



# CITY OF HOUSTON

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Mayor

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June 4, 2021

**SUBJECT:** Letter of Clarification No. 1  
The Resilience Hubs – Houston Lily Pad Plan

**REFERENCE:** RFP No.: S33-T29675

**TO:** All Prospective Respondents

This Letter of Clarification is issued for the following reason:

1. Replace in its entirety the document titled “Pricing Sheet” with a revised document titled “Pricing Sheet.v4.
2. To provide potential proposers with a response to various questions.

<b>Scope of Service Questions – S33-T29675</b> <b>The Resilience Hubs - Houston Lilypad Plan</b>		
1	Question	What are the expectations for the Cost Estimating? What in particular are the areas that are most important?
	<b>Response</b>	Regarding the cost estimating at 3.2.3.1d of the scope, please see the USDN Guidance for examples of cost estimating of recommendations for individual Hubs. .
2	Question	Section 3.2.2.1- Can you estimate the number of individuals that will comprise the stakeholder group?
	<b>Response</b>	This will be determined by the consultant or consulting team working with the City.
3	Question	Lily Pad Pilot, Section 3.2.5.1- The RFP narrative states, “a minimum of one potential Lily Pad site to develop a more detailed proposal.....”. Can you provide the maximum number of potential Lily Pads sites that need to be detailed in the Pilot program?
	<b>Response</b>	One detailed pilot program, at a chosen location with City staff and stakeholders, will be developed as a case study. Additional elements for future pilot(s) may be considered and included in the Lily Pad Plan and tool kits.
4	Question	Section 3.1 (page 6), the RFP states, “The City of Houston is seeking a qualified proposer.” and in the following paragraph states “The selected proposer(s)....”

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

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		Does the City of Houston anticipate awarding the project to a single Vendor, or will each Task be awarded separately?
	<b>Response</b>	We anticipate awarding to one consultant or consulting team.
5	Question	Section 3.2.1.2 (page 7): Can the City of Houston please elaborate on the number of “programs conducted by the Mayor’s Office and City Departments that are currently underway or in development” that would be included in the City of Houston analysis?
	<b>Response</b>	The City is in the process of supporting a few communities that are exploring the development of Lily Pads in their neighborhoods. This includes specific communities within Complete Communities. Additional programs include efforts taken to establish neighborhood resource and recovery centers immediately following Hurricane Harvey for which learnings will need to be integrated. The City is also working with Complete Communities to identify elements of Lily Pads that will need to be incorporated into this effort. The City analysis and baseline review will bring all these resources together to gain a better understanding of the various efforts underway which can be leveraged to develop a successful Lily Pad Plan.
6	Question	Task 3 Deliverable (same with Task 5 deliverable) – the RFP states that the Houston Lily Pad Master Plan “format will be proposed and accepted by project manager”. Can the City provide clarification on whether the City will provide guidance on the Master Plan format, or will the Vendor be responsible for proposing a format for the City’s project manager’s approval?
	<b>Response</b>	It is anticipated that the City and consultant will discuss the format collaboratively as an initial step in the process.
7	Question	The RFP stated “ <i>While the scope of work indicates our team may include or sub an Engineer, Landscape Architect, or other professional to contribute, there should be no engineering, landscape architecture, or other drawings for inclusion in the master plan, toolkit, and pilot project design</i> ” (in reference to the concept of the HUB). This sounds like the City is looking for functional and operational plans/tools, rather than focusing on conceptual design or facility construction. Please confirm if this is the case.
	<b>Response</b>	No construction drawings or stamped plans will be required. Conceptual design concepts may be introduced for Lily Pad locations and the proposed pilot.
8	Question	3.2.6 Project Management (page 10) – Does the City have a preference on whether monthly progress meetings are conducted virtually or in-person?
	<b>Response</b>	No preference.
9	Question	Can the City provide the not-to-exceed amount referenced on Page 1 of the RFP?
	<b>Response</b>	The not to exceed amount referenced on page 1 refers to the final contract amount agreed on by the City of Houston and the selected contractor.
10	Question	Will the City provide an alias/guest ArcGIS Online account credentials to support this project? Or should the consultant utilize their license? < <i>There are cost implications depending its how they answer this question</i> >.
	<b>Response</b>	The consultant should use their own software license. The City will make accessible any City data that is required for detailed analysis.
11	Question	What spatial data will be provided to the selected consultant team to support the base map?
	<b>Response</b>	The spatial data needs will need to be determined by the consultant team, following baseline analysis and research. The City will share with the consultant all data sets that are available to the City and can facilitate requests of other data needs from other agencies in order to create a base map.

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12	Question	In Task 1, Section 3.2.1.3.a., stating “Create a citywide map which shows risk (including but not limited to flooding, limited mobility connections, hazard materials) and...” – Can the City please further explain what is meant by “limited mobility connections”? Please provide more data or information in this area.
	Response	In the context of this planning effort, limited mobility connections are areas where there is a high concentration of Houstonians without access to a vehicle, areas without high frequency transit services, areas that do not have multiple ingress/egress routes, food and supply routes, and areas where significant street ponding occurs limiting access and evacuation during a disaster. Other types of mobility challenges may be identified by the stakeholders and subject matter experts which will need to be taken into consideration by the project team. Data included may be a compilation of 311 calls, Fire Department observed locations of high water, rescue locations, etc. Additional data sources will need to be identified by the consultant team.
13	Question	The “Project Summary” on page 1 of the RFP states on page one that the work is “for professional services.” The “Project Description” on page 1 of the RFP indicates that the city is seeking proposals from firms with “experience and expertise in urban planning... and engineering.” The RFP also requests pricing.
	Response	According to the RFP, page 6 section 3.1, the selected proposer(s) may include or team up with an Engineer, Landscape Architect, or other allied professionals to provide professional insight and contribute to the Lily Pad master plan, toolkit, and pilot project design. However, said Engineers, Landscape Architects or other such allied professionals included, shall not provide engineering, landscape architecture, or other drawings (purposed for signing and sealing, and/or construction) for inclusion in the Lily Pad master plan, toolkit, and pilot project design. No construction drawings or stamped plans will be required. Conceptual design concepts may be introduced for Lily Pad locations and the proposed pilot.

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 Conley Jackson at [conley.jackson@houstontx.gov](mailto:conley.jackson@houstontx.gov) or 832.393.8733.

Sincerely,  
DocuSigned by:

*Jerry Adams*

Jerry Adams  
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Chief Procurement Officer

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