

Solicitation Amendment No. 001

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To: Prospective Bidder/Offeror:	Date:
	September 25, 2012
Project Title:	Project No.:
RFQ for Legal Services	13-01
<p>Description of Solicitation Amendment:</p> <p>The Request for Qualifications for Legal Services (Project # 13-01) is hereby amended as set forth below:</p> <p>I. <u>Questions and Answers:</u> Questions and Answers dated September 25, 2012 are hereby incorporated by reference and made a part of the Solicitation Amendment No. 001.</p> <p>Except as provided herein, all other terms and conditions of the RFQ (Project # 13-01), remain unchanged and in full force and effect.</p>	
Acknowledgement of Amendment No. 001 by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

QUESTIONS AND ANSWERS

RFQ for Legal Services

Project # 13-01

September 25, 2012

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 1 – The following questions were received in Procurement Operations within the time period specified in the solicitation document Request for Qualifications (RFQ) for Legal Services (Project # 13-01).

Question # 1:

Do you have descriptions of the various categories of legal work being considered in this RFQ? In order to best respond, we would need some additional information as to what type of things HCC considers to be a part of the following areas: Real Estate, Construction, Intellectual Property, Immigration, and International.

HCC Answer:

Real Estate - Ernest Money Contracts, Closing Documents, etc.

Construction - Develop and Review Construction Contracts, CM at Risk Agreements, Engineering Agreements, AIA documents, Etc.

Intellectual Property - Copyright and Patent issues for institution.

Immigration - I-9 issues, F-1, etc.

International - Legal issues regarding College's international programs.

Question # 2:

Can you provide a description or more detail about the College's International Legal Service needs?

HCC Answer:

Providing legal opinions and advice as needed on International Programs and colleges abroad.

Question # 3:

If we submit for all five (5) categories of work, should our submittal be in one Statement of Qualifications?

HCC Answer:

Yes, but please separate each qualification with a tab reflecting such, for ease of reviewing

Question # 4:

Is there a list of approved HCC SBDP eligible firms for legal services? And, if so, can you provide that list or direct me to someone who can provide the list?

HCC Answer:

No, please visit the websites for the local various certifying bodies to research possible certified small businesses.

Question # 5:

Can you clarify if there is specific percentage of work to meet under HCC's SBDP Best Effort goal through contracts with sub-consultants?

HCC Answer:

No. This is for legal services on an as needed basis. There will not be a SBDP for this project.

Question # 6:

If we meet HCC's SBDP Best Effort goal and contract with sub-consultants that we have experience with, do we still need to follow steps under Good Faith Efforts to solicit sub-consultants?

HCC Answer:

Yes, the intention of the good faith effort is to ensure that at any time that your firm may be considering to sub contract, that you are following a process for the inclusion of certified small business participation.

Question # 7:

I have one question with regard to insurance requirements stated on Page 15. Are the minimum insurance requirements inflexible with respect to smaller firms like ours? Our exposure to liability is significantly less than that of a larger firm and our insurance coverage is correspondingly lower. Please let me know if these minimum requirements are absolute, so we may determine how to proceed.

HCC Answer:

To be provided once clarification is received.

Question # 8:

Regarding legal work for the real estate and construction categories, is this to be drafting and negotiating real estate and construction contracts, or is it litigating claims related to real estate and construction projects, or both? Any more specific information would be helpful.

HCC Answer:

No litigation. Only review of documents on an as needed basis.

Question # 9:

Can you provide more information on HCC's needs as it relates to Intellectual Property matters?

HCC Answer:

Providing legal opinions and advice as needed on Copyright and Patent issues for institution.

Question # 10:

In the RFQ, Section V, Question 5 "Past Performance", HCC mentions references. How many references do you require? Is one reference per practice area sufficient?

HCC Answer:

HCC will need three references. The reference must include a client that lawyer has provided legal representation for on the specific subject area of expertise. One reference per practice area is sufficient, providing you are submitting for multiple practice areas. HCC reserves the right to obtain additional information, if needed.