

REQUEST FOR PROPOSAL
PROJECT NO. RFQ 16-15
ARCHITECTURAL AND ENGINEERING SERVICES POOL

QUESTIONS AND ANSWERS NO. 2

Date: February 11, 2016

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

1. Within Exhibit 1 – A&E Categories of Disciplines / Services Self Section Table, we have a question about Column 1. We understand that are to place a “P” next to each discipline we are applying for. Are we to mark the disciplines we have in-house only, or do you wish for us to ALSO mark the disciplines we do not have in-house but are typically part of the design team and contracted directly to the prime?

Answer: It is expected that you would mark only the disciplines you have in-house.

2. Within Exhibit 1 – A&E Categories of Disciplines / Services Self Section Table, we have a question about Column 2. We understand that are to place an “A” next to each discipline that we consider to be an additional service. Different institutions have different policies on what is a basic service and what is an additional service. We are able, and willing, to work under any interpretation as long as we are compensated for our services. Does HCC have a policy? If so, could you provide it to us?

Answer: Any work performed at the request of HCC will be compensated. Here, the distinction is that “P” disciplines are areas of practice which you believe to be core strengths of your firm, and in which you believe you have a high likelihood of being selected based on your submitted Qualifications. The purpose of the “A” identifiers is to allow the College to know what additional competencies may be available to us based on the roster of Prime firms selected.

3. Within Exhibit 1 – A&E Categories of Disciplines / Services Self Section Table, we have a question about Column 3. We understand that we are to place a “X” next to each discipline we believe to be included in the overall discipline offered by our firm. We are a multi-discipline (Architectural and Engineering) firm. As such, we offer engineering services such as electrical, mechanical, and interior design. However, they are greyed out in column 3, yet we have indicated that we provide those services in column 1. Please clarify the intent of column 3.

Answer: The purpose of Column 3 is to allow us to see if there are any firms that do not offer a full-spectrum of services within their field of practice. For example, there may be small Architectural firms that excel at design, but do not have the depth to offer serious planning services. The boxes that are greyed are so marked because the descriptor seemed specific enough to indicate that those sections are already included in either or both Columns 1 and 2 as marked.

4. Please confirm, as shared at the pre-proposal meeting, that potential projects will be coming from HCCS’s deferred maintenance program, as well as Lone Star Bond funding.

Answer: The potential projects that may be assigned under this award may be funded from a variety of sources, including, but not limited to: the annual maintenance budget, deferred maintenance funding, LoanSTAR energy efficiency loans, and bonds issued during the term of the award.

5. Attachment number 7 on the last page, who is the vendor and official authorized to sign on behalf of vendor? I use all NA on this form. Do I continue with NA?

Answer: Attachment 7 should be signed by an individual of the company authorized to bind the company.

6. What tab does Exhibit 1 go under?

Answer: Place Exhibit 1 immediately behind the Cover Letter.

7. On page 5 of the RFQ it states "A separate Statement of Qualifications is required for each proposed discipline you select." During the pre-proposal meeting it was stated that you would like one RFQ package encompassing all disciplines you are submitting for tabbed out by individual category. Can you please confirm how we are to submit for multiple disciplines?

Answer: Please provide an Alternate Tab 2 and Alternate Tab 3 for each separate discipline. Mark the discipline in which you wish that material to be considered on the first page of the Alternate submission. Tabs 1 and Tabs 4 through 8 will be scored once and those same scores transcribed for each separate discipline.

8. For Exhibit 1 – Should we mark "A" for all of the sub-consultants that we are including on our team?

Answer: We expect that you will only include disciplines offered by your firm in house. Should you be awarded a contract that requires you to retain sub-consultants to perform services in order to meet the requirements of the contract, you must then submit the qualifications of any proposed sub-consultant that you would hire to complete the contract and meet HCC's stated SBDP goals.

9. As Amendment No. 001 answered. We are to include sub-consultants. Does that mean for tab 1 and 2; we need to include each firm's answers to each of the questions?

Refer to questions 10 and 11 below.

10. In the pre-proposal meeting HCCS noted that it wanted each firm to submit only for the services that they offer in-house and discouraged firms from submitting with a team/sub-consultants. We understand that the SBE goal is 35% for any proposed project and are capable of meeting that goal if awarded. As requested, our commitment will be outlined in the Small Business Participation section of the SOQ. However, how would HCCS like Prime firms to fill out the SBE/Subcontractor forms that are required if we are not to include sub-consultants on this submittal? Would simply putting N/A and signing/notarizing as required suffice?

*This Answer is to further clarify the answer to question no. 20 on the previously issued Questions and Answer No. 1:

Answer: No. Each selected firm will be required to ensure that the overall SBDP goals are met. HCCS neither encourages nor discourages teaming or joint-venturing between companies. Selections made under this solicitation merely place a firm into a pool available to the College for future work. If a selected firm is then awarded a specific project, you will be required, at that time, to submit the qualifications of any proposed sub-consultant that you would hire to complete that project and meet HCC's stated SBDP goals.

11. The RFQ states “a small business participation goal of 35%.” (Pg. 10 of 32, g. Tab 5-Small Business Practice). In addition to the narrative requested for the firm’s response, are we to submit Attachments 2-4 in our Statement of Qualifications?

*This Answer is to further clarify the answer to question no. 27 on the previously issued Questions and Answer No. 1:

Answer: No, not at this time. Attachment 5, Proposer Certifications, allows you to certify your intent to be bound by HCC’s small business provisions and indicate your level of commitment. You will however, be required to submit Attachments 2-4 if you are among those selected for a particular project where the scope may require small business/sub-consultants and as required you must meet your stated participation commitment. In other words, HCC remains committed to our SBDP and goals, but recognizes that no substantive commitments can be made in the absence of a concrete scope of work. We therefore anticipate negotiating specific SBE participation levels with each approved scope of work. We are asking respondents to certify that they agree to this approach and will use their best efforts to attain the goals negotiated for each future project scope.

Additional Clarifications:

Clarify answer originally provided to Question No. 2 on previously issued Q&A No. 1:

We encourage SBE to submit independently. Refer to questions 10 and 11, above.

Clarify answer originally provided to Question No. 17 on previously issued Q&A No. 1:

Refer to questions 1, 7, 8, 10 and 11, above.

Correct answer originally provided to Question No. 17 on previously issued Q&A No. 1:

No. Refer to questions 1, 7, 8, 10 and 11, above.

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