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**Houston Housing Authority Board of Commissioners:** LaRence Snowden, *Chair* | Kristy M. Kirkendoll, *Vice Chair*  
Dr. Max Miller, Jr. | Stephanie Ballard | Andrea Hillard Cooksey | Kris Thomas | Guillermo "Will" Hernandez

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The Houston Housing Authority ("HHA"), has issued this Amendment No. 1 to RFP 23-20 Disaster Recovery Services for the purposes of answering the following question that was submitted to "HHA" by the published due date:

**Question 1:** Pg 40 of 57 Sample Contract 4.2 Term/Period of Performance, Effective Date, and Termination *u. Track, monitor, and report time and activities performed by Consulting Firm staff by project, or as allowable under the provisions of Federal guidance for direct administrative, indirect, and project management costs reimbursement.*

Is the "Consulting Firm Staff" referenced in this requirement referring to the staff of the winning proposer and, if so, is a similar cost breakdown expected to be included in the fees schedule with the proposal?

**Answer 1:** We are requesting hourly rates only.

**Question 2:** Pg 46 of 57 Sample Contract 4.2 Term/Period of Performance, Effective Date, and Termination *4.2 All work performed by the Contractor under the Contract shall be performed between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m., Monday through Friday. HHA reserves the right to change hours as necessary.*

Will HHA Consider removing this language considering the nature of the services being solicited?

**Answer 2:** The provided Draft Contract is a sample of the contract that would be provided to the winning proposal(s). You can submit a redline of the contract for legal review with your proposal.

**Question 3:** Pg 46 of 57 Sample Contract 4.4 Term/Period of Performance, Effective Date, and Termination *4.4 Execution of the Contract by the Contractor is a representation that the Contractor has visited the work site, become generally familiar with local conditions under which the Contractor is to perform its work, and correlated personal observations with the requirements set forth in the Contract.*

Will HHA consider removing this and any other reference to jobsite/work location given the nature of the Services being solicited?

**Answer 3:** See answer to Question 2.

**Question 4:** The RFP states, "*HHA's Goal, as adopted by its Board of Commissioners, is that when Subcontracts are being let, at least 30% of the Prime Contract's total dollar amount is subcontracted to MBEs or WBEs, with at least 15% of the Prime Contract's total dollar amount being subcontracted to MBEs, and at least 15% being subcontracted to WBEs.*" If the prime contractor has a subcontractor that meets both MBE and WBE requirements and at least 30% of

the total contract amount is paid to this subcontractor, will HHA agree that these requirements have been met as well as award the maximum of 5 points available for this scoring criteria?

**Answer 4:** Scoring is subjective based on how individual committee members interpret the requirements and the responses received, but in theory, yes, that should meet the requirements.

**Question 5:** Does HHA have an incumbent, and if so, who?

**Answer 5:** The HHA currently does not have an incumbent.

**Question 6:** Does HHA have any current work for the selected vendor to complete, or is any subsequent agreement flowing from this procurement expected be for stand-by services only related to future needs?

**Answer 6:** Yes, the HHA has current work that needs to be completed.

**Question 7:** If there is current work, what does that entail?

**Answer 7:** There are several projects in the HHA Portfolio that has allocated FEMA Funds. The projects are as follows:

- Uvalde Flood Mitigation – approximately \$5.5 million
- Mansions Mitigation – approximately \$6.8 million
- Under Consolidated 428 Funds – approximately \$37.8 million across the following projects:
  - o Independence Heights II
  - o Irvington
  - o 2100 Memorial
  - o Forest Green

**Question 8:** Could HHA confirm whether a scanned signature is acceptable for the two forms (cover letter and Attachment B) that require a manual signature?

**Answer 8:** The cover page is not an issue, but Attachment B needs to be filled out to meet Notary Requirements, whether that be in person or digital.

**Question 9:** Given that this contract is for Professional Services, could HHA confirm whether bidders are exempt from Section 3 requirements, as per Attachment D of the RFP?

**Answer 9:** Respondent, if all staff that will be deployed for this scope of work requires an advanced degree or professional licensure then the Section 3 requirement is not applicable.

**Question 10:** Is there an incumbent for this work? If so, can you share who?

**Answer 10:** See answer to Question 5.

**Question 11:** On page 39 of the RFP related to Exhibit A, Scope of Work, there are tasks related to FEMA Public Assistance and Hazard Mitigation, however, the RFP mentions CDBG-DR/MIT work (such as 4 e.f.g as examples). Can you clarify if the SOW will entail both FEMA and CDBG-DR/MIT work?

**Answer 11:** CDBG-DR/MIT are not required at this time.

**Question 12:** As it relates to costs and fees, can you share if there is a not to exceed amount on the rate cards?

**Answer 12:** At this time there is no not to exceed about, but the HHA Board as part of the approval may request a value that if extended will need to be submitted to the board for approval.

**Question 13:** Per page 17 of RFP 2320, it indicates that: “HHA’s Goal, as adopted by its Board of Commissioners, is that when Subcontracts are being let, at least 30% of the Prime Contract’s total dollar amount is subcontracted to MBEs or WBEs,” with at least 15% of the Prime Contract’s total dollar amount being subcontracted to MBEs, and at least 15% being subcontracted to WBEs.” Can you clarify which portion of the sentence (or vs. and) meets the requirement?

**Answer 13:** If you are subcontracting, HHA would like to see 15% for MBE and 15% for WBE, but a 30% total to M/WBE businesses.

