



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

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September 23, 2021

SUBJECT: Letter of Clarification No. 2

REFERENCE: RFP No.: S33-T29616 – Comprehensive Hazard Mitigation and Risk Management Planning

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To remove Page No. 14 of 45 and replace with Page No. 14 of 45 marked “Revised, September 23, 2021.”
2. To provide responses to the questions received from prospective proposers prior to the deadline to submit questions.

1	Question	Is there an overall budget established for this solicitation?
	Response	An overall budget range has been established but is dependent on the execution of task orders.
2	Question	What is the funding source for this project?
	Response	The funding source is Community Development Block Grant Disaster Recovery funding.
3	Question	Are there individual budgets established for individual task orders?
	Response	A project budget will be determined upon issuance of each task order.
4	Question	Are there budgets available for previous task orders related to the legacy plans?
	Response	Previous similar planning work was not performed under task order contracts.
5	Question	How many awards will the City make for this solicitation? Will individual Task Orders require recompetes?
	Response	The City is seeking to award one or more contracts. Yes, Task Orders will be issued to contractor(s) for response.
6	Question	How many Task Orders does the City anticipate issuing?
	Response	The City anticipates issuing eight to ten task orders.
7	Question	Will all meetings with the City be virtual?
	Response	Meetings regarding this procurement will be virtual, and future meetings about city business will be subject to prevailing guidelines.

8	Question	Part II. 3.1.3.1 Plan Development - Coordinate with other planning partners to align regional and other goals; Does the City know what planning partners will need to be engaged?
	Response	The City will work with the awarded contractor(s) in identifying planning partners for each task order. Partners will primarily consist of City Departments and select response and recovery agencies.
9	Question	Part II. 3.2.1. Community and Stakeholder outreach and engagement - Create plans for outreach to and engagement with various targeted segments of the community. Will the contractor develop the content and coordinate content placement? Is the budget for such placements established?
	Response	The awarded contractor(s) will develop and coordinate content and engagement in coordination with the OEM Public Information Officer.
10	Question	Part II. 3.2.3. Community and Stakeholder outreach and engagement - Prepare materials and presentations for public distribution, which may include Power Point presentations, web content, display boards, posters/flyers, brochures, and other materials as needed. Are there specific media channels and platforms that the City would like to target—e.g., social media, PSAs, billboard, etc.?
	Response	Community engagement may include the Houston media market, PSAs on HTV, billboards, and use of various social media platforms (Facebook, twitter, next door, YouTube, etc.).
11	Question	Part II. 3.3.1, Operational and environmental assessments - Provide updated or new descriptions of the natural and human-caused hazards affecting each participating jurisdiction, as needed. How many jurisdictions will the assessments cover?
	Response	Assessments will cover the City of Houston.
12	Question	Part II. 3.3.2, Operational and environmental assessments - Develop a parcel-level inventory of vulnerable structures. Is there a precedent inventory that can be leveraged or is this a wholly new inventory?
	Response	Existing data from previous hazard mitigation plans, Houston GIS database, and appraisal district data will be available.
13	Question	Part II. 3.4.2 Exercise and Training development - Analyze and incorporate data from the THIRA (Threat Hazard Identification and Risk Assessment), HIRA (Hazard Identification and Risk Assessment), and Consequence Analysis to develop exercise toolkits. Is the vendor required to develop exercises in addition to the exercise toolkit?
	Response	Task Orders may include various types of exercises that vendors will develop, conduct, and facilitate, such as workshops, tabletops, functional, and full-scale exercises to validate planning products.
14	Question	Part II. 3.4.3 Exercise and Training development - Provide trainings for stakeholders and community members about emergency planning documents, which may include topics. Will training be classroom-style training, online training, or a mix of both?

