



# CITY OF HOUSTON

Finance Department  
Strategic Procurement Division

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April 13, 2023

**SUBJECT:** Letter of Clarification No. 1

**REFERENCE:** RFP No.: P10-T32595 – 2021 Winter Freeze Disaster Recovery Program

**TO:** All Prospective Respondents

**This Letter of Clarification is issued for the following reason:**

1. To provide responses to the questions received from prospective proposers prior to the deadline to submit questions:

1	Question	When is the maximum date to send Bids?
	Response	The solicitation due date is May 4, 2023, at 4:00 PM (CT). Proposals shall be submitted directly to the City Secretary's Office, City Hall Annex at 900 Baby St., Houston TX 77002.
2	Question	In home repairs, do I have to send the cost of all the processes or only those that we carry out?
	Response	Vendors are required to provide the cost of all the processes.
3	Question	Does the company already need to be MWBE certified? It is taking 6 months to certify companies can we show proof that the request for certification has been submitted?
	Response	Firms must be certified by OBO at the time proposals are due in order to be counted towards meeting MWSBE goals at contract award.
4	Question	How long does it take to receive payment for the job?
	Response	The City of Houston's standard payment term is to pay 30 days after receipt of an invoice or receipt of goods or services, whichever is later,

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		<p>according to the requirements of the Texas Prompt Payment Act (Tx. Gov't Code, Ch. 2251).</p> <p>However, the City will pay in less than 30 days in return for an early payment discount from vendor unless the vendor has negotiated an alternative payment structure. The early payment discount is as follows:</p> <ul style="list-style-type: none"> <li>• Payment Time - 10 Days: 2% Discount</li> <li>• Payment Time - 20 Days: 1% Discount</li> </ul> <p>Discounts will not be considered in the evaluation process.</p>
<b>5</b>	<b>Question</b>	<b>Is the intent to establish a bidder pool or will this be assignment based?</b>
	Response	The department's intent is to establish a pool of contractors that can perform the services outlined in the RFP.
<b>6</b>	<b>Question</b>	<b>What role will the contractor play in relocation for Reconstruction and Rehabilitation projects?</b>
	Response	None.
<b>7</b>	<b>Question</b>	<b>Will the City of Houston please confirm the contract duration for Rehabilitation projects? Is the construction time 45 or 90 days for Rehabilitation projects?</b>
	Response	The construction duration time for rehabilitation projects is 45 days unless otherwise specified in the Notice to Proceed (NTP) issued by HCD.
<b>8</b>	<b>Question</b>	<b>Will the City require ACM remediation on demo? If so, will the funds come out of a different bucket of money?</b>
	Response	ACM remediation on demolition work will be required. The funds will not come from a different bucket of money.
<b>9</b>	<b>Question</b>	<b>What / Who triggers generators and / or solar panels to be installed on home, and does the funding for generators and solar panels come out of the \$300,000 cap on a reconstruction project, or is it in addition to the \$300,000?</b>
	Response	The City will determine if a generator and/or solar panels will be installed. Yes, the funding for the generators and or solar panels will come out of the \$300,000.00 cap.
<b>10</b>	<b>Question</b>	<b>Regarding item 4.5 Generator: Is this to be provided by the contractor or is the home to be built ready to receive a generator?</b>

