



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

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October 2, 2020

SUBJECT: Letter of Clarification No. 1
 Disaster Recovery & Consulting Services

REFERENCE: RFP No.: S83-T29617

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- To provide prospective respondents with a response to received questions:

Scope of Service Questions - S83-T29617		
1	Question	Can the City confirm whether or not this will be a multiple-award project?
	Response	The City may enter into one or more contracts for these services with a qualified Proposer or multiple Proposers.
2	Question	Can the City confirm that firms bidding on more than one designated area need only submit one proposal to address all areas?
	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p>

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3	Question	Can the City confirm that the page limits within apply to the entire proposal or to each designated area for which the firms are proposing? (i.e. if the firm is bidding on three areas, the firm has four pages for each area).
	Response	Page limits will be for each designated area for which the firms are proposing.
4	Question	Will the City consider accepting proposals digitally to reduce the risk of spreading COVID-19?
	Response	No.
5	Question	Can the City confirm that resumes are not included in the page limits?
	Response	Page limit restrictions do not include resumes.
6	Question	Would the City consider allowing additional pages to address the Proposer's Project Organization and Management?
	Response	Project Organization and Management is no longer part of the solicitation. See Attachment 1, Revised Submission Requirements.
7	Question	Can the City confirm that any examples of previous work plans submitted under section 2.6.4 would be excluded from the four-page limit?
	Response	Previous work plans are no longer a part of the solicitation. See Attachment 1, Revised Submission Requirements.
8	Question	Would there be a problem to prime and sub? If prime, would there be a limitation on subbing on other teams?
	Response	Prime contractors are not expected to be subcontractors on other contracts.
9	Question	Can a respondent submit a single bid package for both legacy and future projects work?
	Response	Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP: 1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT
10	Question	Reference Page 20, Section 2.6: Please provide clarification on how the City defines "City's On-Call Planning Services requirements."

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	Response	City's On-Call Planning Services requirements are no longer a part of the solicitation. See Attachment 1, Revised Submission Requirements.
11	Question	Please confirm in which section Exhibit I-A Offer and Submittal form should be included. -Under Section 2.0 Submission Requirements on page 19, Exhibit I-A Offer and Submittal form is listed after the Cover Letter. -According to Exhibit IX Proposal Packet Checklist on page 50, the Exhibit I-A Offer and Submittal form is included after the Submission Checklist.
	Response	Exhibit I-A Offer and Submittal is referenced on the checklist as a cross check to ensure the document is included in your proposal. Include the Offer and Submittal (Exhibit I-A) in the required documents section of your proposal(s).
12	Question	Please confirm in which section Client References should be included. -Under Section 2.7 Client References on page 20, a minimum of 3 client references is requested with a 1-page maximum. -Exhibit I-B on page 29 also requests for List of Previous Customers. -According to Exhibit IX Proposal Packet Checklist on page 50, List of Reference (Exhibit 1-B) is noted under #3 and I-B: List of References is also noted under #4.
	Response	Page 20, Client References is requesting reference contact information, project name and location, deployment completion or current status. Exhibit I-B List of Previous References is requesting in a formal format a list of references. Exhibit I-B List of Previous References is referenced on the checklist as a cross check to ensure the document is included in your proposal.
13	Question	Reference Page 19: In regards to request "(6) Staff members/subcontractors assigned to project with assigned project roles," should only those resources that will be performing on the City of Houston project be included? For more context, we have been working on some projects that have been ongoing since 2013 with numerous resources rolling on and off the projects. Is the City expecting a complete list of all staff members who performed on the contract or would the City like to revise its request to only highlight the leadership structure and/or current staff members of projects?
	Response	Page 19, 2.4.1 is no longer a part of the solicitation. See Attachment 1, Revised Submission Requirements
14	Question	If multiple vendors are selected, how will the City make the decision to assign the task order to perform the work? Is there a mini bid process?
	Response	The COH will assign work based on the capacity of the Contractor and the needs of the COH.
15	Question	Can any information be provided on the magnitude or volume of work for Legacy Disasters?

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	Response	The legacy work is primarily expected to be for Hurricane Harvey Recovery as we have completed approximately 40% of the work thus far.
16	Question	How does the City intend to utilize the current incumbent, with the current incumbent having one year left on its contract?
	Response	There is no expectation that changes to the utilization of the current incumbent. The incumbent still has one year left on the current contract.
17	Question	Will another vendor not support Legacy Disasters until the incumbent's contract is over?
	Response	As stated in the RFP, there are many legacy disasters ongoing in the COH and new contractors may support legacy disasters. The COH will assign work based on the capacity of the Contractor and the needs of the City.
18	Question	Are submitted questions going to be answered on a rolling basis or not until after September 22, 2020?
	Response	No. All submitted questions will be compiled at the end of the deadline (September 22, 2020 @ 4:00pm) and responded to accordingly.
19	Question	Reference Pages 18 – 20, Section 2.0: During the Pre-Proposal Conference, it was clarified that Proposers wishing to be considered for multiple Designated Areas should only submit two proposals at max - one for Future Disasters and one for Legacy Disasters. For example, it was also clarified that the 3-page maximum for Section 2.5 Knowledge and Experience of the Contractor's Team applies to each of the Designated Areas for which a Proposer is including in its proposal. For each of the other requirements under Section 2.0 Submission Requirements, should page maximums be similarly applied to each Designated Area? For example, does the 4-page maximum for Section 2.4 allow for 4 pages to be submitted for each Designated Area for which the Proposer wishes to be considered?
	Response	Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP: 1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT 2.0 Submission Requirements listed on Pages 18 – 21 are no longer a part of the solicitation. See Attachment 1, Revised Submission Requirements.

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20	Question	Reference Page 20, Section 2.5.3: Please provide clarification as to how the City defines "Category of Service."
	Response	Category of service no longer a part of the solicitation. See Attachment 1, Revised Submission Requirements.
21	Question	We understand that GLO has taken over some of the CDBG-DR programs from the City. What programs were taken over by GLO and what programs remain under administration of the City?
	Response	This question is not applicable to this RFP.
22	Question	What level of involvement will awarded vendors have with the CDBG-DR programs that are administered by GLO?
	Response	This question is not applicable to this RFP as funding from CDBG-DR and Mitigation projects are for COH initiated projects for COH assets.
23	Question	Does a font size requirement exist for the RFP?
	Response	No.
24	Question	Reference Page 14, Section 2.0: Is the City of Houston interested in the Contractor establishing an in-depth training module, and detailed training sessions for City of Houston teams?
	Response	Traditionally, COH has taken the lead with training for disaster recovery with the contractor providing supplemental support. We will be open to any ideas from the contractor on training options.
25	Question	Reference Page 18, Section 2.1: Are separate proposals needed for each designated area for which a Proposer wishes to be considered? For example, if a Proposer wishes to be considered for all eight designated areas, would a Proposer need to submit 8 separate proposals equaling 72 printed proposals and 64 thumb drives, sealed in separate envelopes by Federal funding program/designated area? If the answer to the above question is, yes, can consideration be given to combining future and legacy Federal programs into a single proposal, since scope, approach and qualifications would not be substantially different? e.g. Future and Legacy FEMA PA would be a single proposal response.
	Response	Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP: 1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR