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	Response	This will include a combination of both in-person and virtual training sessions.
15	Question	Part II. 3.4.3 Exercise and Training development - Provide trainings for stakeholders and community members about emergency planning documents, which may include particular topics. If online, does the City prefer options of video, voice overs, or other interactive segments?
	Response	Online training may include static images, video, voice overs, and other interactive segments such a quizzes, assessments, tests, and activities.
16	Question	Part II. 3.4.3 Exercise and Training development - Provide trainings for stakeholders and community members about emergency planning documents, which may include particular topics. If online, is there a specific platform that the training will be hosted on? What is that platform?
	Response	For City of Houston employees, training courses and sessions will utilize Microsoft Teams or the City's Talent Management System.
17	Question	Part III. 5.2 MWBE Compliance - MWBE subcontracting participation of 24% or a demonstrated good faith effort by Proposer to meet such level of participation. Will the City accept certifications like 8(a) certifications or TXDOT DBE certification to meet the MWBE compliance criteria?
	Response	No. All selected sub-contractors must be certified by the City of Houston Office of Business Opportunity.
18	Question	Part IV. 1.1 Instructions for Submission - Submit one (1) printed original in Blue Ink of the Technical Proposal. Are electronic signatures acceptable for the hard copy submission?
	Response	No. Please sign as requested in the RFP.
19	Question	Part IV. 2.4.4, Tab 4—Management Approach and Understanding of Scope Requirements - Include the availability and degree of commitment of the proposer and its team proposed for the project. Should we assume the Sample Task Order's three component tasks are representative of this contract? Should we provide staffing estimates based on all three component tasks or each task separately? For example, the staff required to complete all three tasks in the sample task order will be different than the staff required to complete one of the tasks.
	Response	The RFP is seeking the hourly rates for each position that may be included to serve the entire project as a whole. Thus, vendors should provide a list of staff that can support emergency planning, training and exercises, hazard mitigation planning, community/stakeholder engagement and SME in DAFN and DEI. The sample Task Order provides an overview of the various types of task orders that may be issued. Task Orders will request project specific staffing budgets, work hours, and cost estimates based on a work plan.
20	Question	Part IV. 2.5.1. Tab 5—Background and Experience of Key Personnel - Proposer shall submit detailed resumes for the proposed project manager and key staff personnel. What staff are considered Key Personnel?

	Response	Key Personnel may include principals, executives, project/program managers, lead/primary planners, SMEs, lead/ primary training and exercise staff, and primary/lead Community/Stakeholder Engagement staff. Upon issuance of a task order, vendors will be required to submit detailed resumes for all staff supporting the specific project.
21	Question	Are the rates supplied for Exhibit IV to be used to develop the Price for the Sample Task Order (Exhibit X)?
	Response	Rates provided in Exhibit IX, the Personnel Pricing Sheet, should be reflected in the estimation of costs in the Sample Task Order.
22	Question	Where do we provide names as called out in Section 5.5.3?
	Response	Names may be provided in Exhibit IX or indicated corresponding to titles/roles within the proposal.
23	Question	Do titles called out in Section 5.5.3 equate to the roles provided in Exhibit IX? Can we add additional roles to Exhibit IX (Personnel Pricing Sheet)? Should we provide an hourly rate for the roles/titles the City lists even if we do not plan to use them?
	Response	Contractors should provide all relevant roles and rates and indicate where Exhibit IX roles are similar to role titles provided.
24	Question	Should we provide a dollar amount of profit in its fee attributable to each proposed costs or hourly rate, or overall profit percentage that will be used in the task orders? Does this just need to be shown in Exhibit IX? Or also on Exhibit X?
	Response	Overall profit percentage is required in Exhibit IX and encouraged in Exhibit X.
25	Question	In Section 2.6/Tab 6, the RFP states to provide the reference name and contact information for similar services to municipalities within the last three years. Due to the broad scope of this RFP, that list could be prohibitively long. How many references is the City looking for a firm to provide? Is this separate from the 4 references required in Exhibit 1: References List of Previous Clients?
	Response	Tab 2 is different from Tab 6, and vendors are encouraged to provide as many examples as necessary from similar jurisdictions.
26	Question	Will the City consider awarding contracts to multiple proposers to gain optimum expertise in each project area within the scope of work?
	Response	See response to question no. 5. The City is seeking to award one or more contracts.
27	Question	Exhibit X: Will the City allow vendors to submit an attachment that includes pricing assumptions in order to support consistent evaluation of our proposals?
	Response	Proposers should provide their rates for various types of consultants; i.e. rates for EOP planning staff, rates for hazard mitigation planning staff, rates for engagement staff, rates for SMEs, rates for training and exercise staff only.
28	Question	Exhibit X: Does the City anticipate the timelines are concurrent? Meaning that the overall period of performance is 12 months, and that within that 12 months all planning activities and exercise activities must be executed? If yes, can the City also confirm that the discussion-based exercises must be executed by month six, functional exercises by month 9, and full-scale exercise by month 12?