**Question 14:** Will HHA accept a Texas Certified HUB as an M/WBE?

**Answer 14:** Yes, if they are minority or woman owned.

**Question 15:** Are you looking to use FEMA funding as the primary source of funding?

**Answer 15:** Most of the deals currently at the HHA are mixed financed deals.

**Question 16:** What is the budget amount for this project?

**Answer 16:** We do not provide budget information during an open solicitation.

**Question 17:** Does this project require remote or onsite work?

**Answer 17:** These projects are primarily remote in nature, but that does not exclude the need for site visits and or request for in person meetings if requested by the Houston Housing Authority.

**Question 18:** Would the Housing Authority please confirm that submissions should contain one (1) hardcopy original proposal and one (1) electronic copy on a flash drive?

**Answer 18:** Yes, that is correct. We do NOT accept emailed proposals.

**Question 19:** Would the Housing Authority please clarify whether they are looking for hourly rates by position or a total fee for the term of the contract?

**Answer 19:** See answer to Question 1.

**Question 20:** If the Housing Authority is looking for a total fee for the term of the contract, will the Housing Authority please provide additional detail on the disasters (specificity on PA, CDBG, and estimated total funding) to be reimbursed?

**Answer 20:** The billing will be based on hours staff has worked on the respective project. As part of final contract negotiations, the scope of each project will be discussed so we can allocate a not to exceed cost for each task.

**Question 21:** Would the Housing Authority please confirm they will allow remote support in order to reduce travel costs?

**Answer 21:** Remote support is acceptable. If travel is needed this will be considered a reimbursable cost.

**Question 22:** Could the HHA better define an *outline* of all fees. When reporting our fee schedule to the HHA, is it the HHA's desire for vendors to present a full reporting on anticipated hours, rate, and other fees for the purpose of scoring?

**Answer 22:** See answer to Question 1.

**Question 23:** Would the HHA consider an extension of five business days from the return of answers to questions?

**Answer 23:** No, due to our current obligations with FEMA, the desire is to have a consultant onboarded as soon as possible.

**Question 24:** Will the HHA consider modifications to the terms and conditions of Exhibit C – Draft Contract? If modifications are permitted, when and in what format should Offeror submit proposed changes (within its proposal or at the time of negotiations)?

**Answer 24:** See answer to Question 2.

**Question 25:** Will the HHA consider modifications to certain clauses within Section 7 for those requirements and/or endorsements which are either 1) not commercially available from Offerors insurers or 2) against company policy? If modifications are permitted, when and in what format should Offeror submit proposed changes (within its proposal or at the time of negotiations)?

**Answer 25:** See answer to Question 2.

**Question 26:** Will the HHA consider modifications to Section 8.1 and 8.2 in order to balance the scope of exposure with the services being performed?

**Answer 26:** See answer to Question 2.

**Question 27:** Will the HHA consider adding language to the end of Section 17.1 to protect Contractor's ownership of its pre-existing and/or independently developed materials that may be utilized during the engagement?

**Answer 27:** See answer to Question 2.

**Question 28:** Will the HHA consider modifying Section 23.2 to limit Contractor's liability as is customary for a professional services engagement in order to balance the scope of exposure with the services being performed?

**Answer 28:** See answer to Question 2.

**Question 29:** How will the 5-points for MBE/WBE participation outlined in Exhibit B be allocated, if the Respondent has the capacity to perform the work on it own, and therefore does not intend to use subcontractors?

**Answer 29:** Scoring is subjective based on how individual committee members interpret the requirements and the responses received. In theory, no participation would equal 0 points assigned, while full participation would equal 5 points assigned.

**Question 30:** How will the 5-points for MBE/WBE participation outlined in Exhibit B be allocated, if the Respondent takes affirmative steps to comply with HHA's MBE/WBE participation requirements and properly documents those steps, but is nonetheless unsuccessful in meeting HHA's goals?

**Answer 30:** See answer to Question 29.

**Question 31:** Would the HHA consider extending the due date for the RFP?

**Answer 31:** No, due to our current obligations with FEMA, the desire is to have a consultant onboarded as soon as possible.

**Question 32:** The Management plan asks for milestones and hours; can you provide a basis or an assumption or sample task for bidders to use?

**Answer 32:** This can be provided once the scope of work is established after award.

**Question 33:** Can HHA provide additional clarity on Section 7.3.6 Fees Schedule for evaluation purposes– is it seeking hourly rates of proposed personnel?

**Answer 33:** We are requesting hourly rates only.

**Question 34:** Regarding Section 7.3.4 Qualifications of Staff, does HHA have a list of required positions it wants submitting firms to provide? If so, would those required positions need to be listed in Section 7.3.6 Fees Schedule?

**Answer 34:** Yes, they will need to be listed in the fee schedule.

**Question 35:** Regarding If Attachment C (M/WBE Participation), does this requirement apply if the prime contractor is a MBE or WBE firm? If the prime contractor share is 50% or greater, do they meet the 30% MWBE requirement?

**Answer 35:** The M/WBE percentage requirements will be based on total fees expensed by the prime contractor and their consultants.

All other terms and conditions in the solicitation shall remain the same.

*Austin Crotts* 4-27-2023  

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**Austin Y. Crotts MA**  
**Procurement Manager,**  
**Houston Housing Authority**



*A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0547 or [504ADA@housingforhouston.com](mailto:504ADA@housingforhouston.com)*