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		<p>1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p> <p>Submission Instructions are located on Page 17 of the RFP.</p>
26	Question	Reference Page 17, Section 5.5: Do separate price proposals have to be submitted for each of the designated areas for which a Proposer is submitting a separate proposal? For example, if a Proposer is submitting a proposal for four of the eight designated areas, do four separate price proposals need to be submitted, if a single rate card is used covering applicable labor categories?
	Response	Yes.
27	Question	Reference Page 49: Is the original copy to be in a separate envelope from the 8 printed copies?
	Response	No. Identify on the outside of the box or envelope that the "original" binder is inside.
28	Question	Reference Page 49: Do separate financial documents need to be submitted for each of the 8 proposal responses required, sealed in separate envelopes?
	Response	Yes.
29	Question	Reference Page 49: If the City's expectation is to receive 72 printed copies of proposals from each offer or bidding on the four federal programs and eight designated areas, can these be shipped in a single box, separated by their individual envelopes?
	Response	Yes.
30	Question	Do you anticipate extending the bid due date?
	Response	No.
31	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	No additional details will be provided at this time, other than this Letter of Clarification or any additional Letter of Clarification(s) (if applicable).
32	Question	Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?
	Response	No.

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33	Question	Other than your own website, where was this bid posted?
	Response	Solicitation T29617 was posted on the City of Houston Strategic Procurement Division webpage, advertised in the Houston Business Journal and via an eBlast coordinated with the City of Houston Office of Business Opportunity, GSA eBuy for GSA Schedule contract holders, via GSA eBuy by logging in and searching for RFQ ID: RFQ1463626, posted under SIN 541611.
34	Question	Does the City intend for each respondent to provide multiple submissions? a. Specifically, with the understanding that multiple copies of the technical and pricing are required and that the City may award multiple contractors at the City’s discretion, does the City intend for the respondent to provide multiple submissions? b. Or was the intent of Part IV, Section 2.1 to allow for contractors that only have expertise in one or more of the areas to only respond on those areas?
	Response	Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP: 1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT
35	Question	If the City intends for multiple submissions (original and copies), will that be two submissions for legacy work and future disasters? a. If so does that mean the City would like to accept two submissions, one for legacy, one for future, with all conditions of submission requirements of Part IV of the RFP applying? b. In sum, two originals for technical, 16 copies, two original for pricing, and 16 copies? c. If two originals in the note on labeling each box would we label as “ORIGINAL - LEGACY” and “ORIGINAL – FUTURE” Per Part IV, Section 1?
	Response	Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP: 1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP

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		<p>1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p> <p>See Attachment 1, Revised Submission Requirements.</p>
36	Question	Is the statement about the City's "On-Call Planning Services" a typo in Part IV, Section 2.6? If not, what does 'on-call planning' reference?
	Response	On-Call Planning Services requirements are no longer a part of the solicitation. See Attachment 1, Revised Submission Requirements.
37	Question	If multiple submissions are required, does the City want a response for each service area as listed in Part II, Section 1, for a total of 8 originals for technical and 64 copies?
	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p>
38	Question	Can the City clarify the start of 'future' work? Would this be after responses are submitted or after an award is made?
	Response	Future work is based on contract execution and future disaster events.
39	Question	Please confirm that the respondent will be responsible for listing out labor categories in completion of the cost fee (Attachment 1).
	Response	Yes. The Proposal Cost-Fee Form is Exhibit VIII and Addendum which includes Suggested Staffing Ranges.
40	Question	For the fee proposal, does the City require that hourly rates are inclusive of expenses or will expenses be reimbursed directly per GSA/FEMA guidelines?
	Response	Yes. Proposal Cost-Fee Form is Exhibit VIII and Addendum which includes Suggested Staffing Ranges.
41	Question	May client references be listed in the proposal submission (one page maximum) per Part IV, Section 2.7, in addition to Attachment 1-B or are they only to be listed in Attachment 1-B?

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	Response	Page 20, Client References is requesting reference contact information, project name and location, deployment completion or current status. Exhibit I-B List of Previous References is requesting in a formal format a list of references. Exhibit I-B List of Previous References is referenced on the checklist as a cross check to ensure the document is included in your proposal.
42	Question	If references are limited to Attachment 1-B must the form from the proposal be used exactly or may it be re-keyed or typed, as long as it is kept to the same page limitation?
	Response	Use Exhibit 1-B form.
43	Question	May more than four references be included if it can be kept to the one-page limit?
	Response	Use Exhibit 1-B form.
44	Question	Will the general scope items apply equally to CDBG-DR/MIT work? Specifically, would mobilization requirements (pg. 6) apply to CDBG-DR/MIT consultants as well?
	Response	Mobilization requirements do not apply to CDBG-DR/MIT.
45	Question	Administrative tasks listed on page 13-14 are FEMA focused, not all of which are applicable to CDBG-DR/MIT funding. Can any assumptions/details on administrative tasks for HUD funding be shared?
	Response	Administrative tasks for CDBG-DR/MIT would be identified once a task order is issued.
46	Question	Proposal cost-fee form (pg. 48) – Second column states “Qualification (yrs. Of experience)”; does this mean years of experience in the specific “designated area” for which they are being proposed?
	Response	Yes.
47	Question	On page 5 of the RFP, will the City of Houston adjust the submission requirements to accept one proposal submission (following current submission guidelines regarding number of originals, copies, etc.) for all four designated areas regarding legacy disasters and one proposal submission (following current submission guidelines regarding number of originals, copies, etc.) for all four designated areas regarding future disasters?

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	Response	Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP: 1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT
48	Question	If the City adjusts the submission requirements and allows all four designated areas to be included in one response document, will the City allow the page limits found in Sections 2.2, 2.4, 2.5, 2.6, and 2.7 to apply to each designated area, rather than the entire submission as currently stated?
	Response	Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP: 1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT
49	Question	If submitting a proposal for all four designated areas for legacy &/or future disasters, is the 24% M/WBE requirement applicable to the overall response, accomplished by meeting the 24% goal with an M/WBE for one or more designated areas, or is each designated area required to meet the M/WBE 24% requirement?
	Response	The % advertised MWBE goal is to be met for each contract awarded per designated area.
50	Question	If the City awards multiple vendors in a designated area, how will the City determine to whom they will issue a task order/task orders?
	Response	Task Order assignments will be based on the capacity of the Contractor and the needs of the COH.

