



CITY OF HOUSTON

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July 7, 2021

Subject: Letter of Clarification No. 1
Houston Buy-In/Buy-Out Plan

Reference: Request for Proposals (RFP) No.: S76-T29763

To All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- **To extend the Request for Proposals Solicitation Due Date from 4:00 P.M., July 8, 2021 to 4:00 P.M. July 15, 2021.**
- To post the following documents (See SPD website):
 - Pre-proposal conference attendee list
 - Exhibit A – Resource Loaded Staffing Plan
- To answer the following the questions:

1.	Question	Will the City allow any and all participants on previous related City studies (such as Living with Water) to propose on this study?
	Response	Yes.
2.	Question	Does the City foresee any conflicts of interest for participants in this study on future buy-out work resulting from this study?
	Response	<i>Any conflicts of interest will have to be evaluated on a case-by-case basis. This determination cannot be made at this time.</i>
3.	Question	To confirm, the list of pre-proposal participants will be posted to the Purchasing site.

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	Response	Yes.
4.	Question	What is the available funding for this project?
	Response	Community Development Block Grant Disaster Recovery Harvey Funding. The specific costs will be negotiated.
5.	Question	Under SOW 1.2: 'no drawings from an engineer, landscape architecture, and others'; this leads that cost/benefit estimate and concept/strategy/typologies need to remain very high-level
	Response	Correct. Cost/benefit estimate and concept/strategy/typologies need to remain very high-level. Technical back-up is not prohibited but it is not required. The cost/benefit analysis is based on preliminary concepts and information and should not be based on engineering design and drawings.
6.	Question	What is the number of expected community meetings/sessions?
	Response	This is to be negotiated between the selected consultant and the project manager.
7.	Question	Is HUB MWBE certification valid for MWBE reporting?
	Response	No, HUB certifications are not counted towards MWBE goal requirements. Contractors must be certified through the City of Houston, Office of Business Opportunity to count towards goal participation.
8.	Question	Can you share pre-proposal notes/presentation?
	Response	There are no notes nor is there a presentation available from the pre-proposal conference.
9.	Question	How is the City handling the implementation of the potential identified buy-outs?

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	Response	<i>This study is to determine a strategy to possibly be implemented at a later date.</i>
10.	Question	Will the City consider adding the buy-out implementation to this scope of work?
	Response	No.
11.	Question	Is a firm conflicted out of this opportunity if they worked on a report/studies conducted for the City of Houston and identified for Task 1 (Baseline Analysis Report and Inventory)?
	Response	No.
12.	Question	Will the selected firm have access to the City Housing and Community Development Department's unmet needs assessment for Harvey?
	Response	<i>Yes. The needs assessment is public, and the report can be found here: https://recovery.houstontx.gov/hud-requirements-guidelines/#needs</i>
13.	Question	What historic flood data (inundation and depth) is available as spatial files to support this plan?
	Response	<i>The selected vendor will have access to all relevant city resources related to flooding and flood damage including substantially damaged home information provided based on FEMA data use agreement terms with the City as the Floodplain Administrator.</i>
14.	Question	Will the H&H modeling and spatial files for proposed and currently in-progress capital projects be provided to utilize as part of this planning effort?
	Response	<i>The selected vendor will have access to all city resources related to flooding and flood damage. Additional models from partner agencies can be requested for the purposes of analysis under this scope of work.</i>
15.	Question	Task 2.4 – What constitutes a “typology” under this program?

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	Response	<i>Typology, as understood in task 2.4, is a study or analysis.</i>
16.	Question	Task 4.1 – What constitutes a “model” and how many models is the City requesting?
	Response	<i>In this task, “model” and “pilot” are interchangeable; a preliminary work plan that serves as a plan from which a final product is to be developed.</i>
17.	Question	Can you please provide an example strategy the City is requesting, and the level of detail being requested?
	Response	<i>Please reference section 5.5.2.3 for a selected list of resources to review. This list is not comprehensive. Proposals should address all tasks as outlined in the RFP’s Scope of Work.</i> <i>A detailed strategy will be developed, once a vendor is selected, through the project’s development process (outlined by the scope of work).</i>
18.	Question	Can you please provide the template Schedule “A” Resource Loaded Staffing Plan” requested in 5.7 for the Fee Schedule?
	Response	<i>This Letter of Clarification No. 1 includes Schedule A - Resource Loaded Staffing Plan. (See the SPD website)</i>
19.	Question	What flood data should be used to narrow down the priority areas? Current floodways and floodplains? Pre or Post NOAA Atlas 14 floodplain mapping?
	Response	<i>The consultant shall present available data, including available Atlas 14 data and floodplain mapping, and criteria for selection of priority areas to the project manager and steering committee. The consultant shall work with the stakeholder group to evaluate and select the appropriate data to support prioritization.</i>
20.	Question	Is it anticipated that new H&H modeling will be conducted to assist with the identification of priority areas?

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	Response	No. H&H modeling will not be conducted as a part of this planning study. However, interpretation of existing H&H models may be required.
21.	Questions	How does this plan relate to the Neighborhood Resilience Plans in terms of timing, schedule, and coordination?
	Response	These two planning studies are working simultaneously but are not coordinated.
22.	Question	Is it anticipated that the selected consultant will provide a detailed H&H analysis to conduct a loss avoidance study as part of this project?
	Response	No.
23.	Question	Are we expected to list the name and bill rate for each individual that will be working on this contract? (For instance, we'll have multiple 'Urban Planners') or should we be submitting a blended rate for each category that we'll have multiple people working?
	Response	Yes, bill rate and title should be listed for each individual working on this contract under each specific task, especially if bill rates differ between individuals under the same category.
24.	Question	Related to this 1st question above, if we are expected to list each/every employee (which the 'Name of Staff Member' column alludes to) then what should the 'Quantity of Staff for Position' column represent?
	Response	If rates differ, quantity of staff position should be listed as (1) for each staff member.
25.	Question	What should be included in that row labeled 'Profit' at the bottom of the table? Total profit? Just the profit on the Reimbursables? Regardless, our profit should be included in our hourly rates and Total cost columns, is that correct?
	Response	The row labeled "Profit" should indicate the total profit for the entire project. The "Profit" row should include just one number in the rightmost column labeled "Total Cost".

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This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the Housing and Community Development Department. It is the responsibility of each proposer to obtain any previous Letter(s) of Clarification associated with this solicitation. By submitting a response to this solicitation, proposers shall be deemed to have received all Letter(s) of Clarification and have incorporated them into this solicitation.

If you have any questions or if further clarification is needed regarding this Request for Proposals, please contact Bridget W. Cormier at bridget.cormier@houstontx.gov or 832.393.8715.

Regards,

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DocuSigned by:

Jerry Adams

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Jerry Adams
Chief Procurement Officer

c: File: T29763
cc: City Secretary's Office

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