	Response	The Period of Performance for the entire project is based on CDBG-DR funding and ends December 2023. Task Orders may occur simultaneously, but independent of each other. The sample task order for exercises is just an example with suggested timeframes, not the actual Period of Performance.
29	Question	RFP Part III, 5.5 – Price Proposal: Will the City evaluate the price proposal on the basis of Exhibit X, or the estimated costs associated with the sample task order?
	Response	Price proposal points will be allocated based on total cost shown in the sample task order.
30	Question	RFP Part III, 5.5 – Price Proposal: If a vendor does not have an accounting system that separates profit percentage and overhead, will the City accept a vendor's rate schedule offered by a vendor that is established through the Houston Galveston Area Council of Governments - or other federal or local cooperative purchase - wherein the vendor has gone through a price analysis that has been determined to be reasonable for public sector organizations, including associated with disaster recovery programs?
		The mechanism the proposer uses to determine profit is an internal decision. The price proposal and the validity of the profit will be substantiated during the evaluation process.
31	Question	General: Does the City anticipate that the sample task order will serve as the basis of the contract pricing, or will the contract operate as an indefinite delivery indefinite quantity purchase wherein the vendor will be engaged based on specific scopes of services and task orders?
	Response	The Sample Task Order will not serve as the basis of the contract pricing.
32	Question	What does the City anticipate the overall contract duration will be?
	Response	Contract duration is expected to be two years.
33	Question	Part IV, 2.4.1: Will the City please clarify what is required under 2.4.1? The scope of services identified in RFP Part II, Section 3.0 – Scope of Work, including training and exercises tasks, are not addressed within 2.4.1. Further, items associated with 2.4.1, including Emergency Response and Disaster Recovery Services, are not included in the scope of work identified under 3.0 nor are they included in the sample task order. This is also in contradiction with the evaluation criteria in RFP Part III, 5.4.2 which specifically refers to Section 3.0 – Scope of Work rather than 2.4.1.
	Response	Section 2.4.1 allows the City to assess the operational experience of the proposer to evaluate the ability to effectively implement emergency planning products based on real-world disaster experience and services. Section 2.4.1 should include the full spectrum of emergency planning services related to the items listed in this section and including those outlined in Section 3.0 Scope of Work.
34	Question	Are HUB certifications required to meet the City's MWBE goal?
	Response	No. All selected subcontractors selected to achieve the 24% MWBE participation goal must be certified by the City of Houston Office of Business Opportunity.
35	Question	Is MWBE certification in another state valid for meeting the City's MWBE goal?
	Response	No. All selected subcontractors selected to achieve the 24% MWBE participation goal must be certified by the City of Houston Office of Business Opportunity.

36	Question	Who was the vendor/contractor that developed or assisted the City with the City's Hazard Mitigation Action Plan and Comprehensive Emergency Management Plan?
	Response	The previous contractor for the City of Houston's Hazard Mitigation Action Plan was H2O Partners.
37	Question	In the Fee Proposal Section, it states the following: "Fee quotations are to include the names, title, fully burdened hourly rates (inclusive of overhead and all labor costs), and any other relevant details." Should any travel or travel related costs also be included in the hourly rate, or can these be billed separately if applicable?
	Response	Rates for travel may be provided in the price proposal but will not be required until the task orders are issued, and work plans requested.
38	Question	For the Submission it states the following: "Submit one (1) printed original in Blue Ink of the Technical Proposal". For clarification, does this mean the entire proposal in Blue Ink, or just the "signatures"?
	Response	Only signatures should be in blue ink.
39	Question	What's driving the need for this initiative?
	Response	Since Hurricane Harvey, the City has identified needs to improve disaster recovery and all-hazards emergency planning to enhance the City's level of preparedness and resilience.
40	Question	Has similar Planning initiative(s) been undertaken by the City in the past? If yes, can you please provide details?
	Response	While the City undergoes regular updating of its planning documents and procedures, this is a new effort to ensure needed, inclusive planning improvements.
41	Question	Is there a specific event toward which the project completion date is targeted?
	Response	The length of the contract is expected to be two years.
42	Question	Has a budget been allocated by the towards this project? If yes, can you please share the estimated budget?
	Response	Budget and costs will be determined at the task order stage.
43	Question	Is the City looking to hire 1 consultant for all the tasks – or will multiple consultants be hired for the project?
	Response	The City is seeking to award one or more contracts.
44	Question	Is there an incumbent of external service provider that has previously provided all, or part of the services outlined in the Scope of Work? If yes, can you please identify the service provider?
	Response	There is not a previous service provider for the services outlined in this RFP.
45	Question	References are asked for in Tab 3 and Tab 6 – can these be the same? Does experience have to be with a municipality? Should references just be listed on Exhibit 1 Form?
	Response	Yes, the reference can be the same in each tab, and the experience should be with municipalities as shown in Part IV, Section 2.3.1.
46	Question	Section 3 Plan – instructions on page 14 indicate this plan is submitted for review and approval within 15 days of the contract start date. However, it is listed as a required attachment on page 20. Can you please advise?
	Response	The RFP does not involve "covered activities". Section 3 requirements are encouraged but not required for compliance.
47	Question	<i>3.1.2 Review and assess existing plans, policies, and/or Department responsibilities to assess opportunities for policy or implementation improvements.</i>