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51	Question	Because answers to questions may significantly change the direction of some strategic logistics and/or responses, will the City extend the deadline for responses to this solicitation to October 29, 2020?
	Response	No.
52	Question	Part II, Section 1.0 of the subject RFP lists potential funding from FEMA and HUD in 8 designated areas. The Federal Highway Administration (FHWA) has a reimbursement program similar to FEMA Category C called the Emergency Relief (ER) program. Program administration requirements are significantly different for FEMA and FHWA reimbursement. It is not uncommon for fund recipients to lose potential FHWA funding by not understanding the ER program until recovery work is complete and FEMA advises that a project should have been funded by FHWA. Is the City willing to accept proposals addressing FHWA ER funds?
	Response	Yes.
53	Question	If a Proposer will be submitting on all areas, are they required to submit separate proposals or will you accept a single proposal?
	Response	Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP: 1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT
54	Question	If separate proposals are required and a Proposer is submitting on both the legacy and future work for a particular designated area (e.g., FEMA-PA) and the information and team is the same, will the City accept a single proposal?
	Response	No.
55	Question	Is City open to negotiate the terms and conditions at the contract stage with the awarded Proposer/Contractor?
	Response	Yes.

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56	Question	Section 2.10 on page 21 of the solicitation discusses Exceptions to the City's Standard Contract. Can you please provide the Standard Contract as it was not included with the solicitation?
	Response	A Sample Contract was provided. Please visit the Strategic Procurement Division Webpage.
57	Question	Can you please confirm if hourly rates on the Proposal Cost-Fee Form should only account for labor costs?
	Response	Yes.
58	Question	Reference Page 1: It is noted that this will be a 3-year contract with 2, 1-year options. Will vendors be allowed to propose a yearly escalation to our rate offering?
	Response	Pricing will be evaluated as a separate criterion as part of the evaluation and awarding of the contract. This will be a fixed fee contract. Refer to the sample contract included in the published RFP.
59	Question	Reference Page 13, Section E: It is noted that proposed rates should include all expenses. Since a specific Scope of Work will be defined through the Task Order process vendors will lack the necessary detail to develop an accurate travel factor to be included within our rate structure. We respectfully ask that our proposed rates include only the labor component.
	Response	The proposed labor rates should be all inclusive. Refer to the sample contract included in the published RFP.
60	Question	Reference Page 6, Section 2.0: What is the scope of services for CDBG-DR work for legacy disasters?
	Response	See pages 10-11, CDBG-Mitigation for comparable activities for CDBG-DR work.
61	Question	Reference Page 6, Section 2.0: What is the scope of services for CDBG-DR work for future disasters?
	Response	See pages 10-11, CDBG-Mitigation for comparable activities for CDBG-DR work.
62	Question	Reference Page 17, Part IV: Please clarify the submission requirements if a proposer is responding to all of the following - 1.1 Future Disasters: FEMA-PA, 1.2 Future Disasters: FEMA-HMGP, 1.3 Future Disasters: CDBG-DR, 1.4 Future Disasters: CDBG-MIT, 1.5 Legacy Disasters: FEMA-PA, 1.6 Legacy Disasters: FEMA-HMGP, 1.7 Legacy Disasters: CDBG-DR, 1.8 Legacy Disasters: CDBG-MIT? Will we need to submit 8 different proposals for each designated area, 4 proposals for each type of grant in future and legacy, or submit two proposals (one for legacy/ one for future)?

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		How would you prefer for all the information to be encompass in the proposal?
	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p>
63	Question	Reference Page 19, Sections 2.4, 2.5, 2.6 and 2.7: Please clarify how page limits will work if we intend to bid on multiple areas for legacy and/or future disasters (if submission is two proposals [One for future/one for legacy]. Will we get an increase in page limits for items in Section 2?
	Response	Page limits are to be followed for each proposal submitted. See Attachment 1, Revised Submission Requirements.
64	Question	Will City of Houston allow electronic submittals in deference to the ongoing COVID 19 pandemic?
	Response	No.
65	Question	Will City of Houston allow proposals to use scans or digital signatures for the "ORIGINAL" copy of the proposal in deference to the ongoing COVID 19 pandemic?
	Response	Yes, with the exception of the Offer & Submittal, which must be notarized, documents signed via DocuSign are acceptable.
66	Question	Are proposers required to submit a separate proposal for each designated area (up to 8 proposals if they wish to bid for all areas) or can they submit 1 proposal for multiple designated areas?
	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p>

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67	Question	Can proposers submit proposals for specific items within the scope of work for a designated area (i.e bid for Public Grant Administration Services for designated area 1.3) or do they need to be able to address all scope of work items for the designated area they are submitting a proposal for?
	Response	Proposers should address the entire scope of work for each designated area in each proposal submitted.
68	Question	Is this an on-call contract in which the city will issue sole source task orders to the contract holder(s)?
	Response	City's On-Call Planning Services requirements are no longer a part of the solicitation. See Attachment 1, Revised Submission Requirements.
69	Question	Will task orders be competitive bid between pre-qualified vendors?
	Response	No, competitive bids will not be conducted. Task orders will be assigned based on proposal(s) sought and received, if multiple vendors are contracted and qualified for the work.
70	Question	Is the role of the contract holder intended to be a project or program manager that will oversee vendors executing various disaster recovery programs?
	Response	No.
71	Question	This solicitation appears to cover program management and grant administration, will additional solicitations for engineering services, etc. be released or will this be the only solicitation for disaster recovery services?
	Response	No, it is expected that all positions for the work be included in the proposal.
72	Question	How many contracts does the City intend to award for this solicitation?
	Response	Unknown at this time.
73	Question	Will the contract holder be conflicted out of engineering design opportunities funded by the same grants identified in the solicitation?
	Response	Yes.
74	Question	If awarded a contract, will the vendor be conflicted out of any future contracting opportunities?