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	Response	The contractor will provide the generator when required by the City. If the City determines that a generator is not required, the house should be built ready to receive a generator.
11	Question	<b>Regarding item 4.6 Solar Panels: Is this to be provided by the contractor or is the home to be built ready to receive solar panels?</b>
	Response	The contractor will provide the solar panels when required by the City. If the City does not require solar panels the house should be built ready to receive solar panels.
12	Question	<b>If the proposer is submitting a response to be considered for both rehabilitation and reconstruction scope of work, is the proposer required to submit two sets of duplicative information for Tabs 2, 3, 4, 5, 7, 8, 9, 10, 11, and 12? Or is it acceptable for the proposer to submit one response with one set of tabs and include information for both rehabilitation and reconstruction scope of work combined together under the same tab? For example, a combined Tab 6 would include both the proposer's statements to 5.0 Evaluation Criteria for Rehabilitation, 5.5 Technical Competence Requirements, and 5.5.3 Rehabilitation Services information in addition to House Plans and Design: 6.0 Evaluation Criteria for Reconstruction, 6.5 Technical Competence Requirements, and 6.5.3 House Plans and Design.</b>
	Response	If the proposer is responding to both rehabilitation and reconstruction, submit two (2) separate proposals with tabs addressing the submission requirements listed in the RFP sections below: <ul style="list-style-type: none"> <li>- Part IV – Submission of Proposal 2.0 Submission Requirement for <u>Rehabilitation</u></li> <li>- Part IV – Submission of Proposal 3.0 Submission Requirement for <u>Reconstruction</u></li> </ul>
13	Question	<b>What other government entities may be included in Interlocal agreements as referenced in section 9.0 on page 25?</b>
	Response	Any entity established at Federal, State, or County governmental level.
14	Question	<b>Is a blanket bond allowed for these projects? This methodology will save both the City of Houston and the contractor time and resources by not having to administratively process individual bonds for every home, but instead have a blanket bond that covers all homes under construction.</b>
	Response	In accordance with 2CFR §200.326 – Bonding Requirements, contractors are required to provide a performance bond and a payment bond for 100% of the contract price for each individual project.
15	Question	<b>In Master Contractor Agreement Section II Scope of services on page 4, Contractor Duties, Section 2.05 Surveys "For All Projects, the contractor shall obtain a survey of the property to be completed by registered surveyor at contractors expense" Will this be required for the renovations?</b>

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	Response	This is not required for renovations.
16	Question	<b>Page 14 of 62 in the RFP Section 6.3 Payments for Construction Services: the question is: Will there be a written policy and training on the compliance required to receive progress payments?</b>
	Response	Yes, there will be a written policy and training on the compliance required to receive progress payments.
17	Question	<b>Under Section 5.5.3 on page 19 of 62 of the RFP for Rehabilitation Services are asking for Reconstruction plans. Will any plans be required for Rehabilitation? If yes, please describe.</b>
	Response	House plans are not required for rehabilitation. For rehabilitation submission requirements, see Part IV – Submission of Proposal, Section 2.0 Submission Requirements for Rehabilitation.
18	Question	<b>On Page 21 of 62 under section 5.7 requesting third party warranty. Will a third party warranty be required for Rehabilitation? If yes, please describe.</b>
	Response	Yes, a third-party warranty is required for rehabilitation projects. The warranty period is the same as required for reconstruction projects, two (2) years for workmanship and materials, two (2) years for mechanical or delivery systems, including electrical, plumbing and HVAC systems and ten (10) years for major structural components based on the approved scope of work.
19	Question	<b>Are house plans required for both Rehabilitation and Reconstruction? Per Section 5.5.3 and 6.5.3 Reconstruction House Plans are requested. Please confirm if they are needed for Rehabilitation as well as Reconstruction.</b>
	Response	House plans are not required for rehabilitation. For rehabilitation submission requirements, see Part IV – Submission of Proposal, Section 2.0 Submission Requirements for Rehabilitation.
20	Question	<b>Attachment B – Price Sheet: For the rehabilitation price section, it mentions that Xactimate pricing is to be utilized – but it appears we still need to provide line item pricing for some 1,000 line items. Since Xactimate will be used, can the rehabilitation portion of the price sheet be revised to only require a profit percentage markup amount?</b>
	Response	The markup should be included in the price of the line item.
21	Question	<b>Section 4.3.1 states we must submit at least five sets of various mastered floor plans. What is meant by “mastered”?</b>
	Response	Master plans are plans approved by the City of Houston’s Design and Construction Standards Section within the City’s Houston Public Works.