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		<p>Can the City provide a comprehensive list of plans they wish to review with the dates of last review/update?</p> <p>3.3.3 <i>Generate graphics and Geographic Information System (GIS) based maps that will illustrate the extent and location of each hazard, as well as other available information, within the defined planning area.</i></p> <p>3.3.4 <i>Utilize FEMA’s Hazus, RiskMAP products (and/or other appropriate software) to generate level 2 vulnerability assessments for hurricane and flood hazards.</i></p> <p>Do the items requested in 3.3.3 and 3.3.4 already exist and need updating, or will they be new product (GIS based maps, level 2 vulnerability assessments)?</p> <p>3.4.2 When was the last THIRA completed? When was the last HIRA completed? When was the last Consequence Analysis completed? “...facilitate the creation of a <i>Comprehensive Emergency Management Program.</i>” This infers a new product versus updating an existing Comprehensive Emergency Management Program. Does one already exist? If so, when was the most recent update?</p>
	Response	<p>Specific plans will be outlined in each Task Order. This will include the City’s Hazard Mitigation Action Plan, Continuity of Operations Plans, Emergency Operations Plan and accompanying Emergency Support Function (ESF) Annexes, Support Annexes, and Hazard/Incident Specific Annexes.</p> <p>The City’s THIRA is a regional document that will not be included in any task order. It will serve as a reference document to update other city emergency plans.</p> <p>A HIRA/Consequence Analysis will need to be developed.</p>
48	Question	Clarity on Section 3. One of our potential subcontractors is a State Agency and not based in Houston. Can they be exempted from Section 3 requirements?
	Response	There are no exemptions to Section 3 requirements. The RFP does not involve “covered activities”. Section 3 requirements will be encouraged but not required for compliance.
49	Question	If an offeror is able to provide a complete solution, will the city only award one contract?
	Response	The City is seeking one or more consultants to provide planning services. The City shall initiate each Task Order by emailing the Consultant(s) a detailed description of the services to be provided,
50	Question	If the city awards multiple contracts, how will subsequent task orders be awarded? Will it be competitive?
	Response	The City is seeking to award a contract to award multiple contracts. The process will be competitive and based on proposals and evaluation.
51	Question	Task 3.3.1 – what jurisdictions beyond City of Houston would be included in analysis?
	Response	The scope of the plans includes the jurisdictional boundaries of the City of Houston.