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	Response	Yes, for work under disaster recovery services.
75	Question	Based on the RFP submission requirements on pg.18 “if proposers wish to be considered for any other area among the designated area, then Proposers must submit a separate proposal for each area.” if vendors are interested in bidding all legacy disaster and future disaster areas is it the City’s intention to receive eight separate proposal responses?
	Response	<p>Yes.</p> <p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p>
76	Question	Please clarify how the City would consider scoring for project management functions that would be shared across multiple program areas of award (i.e. do project management teams have to be mutually exclusive across the designated program areas?)
	Response	<p>Scoring will be evaluated on a per proposal basis.</p> <p>Project Management referenced on 2.6.4 is no longer part of the solicitation requirements. See Attachment 1, Revised Submission Requirements.</p>
77	Question	If the City intends to allow combined submissions for designated areas – will page limits for response sections be modified as well?
	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p> <p>See Attachment 1, Revised Submission Requirements for revised page limitations.</p>

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78	Question	It appears the majority of the scope of services requested in this RFP are duplicated in the recent RFP T29298 for Financial Services for Disaster Related Funding. Can you please clarify how the requested scope of work in this RFP will not duplicate the scope of services solicited and awarded in T29298?
	Response	This RFP is requesting disaster recovery services including project organization and management, mobilization when a disaster occurs, and grant administration.
79	Question	In response to the RFP's request for "establishing a file retention system and data management process" on pg. 10 how will the City consider pricing for any proposed technology solutions and their associated licensing and maintenance fees?
	Response	The City of Houston will review all costs included in a proposal.
80	Question	Exhibit VIII – "Cost Fee Form" includes a table without designated labor categories, projected headcount or consideration for outcomes based pricing in lieu of an hourly T&M rate, however section 5.5 "Proposal Cost Fee" states that points will be awarded based on the reasonableness of the overall price. How does the City intend to compute cost scores without standard labor categories to compare reasonableness across proposers?
	Response	Yes. Proposal Cost-Fee Form is Exhibit VIII and Addendum which includes Suggested Staffing Ranges.
81	Question	In light of COVID-19 and the necessary social distancing protocols can the City clarify expectations for working in person versus virtually; additionally, for the same reasons is the City willing to accept only digital, non-notarized submissions in lieu of printed copies?
	Response	No.
82	Question	Who are the current incumbent vendor(s) for each of the eight designated areas identified on pg. 5 of RFP (Part II items 1.1 - 1.8)?
	Response	Tetra Tech is the current vendor.
83	Question	The evaluation scoring criteria for sections 5.2.3 and 5.2.4 on page 16 of the RFP seem to overlap as they both include components of approach and methodology and the ability to achieve the stated technical service requirements. Can the City explain how these two criteria will be differentiated during scoring?

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	Response	Section 5.2.3 scores based on experience on dealing with large organizations and Section 5.2.4. is based on the work plan and ability to perform.
84	Question	What is the reimbursement turnaround time?
	Response	By state law we are required to reimburse within 30 days unless disputed invoice issues “stop the clock” on payment.
85	Question	If one chooses to subcontract who submits the bid proposal?
	Response	The prime contractor should submit the proposal(s).
86	Question	What is reviewed for the financial stability of the firm?
	Response	The City reviews the overall financial health of the proposer.
87	Question	MWBE Participation percentage classification from the call. The original question was how was the 24% being broken down?
	Response	24% advertised MWBE goal is to be met for each contract awarded per designated area.
88	Question	Are MWBE companies unrestricted to join multiple large business teams?
	Response	Yes.
89	Question	Technical Competence/Requirements: For section 5.2.3 on page 16 of 50, does the city want the emphasis to be on our experience or a detailed methodology on the scope of services?
	Response	This is a proposer decision.
90	Question	Submission Requirements: For section 2.1 on page 18 of 50, “A Proposer may submit a proposal for any designated area for which it wishes to be considered.” Please confirm “designated area” refers to each of the eight bullets in Section 1.0, page 5 of 50, (1.1 Future Disasters: FEMA-PA; 1.2 Future Disasters: FEMA-HMGP; 1.3 Future Disasters: CDBG-DR; 1.4 Future Disasters: CDBG-MIT; 1.5 Legacy Disasters: FEMA-PA; 1.6 Legacy Disasters: FEMA-HMGP; 1.7 Legacy Disasters: CDBG-DR; 1.8 Legacy Disasters: CDBG-MIT).

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	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p>
91	Question	The Scope of Work / Technical Specifications does not appear to provide any specific work requirements for CDBG-DR or CDBG-MIT. Can the City provide specific requirements for these programs/areas?
	Response	See pages 10-11 for CDBG-Mitigation details, which are comparable to CDBG-DR.
92	Question	Does an 11x17 count as one page?
	Response	Yes.
93	Question	On page 20, how will section 2.13 - Other be scored?
	Response	Submissions that respond to "Other" will not be scored.
94	Question	It's our understanding that there are two separate proposals, (1) for legacy and (1) for future work, is this correct?
	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p>
95	Question	Because each of these funding streams require a unique approach, is it correct that the page count limitation is per funding stream? For example, in the Project Organization and Management section, each funding stream would be allocated 4 pages maximum.

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	Response	The page count limitation is per proposal.
96	Question	<p>During the pre-bid meeting, the City clarified that proposal submittals should be divided between Future Disaster and Legacy Disaster areas. This would mean 1 submittal package containing all bids for Future Disaster designated areas and 1 submittal package that includes all bids for Legacy Disaster designated areas, rather than 1 submittal package for each designated area (total of 8 submittal packages). As such, requesting that the City clarify the submittal requirements:</p> <ul style="list-style-type: none"> o Please clarify the required number of copies, specifically if the requirements apply for each package (Future/Legacy), or each designated area (1.1, 1.2, etc). Ex: 1 binder containing all Future Disaster areas and 1 binder containing all Legacy Disaster areas, or 1 binder for 1.5 FEMA-PA, 1 binder for 1.6 FEMA-HMGP, etc. o Please clarify the page limit requirements for each proposal section, specifically if they refer to each package, or each designated area. Ex: 4 pages total for Future Disasters Qualifications and Experience of Proposer, or 4 pages each for 1.5 FEMA-PA, 1.6 FEMA-HMGP, etc.
	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p> <p>The identified number of copies and page limit requirements are required for each package.</p>
97	Question	<p>Please clarify the requirements for client references (Exhibit 1-B and requirement 2.7), specifically if references are required for each package, or each designated area. Ex: 1 set of references for all Future Disaster areas, or 1 set of references each for 1.5 FEMA-PA, 1.6 FEMA-HMGP, etc.</p> <ul style="list-style-type: none"> o Please clarify if the page limit is 1 page per client reference, or 1-page total for all references.
	Response	Client References should be submitted for each proposal.
98	Question	<p>Is a Cost Fee Form required for each package, or each designated area? Ex: 1 Cost Fee Form for Future Disasters (1.5-1.8 combined), or 1 Cost Fee Form for 1.5 FEMA-PA, 1 for 1.6 FEMA-HMGP, etc.?</p>

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	Response	The Cost fee form is required for each proposal that is submitted.
99	Question	Please clarify the packaging and labelling requirements, specifically if the requirements apply for each package, or each designated area. If 1 proposal is to be submitted for Future Disasters and 1 proposal is to be submitted for Legacy Disasters, should the label for each Technical package and Cost package list all designated areas? (ex: all Future Disaster areas in 1 proposal with an exterior envelope/package label that includes "FEMA-PA, FEMA-HMGP, CDBG-DR, CDBG-MIT")
	Response	<p>Submission requirements are for proposers to submit one (1) proposal for each of the designated areas listed on Page 5 of the RFP:</p> <p>1.1 Future Disasters: FEMA-PA 1.2 Future Disasters: FEMA-HMGP 1.3 Future Disasters: CDBG-DR 1.4 Future Disasters: CDBG-MIT 1.5 Legacy Disasters: FEMA-PA 1.6 Legacy Disasters: FEMA-HMGP 1.7 Legacy Disasters: CDBG-DR 1.8 Legacy Disasters: CDBG-MIT</p> <p>Refer to Page 17, 1.0 Instructions for Submissions: Insert Designated Area, e.g. "Legacy Disasters – CDBG-MIT"</p>
100	Question	Please confirm if the proposal structure should follow the outline detailed in 2.0 Submission Requirements, or the outline detailed in Exhibit IX, Proposal Packet Checklist.
	Response	<p>Proposal structure should follow the outline detailed in 2.0 Submission Requirements.</p> <p>See Attachment 1, Revised Submission Requirements.</p>
	Question	Is 11x17 paper permissible for exhibits? If allowed, will 11x17 pages be counted as 1 page?
	Response	Yes.
101	Question	Please confirm the definition of "page" in terms of page limits. Does the City count "1 page" as front-and-back, or single-sided?
	Response	One 8 ½ by 11-inch page as front and back.

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102	Question	Please clarify the scoring structure. <ul style="list-style-type: none"> o Is the scoring per designated area, or per each package? Ex: Will the City allocate a total score for Future Disasters and a total score for Legacy Disasters, or will the city allocate a total score for 1.5 FEMA-PA, 1.6 FEMA-HMGP, etc. o Please clarify if/how the Executive Summary and “2.13 Other” sections will be scored.
	Response	Each proposal will be scored on its own merit.
103	Question	Please provide detailed deliverables/tasks related to the CDBG-DR and CDBG-MIT program areas at the same level of specificity that is provided for FEMA PA and FEMA HMGP.
	Response	See pages 10-11, for CDBG-MIT activities. These would be comparable for CDBG-DR activities.
104	Question	Is the City planning on providing additional “Specific Departmental Requests” for the Housing and Community Development (HCD) given their role as the program manager for the CDBG-DR allocation for 2015 and 2017 Harvey CDBG-DR projects; and potentially for future disasters?
	Response	Not applicable to this RFP.
105	Question	Does the City plan on including scope for the U.S. Treasury Coronavirus Relief Fund (CRF) under this solicitation or other CARES related programs such as CDBG-CV, CDC or HHS grants? If so, can the City please describe the tasks and deliverables associated with those grant areas.
	Response	CRF funding will be considered as a Legacy Disaster going forward

2. Additional Specific Departmental request added for the City of Houston Legal Department. **See Attachment II.**

3. **1.0 PURPOSE Revision, Page 5:** Adding to the following additional information referencing the requirements:

CDBG-DR and CDBG-MIT Background

The City of Houston has received approximately \$1.3 billion for Hurricane Harvey housing recovery through the Texas General Land Office, from the U.S. Department of Housing and Urban Development (CDBG-DR 17). Details about the various CDBG-DR17 programs and projects that will be funded by and governed by these CDBG-DR17 funds are described in the City of Houston's Local Action Plan is now incorporated into the State of Texas Action Plan. Houston saw two storms in 2016 that were classified as major disasters. As a result, the City received \$23 million in CDBG-DR 16 funds to help residents recover from these floods.

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These funds will be used by the Multifamily Voluntary Buyout Program, which will remove multifamily homes from areas at severe risk of flooding to prevent future flood impacts to families. In 2015, Houston experienced two major flooding disasters and received \$87 million in federal funding (CDBG-DR 15) funds to help with recovery. The main program to address the 2015 flooding is our Single Family Home Repair Program. The City also runs a voluntary Housing Buyout program for damaged properties in the floodway that cannot be reconstructed and supports infrastructure projects. As with many of our disaster recovery programs, DR-15 section of the Single Family Home Repair Program is still active.

The City of Houston will also receive more than \$61 million in Community Development Block Grant Mitigation (CDBG-MIT) to fund mitigation projects that will lower the risk of impacts from future disasters. The Housing & Community Development Department has created an action plan for how this money will be spent. This action plan is our grant application to the U.S. Department of Housing & Urban Development (HUD). These projects will focus on local and regional mitigation priorities that will have long-lasting effects.

More information concerning the City's existing and currently proposed CDBG-DR and CDBG-MIT programs, projects and activities can be found at:

- CDBG-MIT Action Plan: https://houstontx.gov/housing/dr-mitigation/plans/Draft_Action_Plan_for_Mitigation_PCP.pdf
- CDBG-Mitigation Houston Public Works projects, which includes information about drainage studies and projects the City is requesting through the Texas General Land Office CDBG-MIT program. CDBG-MIT projects for which the City plans to partner with other agencies and projects the City previously received funding for through FEMA's Hazard Mitigation Grant Program: <https://www.publicworks.houstontx.gov/houston-drainage-studies>
- CDBG Disaster Recovery materials, which includes information about CDBG-DR and CDBG-Mitigation related to Hurricanes Ike and Harvey, Tropical Storm Imelda, DR 15 and DR16, the amount of funding the city received for each disaster and the respective action plans describing how those funds will be spent and the grant's status: <https://houstontx.gov/housing/dr.html> and the various pages on that site, such as <https://houstontx.gov/housing/dr.html#dr15>
- CDBG-DR17 Information, including the City's Local Action Plan and program details are available at <https://recovery.houstontx.gov/> and the various pages on that site, such as <https://recovery.houstontx.gov/hud-requirements-guidelines/#actionplans>.

The City may require CDBG-DR and CDBG-MIT, as well as FEMA services for any City department, irrespective of which departments are listed in this RFP. The departments listed in the RFP are representative only. Similarly, the general scope of services and tasks the RFP outlines and that the City requests will apply to all the funding sources, including CDBG-DR and CDBG-MIT (e.g. planning activities and services, legal services, working with federal agencies, assisting the city with compliance with applicable rules and regulations, grant management, etc.).

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END OF LETTER OF CLARIFICATION NO. 1

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

Sincerely,

A handwritten signature in black ink that reads "Jerry Adams for SA". The signature is written in a cursive, somewhat stylized font.

