

## **QUESTIONS AND ANSWERS**

### **Program and Project Management Services**

#### **Project No. 11-06**

September 30, 2010

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 Proposals (RFQ) for Program and Project Services (#11-06).

#### **Question #1:**

Please clarify due date for written inquiries. (SEPT 27<sup>th</sup> is a Monday)

#### **HCC Answer:**

Amendment #1 – Monday, September 27, 2010

#### **Question #2:**

Are the Cover Sheet, Table of Content and Letter of Interest included in the ten page count?

#### **HCC Answer:**

Yes.

#### **Question #3:**

Do we need to submit/ complete Attachment 1 and 2 if we have meet 35% goal?

#### **HCC Answer:**

Attachment No. 1 should be completed.

Attachment No. 2 should be completed only if you were unable to identify any small businesses to participate as subcontractors.

**Question #4:**

Does Attachment 10 and 11 need to be completed by each of the sub-consultants or just the prime consultant?

**HCC Answer:**

Attachment No. 10 should be signed and dated by all vendor responding to this solicitation, whether there is a conflict or not.

Attachment No. 11 should be completed, signed, dated and notarized by all vendors responding to this solicitation.

**Question #5:**

In Attachment 4, please clarify your term "TYPE"; are you looking for a NCTRCA/SCTRCA?

**HCC Answer:**

Types of small business certification: SDB (Small Disadvantaged Business Enterprise), MWB (Minority Woman Owned), HUB (Historically Underutilized Business), etc.

**Question #6:**

Does the Executive Summary, Organization Chart and resumes count toward the 10 page limit? Or does the 10 page limit only refer to Section IV Selection Requirements and Criteria – Factors?

**HCC Answer:**

Please see answer to Question #2.

**Question #7:**

Can you tell me what the San Jacinto Building is currently being used for? Is it an office building, classroom building or administrative building? Would it be possible to tour the building prior to submission?

**HCC Answer:**

The building is being used for offices, classrooms, administration and other functions. Building is open and can be toured.

**Question #8:**

Can you clarify what is meant by "Team Composition" in Section IV, the last Factor?

**HCC Answer:**

The Offeror Program Management Team who is expected to facilitate development of conceptual plans in sufficient details to receive realistic pricing for the three-phased project development.

**Question #9:**

Attachment 1 of the package indicates: "Note: If the Proposer is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification." What are the "above items" in question?

**HCC Answer:**

The complete form will be added via Amendment #2.

**Question #10:**

The qualification package requested that we limit our package to (10) pages excluding required attachments. Does the Table of Contents count towards the 10 pages?

**HCC Answer:**

Please see answer to Question #2.

**Question #11:**

Does HCCS have an approximate value for the scope of work related to this procurement?

**HCC Answer:**

First Phase: Approximately \$23 Million

**Question #12:**

When will a decision be made and is there an associated schedule of service delivery for this procurement?

**HCC Answer:**

Contract negotiations will commence immediately after approved by HCC's Board of Trustees.

**Question #13:**

What is the budget?

**HCC Answer:**

Please see answer to Question#11.

**Question #14:**

'Projects Programming' – does this mean development of scope and phasing?

**HCC Answer:**

It means Conceptual plans and phasing.

**Question #15:**

Are staff programming needs identified, or do they need to be developed?

**HCC Answer:**

If needed, will be identified and developed.

**Question #16:**

Do the cover and letter of interest count against the 10 page limit?

**HCC Answer:**

Please see answer to Question #2.

**Question #17:**

On page 4, section 6, para. b, 'Considerations for this project will be limited to firms or joint ventures having an active master planning services office in operation within a forty-five (45) miles radius of downtown Houston, Texas.' - Does this require master planning or is this a typo?

**HCC Answer:**

This paragraph does not apply to this project, it will be removed via Amendment #2.

**Question #18:**

What other projects besides the San Jacinto Building will be included in the scope? Do you have a brief description and timeframe of each? Alternatively, is there a Capital Improvement Plan, Facilities Budget or Master Plan posted online?

**HCC Answer:**

None.

**Question #19:**

Will more than one firm be hired? If so, how will each project be assigned?

**HCC Answer:**

Only one project and one Project Management team.

**Question #20:**

Have AE firms been selected for the San Jacinto Building project? Would you consider using them or hiring specialty consultants for the condition assessment?

**HCC Answer:**

No. See answer to Question #8.

**Question #21:**

Has a contractor has been selected for the San Jacinto Building project? If so, what is the delivery method?

**HCC Answer:**

No.

**Question #22:**

Is development of a master plan part of the scope?

**HCC Answer:**

No.

**Question #23:**

From our team's research, it does not appear that the San Jacinto Building is listed on the national, state or local historic registries; but it does have a subject marker, so clearly it is eligible.

Is it correct to assume at this point that there are federal funds or federal permits anticipated for this project? If there are then there will be a requirement to do a Section 106 review.

**HCC Answer:**

HCC is interested in receiving any and all private/public grants and monies available to redevelop this historic building.

**Question #24:**

Regarding the scope of services on this project, will the successful Project Management firm be required to provide professional architectural and engineering services.

**HCC Answer:**

Yes.

**Question #25:**

In particular, under section V. Scope, it appears that the second and third bullet points are requesting services that border upon design work, and may fall under the professional services code for architects and professional engineers. Is HCCS requesting professional engineering services, or are you requesting that we coordinate the services of a professional engineer (or architect) that would be under contract with the College System?

**HCC Answer:**

Selected PM will administer and coordinate all professional and other services necessary to complete the job these consultants will be subcontracted to PM.

**Question #26:**

Will being selected on the program management for the San Jacinto Building disqualify us from doing the design of the renovation?

**HCC Answer:**

PM – YES / Consultants – NO.