



CITY OF HOUSTON
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 Strategic Procurement Division

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October 8, 2020

SUBJECT: Letter of Clarification No. 1
 Sidewalk Plan for Gulfton and Kashmere Gardens

REFERENCE: Request for Proposals (RFP) No.: S63-T29638

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

- I. To provide responses to the questions received from prospective proposers prior to the deadline to submit questions.

1.	Question	Will the City of Houston extend the due date for this procurement?
	Response	The City does not anticipate extending the due date.
2.	Question	What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
	Response	There are no additional details to provide other than those details published in the RFP in Part III – Evaluation and Selection Process (Page 10).
3.	Question	Please identify all publications/websites where this procurement was advertised?
	Response	The RFP was published at the following publication and website: Houston Business Journal, https://purchasing.houstontx.gov/.
4.	Question	Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?
	Response	No.

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5.	Question	During the virtual pre-submittal meeting, “existing survey data” was referenced (Task 1, 3.4.1 city-wide Baseline Analysis Report). Please reference and explain the specific data the City is referring to?
	Response	<p>Houston Public Works has conducted a preliminary asset inventory and condition assessment on sidewalks city-wide. The city-wide Sidewalk Network Analysis data is comprised of GIS layers, shapefiles, and meta-data that contain the following information for infrastructure along Major and Local roads: (1) sidewalk and ramp conditions rated as Good, Fair, or Poor; (2) length of sidewalks; (3) percentage of the total network; (5) width; (6) location; (7) images; (8) and whether subsidence has impacted the infrastructure.</p> <p>At this juncture, this information is not shared in the COH Open GIS portal or GIMS. However, the City plans to have this data uploaded in the future. This data contains the condition for a total of 5,642 miles of sidewalks city-wide for local and major roads. This data set will be provided to the selected consultant to review and further evaluate and validate if needed as a basis for the technical baseline analysis. The consultant will utilize this information to further engage with stakeholders and perform the subsequent tasks listed in the scope of work.</p> <p>This data set is a component of the whole plan, with specific attention to the Kashmere Gardens and Gulfton communities as the basis for the case studies.</p>
6.	Question	Please provide additional detail to the City’s expectations for the walk audits in Task 1.C Inventory (Section 3.4.6, RFP, Page 7)?
	Response	<p>The purpose of the walk audit is primarily to validate the data obtained through desktop analysis. Additionally, the walk audit will aid in the community and stakeholder engagement process, which will help communities better understand potential challenges for implementation that may only be observed and validated “on the ground”.</p> <p>The City expects the selected consultant to advise and define the best method to conduct the walk audit. The walk audit will assess the streets and sidewalks within the neighborhoods to see how assess their feasibility for walking and flood mitigation. The walk audit will be performed by the consultant and will include community stakeholders as well as any key agencies and City staff involved in the process. The consultant will create a document (such as a checklist or additional template) that specifies the criteria that is important to the community to assess the condition of the sidewalks. This may require research from other criteria utilized in other cities as well as with City staff and community stakeholders. This will include infrastructure condition, documentation of barriers, opportunities, positive components and features and overall perceptions. The walk audit will also include proposed routes. The consultant, with the support of the project</p>

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		manager, will consider a variety evaluative tools and methods to conduct the walk audit.
7.	Question	Related to Task 1c (Section 3.4.6, RFP, Page 7), are there specific methods required to evaluate the current conditions of sidewalks and determining highest needs area or are those methods and determinations up to the chosen team to develop?
	Response	These methods will be determined by the Consultant, utilizing the data provided by HPW as well as any additional data relevant that can be incorporated within the scope. Currently, the City does not have specific methods of evaluating the current conditions of sidewalks and highest areas of need. The consultant will utilize available data to create a baseline analysis and also perform walk audits to confirm conditions. The consultant will present proposed methods and develop criteria to prioritize the areas that will be presented to the project steering group for consensus and approval. The specific criteria will need to be developed as data is compiled and reviewed throughout the stakeholder engagement process. See responses to Question 5 for additional information on available data. However, the consultant may have to research additional sources of data that will allow for proper prioritization.
8.	Question:	The RFP states that you want one (1) original printed in blue ink. Does this mean the proposal text needs to be printed in blue ink or just an original "blue ink" wet signature is needed?
	Response	Please provide a wet signature in blue ink on Exhibit 1 – Offer and Submittal form.
9.	Question	Who is the project lead from the City? Who all will oversee the project from the City?
	Response	This project will be spearheaded by Houston Public Works, Department of Transportation and Drainage Operations, Infrastructure Planning and Prioritization Service Line. However, this is a collaborative, city-wide effort and City staff and subject matter experts will be drawn from all departments as necessary to help steer the project to success.
10.	Question:	If a Prime, MBE certified firm performs both planning and design services, how much of the 24% goal is it required to sub-contract to a separate M/WBE firm?
	Response	MWBE participation is achieved at the subcontracting level. Prime level participation will not count towards MWBE goal credit.
11.	Question	Must MWBE firms be certified by the City of Houston?

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	Response	Yes. All firms must be certified by the City of Houston. Please consult the certified firm directory, located at: https://houston.mwdbe.com/
12.	Question	Do the Hire Houston First (HHF) rules apply to this project and if so, what percent of subcontractors would be allowed from outside the City?
	Response	No. HHF was not referenced in the RFP and does not apply to this procurement. As noted on the RFP, this project anticipates the use of federal disaster recovery funds and is subject to federal procurement standards.
13.	Question	Can you please clarify the differences between the references asked for in Exhibit I and the ones asked for on page 16 of the RFP under "Tab 5"?
	Response	The references requested by the City that shall be submitted in response to Exhibit 1 are general references from previous clients. Firms have the discretion to decide which previous clients to identify, irrespective of the type of business engagement. The references requested by the City that shall be submitted in response to Tab 5 must be related to "similar services [requested in Part II - Scope of Work] to municipalities within the past three (3) years."
14.	Question	Is it possible to get digital signatures on forms needed from sub-consultants?
	Response	Yes.
15.	Question	Should "Exhibit II, Attachment B Notice of Intent" be included in Tab 6 - M/WBE Participation or in Tab 10 - Forms and Certifications?
	Response	Yes.
16.	Question	How many more sidewalk plans will be completed after these two communities? And which communities are those?
	Response	This planning effort is the first step to creating a more robust sidewalk program, based on the information and plans developed through the case study of Kashmere Gardens and Gulfton communities. The City does not have sufficient information to understand where other potential sidewalk plans will need to be created. The goal of this planning effort is to develop case studies which can be utilized as a framework that can be replicated city-wide. The City will utilize the outcomes of this planning effort to determine if and what additional work needs to be performed.
17.	Question	Who is on the evaluation committee for this RFP?

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	Response	The Evaluation Committee will be composed of an interdisciplinary team of City of Houston employees.
18.	Question	Is this project part of the 2021 - 2025 Capital Improvements Plan?
	Response	No. This project is funded through federal funds, CDBG DR 17.
19.	Question	Do you have an established budget for this project?
	Response	The budget for this procurement will be predicated on the market.

When issued, Letter(s) of Clarification shall automatically become part of the solicitation document 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 each proposer to ensure it has obtained all such letter(s). By submitting a proposal to this solicitation, proposers shall be deemed to have received all Letter(s) of Clarification and have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact BJ Hubbard at benard.hubbard@houstontx.gov or 832.393.8707.

Regards,

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Jerry Adams
 Chief Procurement Officer

c: File: T29638