Jerry Adams
Chief Procurement Officer

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Controller: Chris Brown

ATTACHMENT 1
T29617 Disaster Recovery & Consulting Services
Revised Submission Requirements

Replace the following Submission Requirements language located on pages 18 – 21 of RFP T29617:

2.0 Submission Requirements

2.1 A Proposer may submit a proposal for any designated area for which it wishes to be considered. Proposers need not have expertise in every area listed among the designated areas. However, if Proposers wish to be considered for any other area among the designated area, then proposers must submit a separate proposal for each area.

2.2 Cover Letter: (1-page maximum) Proposer shall state in the cover letter the designated area for which it is submitting its proposal. The cover letter shall be signed by an authorized representative of the Proposer. The letter should indicate the Proposer's commitment to provide the proposed services. Also, the cover letter shall identify the members of the Contractor Team and indicate the organizational relationship of the Contractor Team's members. The letter should also include the primary contact name (Project Manager), mailing address, telephone number, and email address for each firm in the proposed Contractor Team.

2.3 Offer and Submittal Form: See Exhibit I. The Offer & Submittal form must be **signed and notarized in BLUE ink** by an authorized representative(s) of the Proposer, which must be the actual legal entity that will perform the contract if awarded. Complete and submit Exhibit I-A, Offer and Submittal form, provided in this RFQ.

2.4 Qualifications and experience of the Proposer: (4-page maximum) Provide the name of Proposer's company (including the name of any parent company/companies), business address, e-mail address, Federal Tax ID number, telephone number, fax number, type of entity and business expertise, short history, number of employees, number of years in business, current ownership structure, and any recent or materially significant proposed change in ownership.

2.4.1 Provide a brief narrative summary and list of projects from the last three (3) years that demonstrate experience and ability to provide on-call planning services and the Proposer's selected Categories of Service. The list should include: (1) Project name, (2) Location, (3) Client name, (4) Total contract amount, (5) Proposed and actual schedule and budget, (6) Staff members/subcontractors assigned to project with assigned project roles, (7) Date completed, and (8) Brief narrative description of project.

2.4.2 Proposer should describe services that it has previously provided to governmental and quasi-governmental organizations with similar requirements in the designated area.

2.5 Knowledge and Experience of the Contractor's Team: (3-page maximum)
Provide detailed relevant information about the Contractor Team's knowledge and experience.

2.5.1 Provide names and titles of the Personnel and identify the Project Manager on an organizational chart and/or a narrative description of the proposed project team and staffing plan.

2.5.2 Identify the Personnel and Subcontractors that will be committed to the project. The City reserves the right to reject any Personnel and Subcontractors proposed if it is determined in the City's best interest. All Personnel and Subcontractors must be committed to the project at the appropriate time level. Proposer understands that the qualifications and experience of Personnel and subcontractors proposed will be factored into the evaluation process; therefore, Personnel or subcontractors must not be replaced without the approval of the City. Any approved substitutions must be with personnel of equal or better qualifications. In addition, any other commitments must not conflict with the level of commitment proposed for the project.

2.5.3 The Proposer should demonstrate that all team members are qualified personnel capable of accomplishing the work in each Category of Service in this project. At a minimum, Personnel, including subcontractors, must possess current professional certifications, as needed.

2.5.4 Submissions should clearly delineate all individuals proposed to work on this project by name, title, and areas of responsibility as they relate to Scope of Work and Category of Service. The structure and composition of the Contractor Team should reflect the needs of the project. If substitutes or back-up personnel are planned on a contingency basis, they should be indicated in the plan. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability, as needed. (On-site availability refers to the availability of the personnel to attend meetings with HCDD).

2.5.5 Provide professional résumés of all Personnel and subcontractors (Not included in the page maximum): This information should include significant education, training, technical experience, functional experience, specific dates and names of previous employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications.

2.6 Project Organization and Management: (4-page maximum) Submit a written plan of action on how Proposer will meet the City's On-Call Planning Services requirements, including:

2.6.1 Describe the approaches/methodologies for delivering the project including proposed organizational structure and staffing strategies (i.e. use of job classifications to optimize cost/quality).

2.6.2 Detail an approach for communication with the City of Houston and other stakeholders.

2.6.3 Describe in detail the proposed methodology and systems used for controlling, responding to, and completing services required in the scope of work, in a timely manner that also meets budget requirements.

2.6.4 Demonstrate ability and quality of the Proposer's project management and quality assurance process, and the Proposer's approach to controlling, responding to, and completing services required in the scope of work in a timely manner and within budget. This may include examples of previous work plans that demonstrate success of similar projects.

2.7. Client References: (1-page maximum) Include a list of client references (minimum of 3). References included in the submission should represent past performance of the Prime Contractor and/or Project Manager on work that is similar services to municipalities within the past three (3) years. Provide size and scope of each project with brief descriptions of the projects. Specifically, provide the following:

2.7.1 Name and location of project(s);

2.7.2 "CURRENT" reference contact name, organization, telephone numbers, and e-mail addresses; and

2.7.3 Deployment completion date(s) or current status.

2.8 M/WBE Participation: Identify M/WBE subcontractor(s) and submit a signed "M/WBE Letter of Intent" form identifying the role of each subcontractor for this implemented project.

2.9 Financial Stability: If Proposer is an entity that is required to prepare audited financial statements, then Proposer shall submit an annual report containing the information provided in Part III, D, 5.4.1 through 5.4.4 of this document. If Proposer is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Proposer shall submit an annual report containing the information provided in Part III, D, 5.2.5 through 5.2.7, or 5.2.8 of this document.

2.10 Exceptions to Standard Contract: Provide any exceptions to the standard contract 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.

2.11 Legal Actions: Provide a list of any pending litigation and include a brief description of the reason for legal action.

2.12 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.

2.13 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.

2.14 Forms and Certifications: Complete all forms and certifications attached, as appropriate.

2.15 Fee Schedule: Please separately submit a Price Proposal/ Fee Schedule with the level of detail as required.

.Replace with the following Submission Requirements language:

2.0 Submission Requirements

2.1 Cover letter. The cover letter shall be signed by an authorized representative of the Proposer. The letter should indicate the Proposer's commitment to provide the services proposed. Also, the cover letter shall identify the members of the team that comprise the Proposer. Indicate the organizational relationship of the team members.

2.2 Executive Summary. The executive summary should include a brief overview of the Proposer's understanding of Disaster Recovery and the key personnel who will be responsible for the services to be provided. Also, it shall identify the members of the team that comprise the Proposer. **Indicate the organizational relationship of the team members and include an organization chart for the project.**

2.3 Proposed Plan of Action. Provide a detailed proposed plan of action, maximum of 5-7 pages indicating how all requirements will be met. Submit a matrix summarizing how each of the requirements will be met and indicating the resources that the City must commit to.

2.4 Training. The proposed method for training plan (online, onsite, train the trainer, instructor, etc.) Include the number of training hours proposed.