52	Question	Task 3.4.2 – The tasks talks about developing exercise toolkits. However, the sample pricing Task Order includes developing and executing exercises. Is the expectation to design toolkits or to develop and exercise the five exercises in the sample Task Order? If the expectation is to only develop toolkits, should the toolkits be for 2 discussion-based exercises, 2 functional exercises, and 1 full scale exercise?
	Response	The expectation is for vendors to design, conduct and facilitate exercises, which include developing a toolkit.
53	Question	Tasks 3.4.3 and 3.4.4 – These tasks referencing training different groups. How many trainings should be included for each of these subtasks? Where should we price the training since it's not in the sample TO?
	Response	Training needs will be developed and described in the task orders.
54	Question	How many client references are required? Can we include client references from our subs?
	Response	Please provide a minimum of four (4) references as shown in Exhibit 1, References. All references should be those of the prime contractor only.
55	Question	Part IV – Submission of Proposal, you ask for one printed original in Blue Ink. Do you want signatures in Blue Ink, or do you mean the proposal itself needs to be printed in blue ink?
	Response	Signatures should be in blue ink.
55	Question	Is Tab 13 a duplicate of Tab 10?
	Response	Yes, tab 13 is a duplicate. See attached page 14 marked "Revised September 23, 2021.
56	Question	Is there a maximum allowable project budget, and would this figure cover the entire two-year contract?
	Response	A budget range has been established for the project a whole but depends on the division of work between various task orders for specific projects that span the entire two-year contract.
57	Question	The Proposer is expected to provide within a two-page limit: <ul style="list-style-type: none"> a detailed description of its plan to implement HUD Act of 1968 Section 3 ("Section 3") requirements, including plans for community engagement, advertising job vacancies, recruitment, hiring, and training Section 3 eligible staff. Page limit is 2 pages. Do any of the other sections have page limits?
	Response	No.
58	Question	Regarding funding, the RFP states: <i>[The City] intends to utilize CDBG-DR funding for the agreement, if any, resulting from this RFP the award of a contract, and the execution of any agreement resulting from this RFP is subject to and contingent upon the availability of adequate federal (i.e. United States Department of Housing and Urban Development "HUD") and/or state (i.e. the Texas General Land Office "GLO") grant funding for the City and the City's receipt of the necessary approvals, such as HUD approval of an eighth amendment to the Hurricane Harvey State Action Plan, the requisite GLO approvals, and execution of various contract agreements between the City and GLO</i> Has the City secured the proposed funding so that it can proceed with awarding a contract to the selected Offeror?
	Response	Yes, funding is secured.


59	Question	<p>It was discussed during the pre-bid conference on 9/7/2021 that task orders will be issued for each of the elements of the proposal: updating the HMP, updating the COOP, etc.</p> <p>The RFP also mentions that one or more consultants will be awarded the bid.</p> <p>Does the City of Houston know yet whether multiple task orders will be issued at one time to multiple Offerors to move the process along more quickly; or, if one firm is selected, issue the task orders as the City deems appropriate?</p>
	Response	The City may issue multiple task orders at one time or separately to various vendors.
60	Question	During the pre-bid, Mr. Alamia shared a list of intended deliverables that are not in the RFP. Should consultants address the original RFP SOW as well as the deliverables discussed in pre-bid in our response?
	Response	Deliverables discussed during the pre-proposal meeting were examples of the type of work described in the RFP.
61	Question	What is the anticipated period of performance for this work?
	Response	The contract is expected to be for two years.
62	Question	The pre-bid instructions for what should be included on the thumb drives was different than what is stated in the RFP. Can the City please clarify what content should be on each of the 6 thumb drives?
	Response	<p>Proposer must submit one original proposal signed in blue ink, organized as shown in Part IV, Section 2.0.</p> <p>Five (5) thumb drives containing a copy of the original proposal and be format as requested in Section 2.0.</p> <p>One (1) thumb drive containing the personnel pricing sheet, sample task order and MWBE documents inside a separately sealed envelope.</p>
63	Question	Noted on RFP page 14/45, Tab 10, and Tab 13 (parts 2.10 and 2.13) appear to be identical. Please clarify.
	Response	Yes, tab 13 is a duplicate of tab 10. See attached page 14 marked "Revised September 10, 2021."
64	Question	Noted on RFP page 13/45, Tab 7 = MWBE participation. Please confirm whether Tab 7 data to be included in separate sealed envelope along with price/fee schedule.
	Response	Yes, MWBE participation forms, personnel pricing sheet, and sample task order should be included on a separate thumb drive inside a separate sealed envelope.
65	Question	Exhibit IX – Personnel Pricing Sheet. Cell "B15" value is not a percentage (%) but rather a dollar (\$) figure. The file is password-protected thus unable to modify. Can the spreadsheet be updated so cell "B15" input value is percentage (%)?
	Response	Yes. A revised document has been uploaded to the solicitation website. Please discard the previous document and use the revised document titled "Personnel Pricing Sheet Revised Sept. 10, 2021".
66	Question	Noted on RFP page 8/45, MWBE participation goal is 24%. Noted on RFP page 14/45, Tab 15 References Section 3 requirements (also referenced on page 18/45, part 11). Please confirm whether RFP include both MWBE compliance and Section 3 requirements, or just MWBE compliance.

