

Solicitation Amendment No. 001

To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	January 28, 2013
Project Title:	Project No.:
Program Management Services	13-09
<p>Description of Solicitation Amendment:</p> <p>The referenced Request for Proposal (RFP) is hereby amended as set forth below:</p> <p>The solicitation due date is being extended as follows.</p> <p style="padding-left: 40px;">Page 3 of 45 Item 4: <u>PROPOSAL DUE DATE/TIME:</u> HCC will accept sealed proposals in original form to provide the required PROGRAM MANAGEMENT SERVICES until 3:00 PM (local time) on February 7, 2013. Proposals will be received in the Procurement Operations Department, 3100 Main Street, Houston, Texas 77002.</p> <p>Attached herein are Questions and Answers as per the Inquiries and Interpretations section of the solicitation.</p>	
Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offeror):	
Signed by:	
Name (Type or Print):	Title:

Questions and Answers Program Management Services: Project 13-09

1. We understand that this RFP is for Program Management Services to be provided by an on-site Program Management Team that will report to the Chief Administration Officer in coordination with the staff of the Facilities Construction Management Department (as shown by the yellow box in the hierarchy diagram on page 6). Is it anticipated that the Project Management Teams A, B and C (as shown by the blue, tan and green boxes) will be made up of outsourced consultants, or are these internal teams augmented with the 3-4 project managers noted in the second sentence of the second paragraph on Page 7?

Answer: Professional Consultants

- a. If it is anticipated, that Teams A, B and C are to be consultants, is this RFP also to be used to propose for those positions? If so, how should we represent in our proposal which role we are proposing?

Answer: No

- b. Can a single proposal serve for both roles? If this RFP is not to be used for Project Management Teams A, B and C, when and how will a RFP be issued for those services?

Answer: No. HCC anticipates the release of an RFP for Project Management Services during the week of January 28, 2013.

2. Question: If our organization proposes and is awarded the Program Management Services RFP, may I also be awarded the Project Management Services RFP and/or other Bond Related Construction Contracts?

Answer: No, it is HCC's intent to make a single award for the Program Management Services RFP in the interest of transparency, and to limit potential conflicts of interests. The selected Program Manager awarded the Program Management Services Contract and any subsidiaries, will not be eligible for award of the upcoming, bond-related Project Management Services RFP, Architect & Engineering (A&E) Services Request for Qualifications (RFQ), or Construction solicitations.

NOTE: In an attempt to eliminate any potential, OR even the appearance of a conflict of interest, HCC will award separate firms to be used for each of the following: Program Management Services, Project Management Services, and Architect & Engineering Services and Construction projects. Any resulting recommendation under this solicitation or any upcoming bond related solicitation shall not be awarded to the same firm.

3. On the **Fee Proposal Schedule**, there is a blank for the Lump Sum Fee Percentage. Is it correct to assume that the percentage requested is of the total \$425 million?

Answer: Yes.

4. What tasks, if any, does HCC anticipate for the Program Manager during the Project Construction Phase?

Answer: See Scope of Work

5. **For the Communications Plan listed on page 20, item 8** please clarify what is intended by "how to access/place orders, rate structure..." It is our expectation that the Communications Plan would be an integral part of the Program Management Plan, whereas this paragraph appears to be written in expectation of providing communications assistance on an "on-call" basis. ?

Answer: Under Section 1.7, Technical Approach & Methodology, Item 8, on page 20, is hereby removed in its entirety.

6. **Page 6 - The Hierarchy Diagram** appears to show Project Management Teams A and C reporting to Project Management Team B; and Project Management Team B reporting to the Chief Administration & Facilities. Is this correct, or should there be lines directly from Project Management Teams A and C to the Chief Administration & Facilities (as Project Management Team B does)?

Answer: The Program Management and ALL Project Management Teams will report to the Chief Administration and Facilities. Yes, teams A, B, and C, will report to the Chief Administration and Facilities.

7. **Page 8 Section II. D. Article 5.** Is the Program Management Team to provide commissioning services on the building envelope and building systems for all projects in the program?

Answer: Yes

8. **Page 19 Section IV. D. Article 1.7 Item 6.2** – The paragraph references “print work...”... Where is “print work” listed as a scope of service? What does that refer to?