2.4.1 Provide your overall project plan addressing the detailed scope requirements and the deliverables outline.

2.5 Qualifications of the Proposer. Include a brief description of the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this RFP. Provide a list of seven (7) references where similar in scope and complexity of work was performed. Description shall at a minimum include: **detailed** description of the scope of services, dollar value of contract, client contact information, and name of key personnel. Include the name of the contact person, name of the organization, dollar value of the project, address, telephone number and email address.

2.5.1 Provide a comprehensive list of locations and knowledge of past or current work experiences in Houston, or neighboring communities, and examples of other useful information regarding the proposer's geographical coverage and capabilities.

2.5.2 Provide the detailed description of capabilities (Disaster Recovery Management Tools) related to the storage and manipulation of data and files that will be used for recordkeeping and reporting purposes throughout the lifecycle of a long term disaster recovery project.

2.6 Qualifications of Key Personnel: Provide chronological resumes of the key personnel that will be assigned to the project. Personnel resumes must list organization/companies where the individual worked, and dates worked. Specific work in-line with the person's title with your organization must be clearly distinguishable. Please provide at least three (3) references of projects where key personnel performed in a similar role as that proposed for this project.

2.6.1 Provide education, training, experience of key personnel whom will be responsible for full time delivery of the services/project.

2.6.2 Provide copies of key personnel certifications and/or licenses. (PE for technical damage assessments wastewater treatment plant, Geo-environmental certification, etc.)

2.6.3 Provide a chronological resume for each of the key personnel proposed. Personnel resumes must list organization/companies where the individual worked, and dates worked. Specific work in-line with the person's title with your organization must be clearly distinguishable. In addition, provide the time commitment for each key personnel indicating the level of commitment to other projects if any, include copy of any relevant certifications.

2.7 M/WBE Participation: Proposer shall identify the M/WBE participation level and the role that each M/WBE firm will have in the project implementation. Since M/WBEs proposed are considered part of the team, the Proposer shall include all relevant information necessary to effectively perform the evaluation of the proposal as it relates to the submission requirements listed in this section. **(Pass / Fail)**

2.8 Financial Stability. Provide the audited financial statements or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two fiscal years. At a minimum, include the letter of opinion, balance sheet, schedules, and related auditor's notes. **(Pass / Fail)**

2.9 Exceptions to Standard Contract. Submit any exceptions to the standard contract and include the rationale for taking the exception. Provide rationale for objections to the Article. Such exceptions will be considered when evaluating the Proposer's response to this RFP. If you are proposing alternate language, please include the language for consideration. Also, attach license and maintenance agreement(s), as appropriate.

2.10 Legal Actions. Provide a list of any pending litigation and include a brief description of the reason for legal action.

2.11 Conflict of Interest. Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.

2.12 Other. Submit 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, and others.

2.13 Forms and Certifications: Complete all forms and certifications attached, as appropriate.

2.14 Proposal Cost Fee Form: Please submit cost fee proposal with the level of detail provided in Proposal Cost Fee Form. (Exhibit VIII)

New Language added to the Submission Requirements:

2.15 Legal Services. Proposers shall provide demonstrated experience in providing legal services and advice in connection with the federal grant program for which the Proposer is submitting its proposal. Proposers should include information on their proposed approach and methodology for providing legal services through the attorneys or Firm(s) on the Proposer's team (whether in-house or subcontractors). The response should include information on prior experience with advising on the applicable federal grant program for which the Proposer is submitting its proposal.

2.15 Firm's Qualifications and Experience. Describe the Firm's qualifications, expertise, and experience in providing legal services and advice in connection with the federal grant program for which the Firm has submitted its proposal and explain the Firm's ability to provide the services described in this RFP.

2.16 Describe the benefit of engaging the Firm, any value-added services the Firm offers, and strategies the Firm and Proposer will employ to control costs, such as how the Firm will work directly with the Assistant City Attorneys and staff on projects. All Firms providing services to the City pursuant to a contract or subcontract executed under or in connection with this RFP are encouraged, but not required, to provide, at no cost to the City, between one to three hours per year of a Continuing Legal Education (CLE) instruction, for the Legal Department in a practice area or topic mutually agreeable to the City's Legal Department and the Firm. CLE instruction may be offered in a variety of

manners or methods mutually agreed upon by the Legal Department and the Firm. The response to this RFP should state whether the Firm will offer CLE hours at no cost to the City and if so, how many hours per year, if the Proposer is awarded a contract in connection with this RFP. A Firm's election to provide CLE shall not be considered as a factor for a contract award under this RFP.

2.17 Prior to the selected Proposer executing a contract with the City, the Firm must provide evidence that it maintains malpractice insurance coverage satisfactory to the City Attorney or designee. The Firm must maintain insurance coverage in the following amounts: Professional Liability - \$1,000,000 per occurrence; \$3,000,000 aggregate. Aggregate limits are per 12-month policy period unless otherwise indicated. All liability policies must be issued by a company with a Certificate of Authority from the State Department of Insurance to conduct insurance business in Texas or a rating of at least B+ and a financial size of Class VI or better according to the current year's Best's Key Rating Guide, Property-Casualty United States or that is otherwise satisfactory to the City Attorney or his designee.

2.18 Staffing. Identify and describe the team (including the lead attorney/primary client contact, other attorneys and necessary support staff) the Proposer would assign to work on this matter.

2.18.1 Provide a chart that lists each billing team member, the person's primary office address, job title, number of years of experience, and the person's hourly rates, or basis that the Proposer will use to charge the City for the person's services.

2.18.2 In providing hourly rates or other billing alternatives, Proposer should be guided by the suggested Maximum Fee Schedule set forth in Exhibit VIII. Proposers are encouraged to submit lower rates to the City than those shown in Maximum Fee Schedule, but should not propose higher rates absent a detailed explanation demonstrating that exceptional circumstances exist. Proposers are also encouraged to propose cost-effective, alternative approaches to billing such as fixed rates, fixed fees for all or various stages of a matter, blended hourly rates, discounted rates, hybrid fee arrangements (e.g. partially fixed and partially hourly rates), and an allotment of pro bono hours. **The Proposer must agree and should affirmatively state in its response that the rates provided in response to this RFP will remain firm and be effective through June 1, 2023.**

2.18.3 Include the résumés, CVs, or equivalent (preferably no more than two pages) for all attorneys and paralegals (legal assistants) that are likely to perform work for the City requested by this RFP.

2.19 Representative Clients and Matters. Highlight the relevant experience of the Firm and the personnel who would be assigned to work on this matter for the City. Experience involving other municipalities, the federal government, the state, political subdivisions of the state, or governmental entities is strongly preferred, particularly in connection with the federal grant program for which the Firm has submitted its proposal.

2.19.1 List the Firm's representative clients and the types of matters handled during the last five (5) years.

2.19.2 Provide your written authorization for the City to contact your listed clients to discuss non-privileged, non-proprietary information related to the Firm's work.

2.19.3 For each client, provide a description of the matter, approximate dates of engagement and the contact information (name, title, address, telephone number, and email address) for the person most responsible for overseeing or approving the Firm's work.

2.19.4 Describe in detail any work the Firm has done on behalf of the City in the last five (5) years and identify the current or former Assistant City Attorney to whom you reported.

2.19.5 Include at least three (3) client references on Exhibit I-B, List of References, (including contact name, title, address, telephone number and email) preferably for municipal or governmental clients from whom the Firm and the proposed Firm personnel have provided professional services in areas requested by this RFP.

2.20 Ethics. Provide information sufficient to enable the City to assess any potential or actual conflicts of interest and inform the City of any potential ethical issues relevant to the Firm's engagement.

2.20.1 List all matters in which the Firm or any of its attorneys have represented a party adverse to the City (in litigation, in transactional or administrative matters, or otherwise) within the last five (5) years.

2.20.2 List any potential, actual, or perceived conflicts of interest in connection with the Firm's Proposal or in serving as legal counsel to the City.

2.20.3 Provide a copy of the Firm's conflicts policy, if any.

2.20.4 Disclose any instance of discipline or charges brought by the state bar in the last five (5) years against any attorney the Firm would assign to work on City matters in the designated practice area in the Firm, including whether the above-referenced attorney has had a grievance or complaint submitted pursuant to the applicable disciplinary rules. State whether the Firm or the above-referenced attorney have ever been sued for malpractice in a suit that resulted in a settlement or judgment in connection with the Firm's provision of legal services in any designated practice area included in the Proposal. If so, provide such information as the Firm deems sufficient, accurate and complete to demonstrate why any such malpractice suit should not preclude the Firm's consideration.

ATTACHMENT II
T29617 Disaster Recovery & Consulting Services
ADDITIONAL SPECIFIC DEPARTMENTAL REQUESTS – LEGAL DEPARTMENT

Add the following to the Submission Requirements language located on Page 12 of RFP T29617:

City of Houston Legal Department:

The City of Houston Legal Department (the "Legal Department") represents the City of Houston ("City") in all legal matters. The City seeks attorneys or law firms ("Firm" or "Firms") as part of the Proposer's team to assist the City Attorney's office with certain legal matters related to advising City departments on the legal risks, if any, and any other legal issues arising from the City's contracts, procurements, practices, and policies toward maximizing the amount of federal assistance to the City under the applicable federal grant program for which Proposer is submitting its proposal (e.g., FEMA-PA, FEMA-HMGP, CDBG-DR, or CDBG-MIT). The legal services provided by the selected Proposer (or its subcontractor) will primarily support the Legal Department's provision of legal services for all City departments, including for representative purposes, the Finance Department, Houston Public Works, Housing and Community Development Department, and Houston Parks and Recreation Department. More specifically, the Proposer's team of attorneys will provide the following legal services under the supervision of the City Attorney and in accordance with each Task Order:

- a) Assist the City Attorney's office to review contracts, purchase orders, emergency purchase orders, and procurements to advise on compliance with requirements of the applicable federal grant program for which the City is seeking federal assistance;
- b) Interpret and advise on applicable law, rules, regulations, policies, procedures, and guidance regarding the applicable federal grant program as pertaining to the City's contracts, procurements, practices, and policies;
- c) Develop recommendations, memoranda, forms, charts or checklists for the City's use in drafting or reviewing contracts and procurement documents in compliance with the applicable federal grant program;
- d) Ensure that all legal services are performed under the direction and supervision of one or more attorneys duly licensed and authorized to practice law in the State of Texas;
- e) Attend meetings with City leadership, City departments, and City contractors as specifically directed by the Handling City Attorney and the Finance Director to provide legal services; and
- f) Other legal services requested by the Handling City Attorney in connection with applicable laws, rules, regulations, and guidance relating to one or more of the federal grant programs listed among the designated areas.

EXHIBIT VIII - Addendum

Staffing

Identify and describe the team who would be assigned to work on City matters in the designated practice area.

- a. Provide a chart that lists each billing team member, the person's primary office address, job title, number of years of experience and the person's hourly rates that will be used to charge the City for the person's services.

In providing hourly rates or other billing alternatives, Proponents should be guided by the Suggested Fee Range set forth below. Proponents should not propose higher rates absent a detailed explanation demonstrating that exceptional circumstances exist. The City intends to follow General Services Administration approved rates for respective positions under this contract. Proponents are also encouraged to propose cost-effective, alternative approaches to billing such as fixed rates, fixed fees for all or various stages of a matter, blended hourly rates, discounted rates, hybrid fee arrangements (e.g. partially fixed and partially hourly rates). **The Proponent must agree and should affirmatively state in its response that the rates provided in response to this RFP will be effective through the contract term.**

Suggested Fee Ranges

- A. Attorneys
- | | |
|-------------|------------------|
| 0-5 years: | \$0 to \$400/hr. |
| 6-10 years: | \$0 to \$550/hr. |
| 11+ years: | \$0 to \$650/hr. |

Hourly Rates/Paralegals (Legal Assistants)
\$0 to \$225/hr.

In the Alternative:

Blended hourly rate (based on providing most cost-effective attorney experience level to provide necessary services)

Lump Sum or Unit Price Fees: (Where appropriate – e.g. Cost per deed or loan document or some other discrete task)

- B. Project Manager
- | | |
|-------------|-----------------|
| 0-5 years: | \$0 to \$158/hr |
| 6-10 years: | \$0 to \$196/hr |
| 11+ years: | \$0 to \$205/hr |
- C. Engineer
- | | |
|-------------|-----------------|
| 0-5 years: | \$0 to \$133/hr |
| 6-10 years: | \$0 to \$172/hr |
| 11+ years: | \$0 to \$217/hr |

- D. Senior Engineer
 - 0-5 years: \$0 to \$154/hr
 - 6-10 years: \$0 to \$1/hr
 - 11+ years: \$0 to \$214/hr

- E. Accounting Specialist
 - 0-5 years: \$0 to \$111/hr
 - 6-10 years: \$0 to \$175/hr

- F. Disaster Recovery Specialist
 - 0-5 years: \$0 to \$115/hr
 - 6-10 years: \$0 to \$130/hr

- G. Cost Estimator
 - 0-5 years: \$0 to \$126/hr
 - 6-10 years: \$0 to \$136/hr
 - 11+ years: \$0 to \$160/hr

- H. Consultant
 - 0-5 years: \$0 to \$185/hr
 - 6-10 years: \$0 to \$242/hr
 - 11+ years: \$0 to \$294/hr