	Response	The RFP includes content for both programs; however, only MWBE compliance will be enforced.
67	Question	Subcontracting firms (MWBE or otherwise) joining with Prime firms: is there a limit number as to how many Prime firms a subcontracting firm can join/sign-up with for the purpose of responding to this RFP?
	Response	The organization should include only one prime contractor, and multiple subcontractors to achieve the 24% MWBE participation goal.
68	Question	Noted on RFP pages 5 thru 7/45, Scope of Work (SOW) is broken down into four (4) main sections (3.1, 3.2, 3.3, and 3.4) with distinct descriptions. Noted on RFP document Exhibit X, Sample Task Order (STO) is broken down into three (3) main sections (Tasks 1, 2 and 3) with distinct descriptions. It would appear, per RFP language, STO Tasks 1 and 2 are a combined versions SOW 3.1, 3.2 and 3.3. For optimal pricing purposes, would it be possible to align STO tasks with SOW, having 4 STO tasks in-lieu of current 3 STO tasks as noted?
	Response	Provide a response to the STO as presented. The vendor can provide an addendum to address areas of the SOW not addressed by the STO, but this is not required.
69	Question	Does a firm certified by the North Central Texas Regional Certification Agency (“NCTRCA”) and with the State of Texas Unified Certification Program (“TUCP”) as a Disadvantaged Business Enterprise (DBE) qualify as and/or meet the requirements of a City of Houston Minority and Women Business Enterprise (MWBE) and the MWBE goal for this effort?
	Response	No. All selected subcontractors selected to achieve the 24% MWBE participation goal must be certified by the City of Houston Office of Business Opportunity.

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.

Should you have questions or need further clarification regarding this solicitation, please contact Valerie Player-Kaufman at valerie.player-kaufman@houstontx.gov. or 832.393.8749.

Regards,

DocuSigned by:

 Jerry Adams
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Chief Procurement Officer



c: File T29616

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- 2.8 **Tab 8 - Financial Stability:** Please refer to the requirements in Part III, Section 5.3 – Financial Stability of the Proposer.
- 2.9 **Tab 9 - Exceptions to Sample Agreement:** Provide any exceptions to the sample agreement and include the rationale for taking the exception. If alternate language is proposed, include the proposed language for consideration, along with the corresponding Article Nos. within the RFP.
- 2.10 **Tab 10 - Legal Actions:** Provide a list of any pending litigation and include a brief description of the reason for legal action.
- 2.11 **Tab 11 - Conflict of Interest:** Provide information regarding any real or potential conflict of interest(s). Failure to disclose any potential conflict of interest at the outset may be cause for rejection of the Proposal.
- 2.12 **Tab 12 - Other:** Provide any information the Proposer deems pertinent to demonstrating its qualifications to perform the services being requested, such as memberships in any professional associations, documents, examples, etc.
- 2.13 ~~**Tab 13 - Legal Actions:** Provide a list of any pending litigation and include a brief description of the reason for legal action.~~
- 2.14 **Tab 14-3 Forms and Certifications:** Complete and return all forms and certifications provided in PART VIII – REQUIRED FORMS TO BE SUBMITTED WITH PROPOSAL.
- 2.15 **Tab 15-4** Proposer shall provide a detailed description of its plan to implement HUD Act of 1968 Section 3 ("Section 3") requirements, including plans for community engagement, advertising job vacancies, recruitment, hiring, and training Section 3 eligible staff. Page limit is 2 pages. The selected firm will be required to submit its Section 3 plan for review and approval by the City within 15 days of the contract start date. The City's Section 3 compliance requirements are located at <https://houstontx.gov/housing/section3.html>.
- 2.16 ⁵**Tab 16-Fee Schedule** - Please separately submit a Personnel Pricing Sheet and Sample Task Order with the level of detail as required.

Price Proposal: Please submit, IN A SEPARATE SEALED ENVELOPE, the Price Proposal with the level of detail as required.

PART V – EXCEPTIONS TO TERMS AND CONDITIONS

All exceptions to the Sample Agreement shall be submitted in a clearly identified separate section of the Proposal in which the Proposer clearly cites the specific paragraphs within the Sample Agreement where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless such exception is specifically approved by the Chief Procurement Officer or designee, City Attorney, Director(s), or designee in a written statement. The Proposer's preprinted or standard terms will not be considered by the City as a part of any resulting contract.

Please review and include any exceptions to the terms and conditions as requested in Part V, Section 2.11.