



# CITY OF HOUSTON

Housing and Community Development Department

**Annis D. Parker**  
Mayor

Neal Rackleff  
Director  
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**DATE:** March 28, 2016  
**SUBJECT:** Letter of Clarification No. 1  
**REFERENCE:** Housing and Community Development Department  
Grants Management, Affordable Housing and Economic Development Investment Study  
(Solicitation No. RFP T24099)  
**TO:** All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation for MWBE participation goal

**Project Summary:** One year contract for the Affordable Housing and Economic Development Investment Study.

**Project Description:** The City of Houston ("City"), Housing and Community Development Department (HCDD) seeks submittals in response to this Request for Proposals (RFP) from a consultant qualified and experienced in conducting Research and Analytical Services that must provide objective data, sound qualitative and quantitative analysis. This RFP is in connection with the HOME Investment Partnerships Program (HOME), the Community Development Block Grant Program (CDBG) including the Disaster Recovery Program, the first and third allocation of funding of the Neighborhood Stabilization Program (NSP), and other City of Houston sources (depending on funding availability), pursuant to applicable regulations required to administer these grants.

NIGP Code: [918-79]

**MWBE Goal: 24%**

## REVISION

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NIGP Code: [918-79]

**MWBE Goal: 19%**

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. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their bid proposal.

If further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Derrick McClendon

City of Houston, Housing and Community Development Purchasing Division (832) - 394-6204