Answer: Section IV.D, Article 1.7, item 6.2, on page 19 should read as follows and is hereby replaced in its entirety:

For the work described by HCC in the Scope of Work of this RFP, please identify any work for which your company will have to outsource all or a portion of work. If subcontractors will be required to provide any of the services requested in this RFP, please identify them and the role they will play.

9. At the pre-proposal meeting, there was discussion that the Fee Proposal Schedule (page 22) might be submitted in a separate sealed envelope. Has this been decided? Please confirm.

Answer: Your Fee Proposal Schedule (page 22) does not have to be submitted in a separate sealed envelope. All cost/pricing schedules and breakdowns must be located in the same section of your proposal in accordance with the Fee Proposal Schedule.

10. Please confirm which certification/s HCC will accept as qualification of a subcontractor as a Small Business.

Answer: HCC accepts and recognizes certifications from other agencies programs such as the Small Business Administration, the City of Houston, Metro, Port of Houston, and Houston Minority Business Council. Our policy is an open one accepting certification from most local, state, and federal public agencies.

11. If we meet the Small Business goal, which of the SBDP forms listed on p15 are required to be included in the submittal? Is documentation of good faith effort required if we meet the Small Business goal, or is it only required if we do not meet the goal.

Answer: All forms listed under Section B, Preparation and Submittal Instructions, should be included in the submittal. Attachments 1, 6, and 8 must be signed and notarized.

12. **Page 4 of 45 / Section 6 / Contract Term**: Shall we assume for pricing purposes that duration of services is to cover a five (5) year period of time from award? We need this duration in order to develop a cost profile for the lump sum proposal.

Answer: Yes

13. **Page 4 of 45 / Section 10 / Acquisition from Other Sources** – How does this section apply, if at all, to the program management services, being procured in this award? Are you suggesting that program management services may be supplemented or procured outside of the current RFP process?

Answer: No, HCC does not intend that Program Management Services will be procured outside of this RFP

14. **Page 4 and 5 of 45 / Section 11 / Vendor Registration**: This section states that “A properly completed vendor application is required and is a condition of contract award.” Does this vendor registration process have to be completed prior to submittal of an RFP response? The RFP states that it must be done prior to award. We want to confirm that vendor registration is not a requirement for the RFP response submittal due on Feb 1, 2013 at 3 PM.

Answer: No. Vendor registration is a condition of award but not your proposal submittal.

15. **Page 6 of 45 / Section A / General Overview** – In the draft diagram shown on this page, will the program management firm be a separate firm from the three groups of Project Management teams (A, B, and C)?

Answer: Yes

16. We understand that a firm cannot project manage an affiliated construction effort due to conflicts of interest. However, does that same premise exist between the program management block (lateral to the Chief Admin & Facilities) and the three project management blocks below for Teams A, B, and C?

Answer: Yes

17. **Page 7 of 45 / Section C Scope of Services** – The last paragraph on this page calls for “on-site” program management team. Does HCCS mean that this team will be co-located at the HCCS offices of 3100 Main Street in space provided by HCCS for the approved / assigned team?

Answer: Yes

18. This would also imply that no overhead costs should be built into the lump sum proposal. Is this the intent?

Answer: No overhead for personnel located at 3100 Main. All other overhead costs to be bore by Program Management team

19. If an architectural or engineering firm is a part of the Program Management team, may they also be given design work?

Answer: No.

20. Some scope items, such as Exterior Wall Testing, are difficult to define well enough to price without extensive discussion. May be exclude them from the base fee?

Answer: Exterior Wall Testing is NOT part of the scope of work or this RFP.

21. Should we include E Builder licenses in our costs?

Answer: Yes.

22. I would like to have your opinion on whether there is a potential conflict. Our firm is on a team as a Sub Contractor for the pending Program Management RFQ. We are also on a team for the pending Project Management RFQ. Originally, we were considering a joint venture with our firm being a part of the Joint Venture. Please let me know if this would be a conflict of interest?

- a. We are also looking at another arrangement where our firm would be a Sub Contractor to the Project Management team. My second question is would this be a conflict of interest?

Answer: Yes, such a relationship would be considered a conflict. See question 2.