plan review teams the same for both Plat Tracking and Historic Preservation?
	Response	Same as question number 53 - They are different groups / staff in different divisions of the department.
57	Question	In Tab 3 of Exhibit VIII, there are 9 Implementation Services listed. How do these services relate to the deliverables listed in Section 7, Table 14 “Minimum list of Deliverables”? Should vendors determine which deliverables will be delivered as part of each implementation service?
	Response	A minimum list of vendor deliverables was provided in the SOW. The vendors can map those deliverables to the services provided and add any additional deliverables they deem necessary as part of the implementation services.

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58	Question	May we please get a list of the participants from today's interest call?
	Response	The list of participants that attended the Pre-Proposal Conference was posted on the City's Strategic Procurement Division website along with the Request for Proposals document and attachments.
59	Question	How may we access the e-bid website to find the documents and additional information?
	Response	This is the link for all the City of Houston's formal bids and RFP's: https://purchasing.houstontx.gov/bid_download.aspx
60	Question	On page 4 the City states they use ChasePay for online payments. Is the City open to using other payment processors?
	Response	No, the City will not accept other payment processors.
61	Question	On page 6, can the City provide an exact number of users? This is typically required in order to provide licensing costs for SaaS applications.
	Response	For PlatTracker: <ul style="list-style-type: none"> • 81 user accounts of Planning Department personnel that use PlatTracker. • NON-PD active users: 186 (This includes 22 users in addressing group) For HPT: <ul style="list-style-type: none"> • Applicant: 880 • Planner: 12
62	Question	On page 6, does the City still require interfacing to PowerBI if an analytics tool is included in the proposed solution at no additional cost?
	Response	If the solution has its own analytics then no, PowerBI is not necessary.
63	Question	On page 8, can the City elaborate on the fourth bulleted item describing the "ability to verify placement of the plat application in the parcel fabric..."? Is the expectation that a future state solution will verify the placement of the plat application in the parcel fabric, or that the solution will have capabilities to accept applications and documents that contain the required CAD or GIS data in order to do this?
	Response	The latter. The solution will have capabilities to accept applications and documents that contain the required CAD or GIS data.
64	Question	On page 8, referencing Electronic Plan Review (EPR) tool. Can you confirm this is Avolve/ProjectDox?
	Response	PD currently does not have any EPR solution. The Permitting Department is using ProjectDox and is one of interfaces called out in table 1 for the HPT application. We had captured that as our notes when we were developing the initial SOW. There is no integration with ProjectDox
65	Question	Page 6, Data Conversion Scope, the City refers to just the Plat Tracker application here, however on page 10 under section 11.A.I.V.3 both systems are referenced. Does the City require data conversion from the Historical Preservation Tracker System? Also, what is the format of the Plat Tracker data and how many historical records does the

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		City estimate will be required to be converted?
	Response	Yes, there are databases for PlatTracker and HPT. Format is SQL Server databases. However, applications have windows file folders with associated 20-40 files per application. The solution will need to reference these files or make them part of the database itself. The HPT SQL server database has the files stored inside. PlatTracker does not.
66	Question	Data Conversion, what is the format of the legacy data in the Plat Tracker and Historical Preservation Tracker systems and how many historical records does the City estimate will be required to be converted from both systems?
	Response	Please see the response to question no. 22 for volume. The total record/row count in HPT is 21,703
67	Question	Section 2.0 – Background, page 6, the City refers to a process for applicants to upload CAD files and have those processed into GIS data. Is it the intent that the proposed solution supports or replaces this existing process?
	Response	Replace it if possible, support / integrate otherwise.
68	Question	Do you anticipate extending the bid due date?
	Response	Letter of Clarification No. 1 was issued extending Solicitation Due Date to October 22, 2020.
69	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?
	Response	The Request for Proposals document specifically states the process for selecting a proposer.
70	Question	Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free ?
	Response	No.
71	Question	Other than your own website, where was this bid posted?
	Response	The RFP was published in the Houston Business Journal and the City's Strategic Procurement Division ebid website.
72	Question	I understand Shanita with OBO was on the call, but I did not get her email address. Are you able to share it?
	Response	Shanita Pettway Office of Business Opportunity 611 Walker Street, 7th Floor Houston, Texas 77002 P 832.393.0635 F 832.393.0647 Shanita.Pettway@Houstontx.gov

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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 proposer 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 Norbert Aguilar at norbert.aguilar@houstontx.gov or 832.393.8751

DS

cmg

Sincerely,

DocuSigned by:

Jerry Adams

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DS

UC

Jerry Adams
Chief Procurement Officer

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