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22	Question	<b>Section 4.3.2 states new homes should contain at least two bathrooms. Section 5.1.4 states 1.5 OR 2 bathrooms. Which is correct?</b>
	Response	Section 4.3.2 is correct; all new homes must contain at least two (2) bathrooms.
23	Question	<b>Please clarify if generators and solar panels are required to be installed – or if we only need to provide hookups for the potential future use of these items?</b>
	Response	Generators and or solar panels may be required to be installed. If they are not required initially, contractors will only need to provide hookups for the potential future use of these items.
24	Question	<b>Will the builder be responsible for providing first year of insurance on the rebuilt homes?</b>
	Response	No, the builder will not be responsible for providing the first year of insurance on the rebuilt homes.
25	Question	<b>Page 18 of the Minimum Construction Standards states a minimum of 2 ¼” casing must go around doors AND windows? Just clarifying that casing will be required around windows?</b>
	Response	Casing is not required around windows. Casing is required under the window stool for each window and window stool is required as well.
26	Question	<b>Page 19 of the Minimum Construction Standards states skirting will be required for elevated homes – what type of skirting (i.e. materials, style)?</b>
	Response	A raised perimeter grade beam with vents and crawl space access and interior piers or beams; whatever is prescribed by a licensed structural engineer.
27	Question	<b>Page 20 of the Minimum Construction Standards states there must be a noise certification or sound testing performed if noise attenuation is required – will there be additional compensation and/or a change order if/when this is required to be performed? Or does the city do this testing?</b>
	Response	There is no additional compensation and/or a change order if/when this is required to be performed. The contractor is required to provide the City with the noise certification ensuring that the noise level have been reduced to meet federal requirements.
28	Question	<b>Page 23 of the Minimum Contract Construction Standards states every dwelling unit shall have a mailbox – is the builder providing a new mailbox?</b>

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	Response	Yes, the builder is to provide a new mailbox for reconstruction projects; however, the need for a new mailbox for rehabilitation projects will be determined on a case-by-case basis.
29	Question	<b>If mold / lead / asbestos clearance testing is required – is it the builder's responsibility to provide, or does the city have someone to do it?</b>
	Response	The builder is responsible for providing the City with a mold/lead/asbestos clearance certification report upon completion.
30	Question	<b>Page 23 – The RFP Part III, 6.5.3 lists 2 house plans (Size A and Size B) to be submitted, however, the price proposal sheet has 15 house plans listed. How many plans do we need to submit?</b>
	Response	For each house plan (Size A and B), the contractor is required to provide multiple plans and elevations for each respective size A plan as well as multiple plans and elevations for each respective size B plan.
31	Question	<b>Referring to sections 4.0 – 4.4, Will General Contractors be able to submit scope of work for only specific trades?</b>
	Response	Yes, general contractor should only provide scope of work for specific trades.
32	Question	<b>Are we able to choose if we want to participate in the rehabilitation or reconstruction? Or are you the ones who will choose the contractors who will do each part?</b>
	Response	The proposer is required to submit a proposal(s) to the City outlining its interest in rehabilitation, reconstruction, or both. For submission requirements see Part IV – Submission of Proposal, Sections 1.0, 2.0, and 3.0. The City intends to select a Proposal(s) for rehabilitation, reconstruction, or both that best meets the needs of the City and that provides the best overall value.
33	Question	<b>If we are doing some houses that need to be reconstructed, we read something that says we need to finish them in 90 days, are these 90 days counting after permits are approved?</b>
	Response	The ninety (90) days count begins after issuance of the Notice to Proceed (NTP) by HCD which will be issued after permits are approved.
34	Question	<b>Are we install a new generator for the use of our own equipment or for each house to have it as an emergency? And if it's for each house, are we just installing the switch?</b>
	Response	During construction, contractors are responsible for providing all necessary materials, tools and equipment to complete construction; this would include portable generator(s) to power tools when necessary. The City will determine whether a home will be equipped with a generator . If

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		required, the scope of work will include a line item for the contractor to install a backup generator for the house.
35	Question	<b>I am assuming we are not signing any contract until we win the contract right? The contract was sent just to see what it will contain if we win the contract?</b>
	Response	Contracts will be executed only by contractors approved by City Council. The contract within the solicitation is a "Sample" showing what may be contained within the contract that will be executed by all parties.

### 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 Veronica Pacheco at [veronica.pacheco@houstontx.gov](mailto:veronica.pacheco@houstontx.gov) or 832.393.9151.

Sincerely,

DocuSigned by:

*Candice Gambrell*

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FOR

Jedediah Greenfield  
Chief Procurement Officer

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*YC*

C: File: T32595

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