

# HARRIS COUNTY HOUSING AUTHORITY

---

8933 Interchange Houston, Texas 77054 | 713.669-4514 P

## AMENDMENT OF SOLICITATION

### ADDENDUM # 1

DATE: 04-25-19

ISSUED BY: Harris County Housing Authority

AMENDMENT TO SOLICITATION NUMBER: RFP#19-02

#### Phase I Environmental Assessment

THE DATE AND TIME SPECIFIED FOR RECEIPT OF PROPOSALS REMAINS AS APRIL 29, 2:00PM CST.

THE SOLICITATION MENTIONED ABOVE IS HEREBY AMENDED. PROPOSERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS BY SIGNING THIS FORM BELOW.

**ITEM 1:** Written Questions Received by the Initial September 4, 2018 date.

- 1. Are we to include any pricing outside of the Paragraph VI – Fee Structure table which only addresses the Phase 1 ESA and does not include any Phase 2 which is where all the other environmental issues and sample materials testing is addressed.**

At this time HCHA is only asking for pricing related to Phase I Environmental Assessments.

- 2. Please confirm that digital/email submissions for this RFP WILL be accepted there seems to be contradictory wording within the package.**

Electronic submissions submitted by the due date and time will be accepted.

- 3. The Phase I Environmental Site Assessment is research and visual assessment of site settings and characteristics and doesn't involve sampling of material for any hazardous material. This testing if needed and warranted will be recommended in the Phase I and a separate proposal will be provided for Phase II at that time.**

**Could you please clarify if that is the case since it is kind of impossible to quote on something that is totally unknown?**

At this time HCHA is only asking for pricing related to Phase I Environmental Assessments.

- 4. Under Item V. Submission Requirements, Number 2 “Describe your firm’s size and ownership structure,” are these five items about a specific person or the firm in general?**
  - a. If for a specific person, should it be the project manager?**
  - b. If for the firm, is Number 6 (under Item V.) intended to be a repeated question?**

This question is for the firm in general and the team members that will be assigned to the project.

- 5. Under Item V. Submission Requirements, Number 6, what is the estimated size of this contract, in order to provide comparable past examples?**

The size of the contract is unknown at this time.

- 6. Does the scope encompass testing, as in, are you expecting consultants to collect physical samples or just render an opinion? ASTM Standards do not require physical samples, and this would affect the fee structure.**

HCHA is looking for an opinion to be provided through the firm's Phase I Environmental Assessment. HCHA is aware that if actual testing is recommended that it will be a separate cost.

- 7. For Item VI. Fee Structure, are we to assume pricing includes all scope items listed in Item IV Scope?**

Yes

- 8. Does HCHA have an estimated contract dollar amount?**

The size of the contract is unknown at this time.

- 9. Regarding Item XI. Minority/Women Business Participation, will you please confirm which certifications are recognized by HCHA, specifically State of Texas HUBs and City of Houston MWBE? Attachment L, Item II.C. HUB /MWBE Utilization Commitment appears to include HUBs, but Item XI in the RFP does not specifically include HUBs.**

The HCHA recognizes certifications from government agencies within the State of Texas.

- 10. Is the 30% MWBE (RFP Item XI) Participation goal separate from the Section 3 Policy (Referenced in Attachment I, Attachment L's Attachment A (Page 35 of 72), and Attachment L's Attachment K (Page 60 of 72))? Or are we required to have both 30% MWBE and either Section 3 Hiring or Section 3 Subcontracting?**

HCHA requests that firms make good efforts in complying with MWBE and Section 3 requirements established within the solicitation.

- 11. Please explain the type of Section 3 participation we are required, assuming this contract is for non-construction services (referencing Attachment D "Instructions to Offerors for Non-Construction Contracts" and Attachment E "Certifications and Representations of Offerors for Non-Construction Contracts").**

Please refer to Attachment I for HCHA's Section 3 policy.

- 12. Regarding Item XI. Minority/Women Business Participation, do we include the best efforts to solicit MWBE firms in the proposal or is this after award?**

This is to the discretion of the firm submitting a proposal.

- 13. Does HCHA have specific instructions on how to show "best efforts" such as the number of firms that must be contacted and/or including the notification emails?**

This is to the discretion of the firm submitting a proposal.

- 14. Are we to include commitment letters from subcontractors?**

This is to the discretion of the firm submitting a proposal.

- 15. Is there a page limit for the RFP?**

This is to the discretion of the firm submitting a proposal.

**16. Are we to include any of the form attachments in our proposal?**

Yes

**17. Under Item V. Submission Requirements, Number 11, do the representative services need to be completed projects or can they be ongoing?**

They can be both.

**18. Can the Harris County Housing Authority provide a number of each property type of Phase I ESAs that will be required under this contract? If an exact volume of work cannot be given, can estimates be provided of the requested unit pricing list contained within the RFP?**

The size of the contract is unknown at this time.

**19. Under scope of work it states the Phase I's will be conducted using current American Society for Testing and Materials (ASTM) standard practices. In terms of determination of ACM, Urea Formaldehyde, Wetlands, Lead Based Paint, lead in drinking water, and radon gas can the offeror conclude that no official sampling, laboratory analysis, or additional certified assessments will be needed following the standard practices in this Phase I effort and cost determination?**

HCHA is looking for an opinion to be provided through the firm's Phase I Environmental Assessment. HCHA is aware that if actual testing is recommended that it will be a separate cost.

**20. Do Attachments A, B, C, E, F, G, and H need to be included with our proposal?**

Yes

**21. Attachment L - Subrecipient Federal Procurement and Contract Requirements for Non-Construction Projects contains a number of additional attachments (F-N) towards the end of the document. Do these attachments/forms need to be completed and returned with our proposal?**

The forms in attachment L are to be submitted with the firm's proposal.

\_\_\_\_\_  
Proposer/Respondent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature