

# HOUSTON COMMUNITY COLLEGE – INFORMAL REQUEST FOR PROPOSAL

HCC Proposal No.: I-RFP 15-17

Title: HCC Strategic Real-Estate Concept Services

**Due Date: May 21, 2015 by 2:00 PM (local time)**

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**ISSUED BY:**

Houston Community College  
Procurement Operations  
3100 Main Street (11<sup>th</sup> Floor) Houston, Texas 77002  
Houston, Texas 77266-7517

**SUBMIT INQUIRIES TO:**

Name: Kerry Doucette  
Title: Director  
Telephone: (713) 718-5014  
Fax: (713) 718-2113  
Email: [Kerry.Doucette@hccs.edu](mailto:Kerry.Doucette@hccs.edu)

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**HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation or veteran status.**

**1. Instruction**

- 1.1. Complete, sign and return Attachment No. 1, Proposal Form, Attachment No. 2 Proposer's Certifications, and Attachment No. 3 Conflict of Interest Questionnaire (Form CIQ); Proposer must also provide a copy of their Form W-9 or Request for Taxpayer Identification Number.
- 1.2. Interested proposers shall respond to the requirements described in Attachment No. 4 – Proposal Response & Scope of Services. Proposers are advised that responses shall not exceed 25 pages for their technical response to the requirements as noted in Attachment No. 4.
  - 1.2.1. Please note the required forms noted in Section 1.1 above shall not apply towards the 25 page proposal limitation.
- 1.3. Proposals shall be neatly typed on letter-size (8 ½ x 11 inch) paper with a font no smaller than 10 point. All submittals shall be electronic in non-editable .PDF format including all required documents and attachments, with a single paper copy and sealed price proposal.
- 1.4. Proposal and the prices quoted therein must remain firm for acceptance for a period of ninety (90) days.
- 1.5. Proposals shall be submitted via email:

Name: Mr. Kerry Doucette, Director  
Email: [Kerry.Doucette@HCCS.edu](mailto:Kerry.Doucette@HCCS.edu)
- 1.6. Question Period: any questions or concerns regarding this Request for Proposal shall be directed to the above named HCC individual. HCC specifically requests that Proposers restrict all contact and questions regarding this Informal Request for Proposal to the above named individual.
- 1.7. The above named individual must receive all questions or concerns no later May 15, 2015 by 2:00 PM (local time).
- 1.8. HCC's General Terms and Conditions of Purchase Order dated October 20, 2011, shall govern any purchase order/contract that may result from this request. A copy is attached herein and is available as posted on the HCC website at [HCC General Terms and Conditions](#).
- 1.9. If you wish not to propose, please sign and return the attached Proposal Form and include the words "No-Proposal Response."
- 1.10. The Proposer certifies that he/she has read, understands, and agrees to be bound by the Prohibited Communications/Political Contributions provision set forth in the solicitation. Potential vendors, subcontractors, service providers, bidders, brokers, officers, lobbyists or consultants shall not make a

political contribution to a Trustee or candidate during the prohibited communication period as set forth below. The Proposer further understands that the Bidder shall not communicate with a HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning this Solicitation from the day it is first advertised through thirty (30) days after the contract is executed by the Chancellor or his/her designee, or when a determination is made that the contract will not be awarded.

This period is known as the “Blackout Period”, as further defined in Section 1.7.10 and 3.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct and will be handled as such with regard to a Trustee and all applicable federal and state laws and regulations, local ordinances, board policies, and procurement procedures with respect to their conduct as public officials involved in the procurement process.

With regard to a Proposer, violation of the Blackout Period may result in the cancellation of the referenced transaction, disbarment, disqualification from future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.

## 2. **Obligations and Waivers**

- 2.1. THIS IS AN INFORMAL REQUEST FOR PROPOSAL SOLICITATION AND IS NOT A CONTRACT OR AN OFFER TO CONTRACT.
- 2.2. THIS REQUEST DOES NOT OBLIGATE HCC TO AWARD A CONTRACT OR PAY ANY COST INCURRED BY THE INDIVIDUAL OR COMPANY IN THE PREPARATION AND SUBMITTAL OF A PROPOSAL.
- 2.3. HCC, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY PROPOSAL AND/OR REJECT ANY AND ALL PROPOSAL OR A PART OF A PROPOSAL, WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS REQUEST.
- 2.4. HCC RESERVES THE RIGHT TO REJECT ANY NON-RESPONSIVE OR CONDITIONAL PROPOSAL. HCC RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES, IRREGULARITIES, AND/OR TECHNICALITIES IN THIS REQUEST, AND/OR ANY QUOTATIONS RECEIVED OR SUBMITTED.
- 2.5. BY SUBMITTING A PROPOSAL, PROPOSER AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST HOUSTON COMMUNITY COLLEGE SYSTEM, AND ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THIS REQUEST OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF A PURCHASE ORDER/CONTRACT, IF ANY.
- 2.6. HCC RESERVES THE RIGHT TO WITHDRAW THIS REQUEST AT ANY TIME FOR ANY REASON; REMOVE ANY SCOPE COMPONENT FOR ANY REASON; AND TO ISSUE SUCH CLARIFICATIONS, MODIFICATIONS AND/OR AMENDMENTS AS DEEMED APPROPRIATE.
- 2.7. THIS PROCUREMENT, ANY AWARD UNDER THIS PROCUREMENT, AND THE RESULTING CONTRACT, IF ANY, IS SUBJECT TO APPROVAL BY HCC BOARD OF TRUSTEES. SUBSEQUENT TO BOARD APPROVAL, THE ONLY PERSON AUTHORIZED TO COMMIT HCC CONTRACTUALLY IS THE CHANCELLOR OR DESIGNEE.

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**ATTACHMENT NO. 1  
PROPOSAL FORM**

Date:		HCC Proposal No.:	I-RFP 15-17 HCC Strategic Real-Estate Concept Services
Submitted by:		Title:	
Company:		Email:	
Phone:			
Signature:			

1. **Item & Description**

1.1. Please provide a proposal response to the requirements described in Attachment No. 4 – Proposal Response & Scope of Services.

2. **Total Proposed Price**

Given the rapid turnaround and limited nature of this project, funding for any award under this contract shall be capped at \$25,000. Houston Community College System reserves the right to make one, multiple or no awards as deemed in its own best interests, the maximum cumulative award under any contract(s) resulting from this solicitation, shall not exceed \$50,000.

2.1. In accordance with the requirements of the Scope of Services and the proposed governing HCC General Terms and Conditions of Purchase Order, the proposed offering shall be inclusive of all cost to perform the work as required. The Total Cost proposed will be a firm fixed cost for the life of the contract.

<b>Total Proposed Fee</b>	\$
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2.2. Proposers are instructed to provide a detailed breakdown for the proposed fee including hourly rates for individuals named in Section 2 above and the proposed number of hours they will be assigned to this project as aligned with the proposed project schedule noted in Section B.5 below.

2.3. All proposed fees shall be subject to negotiations and approval by HCC.

3. **Discount for Prompt Payment**

3.1. Net 10 Calendar Days – provide percentage discount for payments completed in 10 days following completing of work or milestone payment; please list any recommended milestones as aligned to Attachment No. 4.

<b>Net 10 - Discount</b>	%
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4. **Certification**

4.1. By submitting this proposal the above named individual certifies that the individual/company is not ineligible to receive a purchase order/contract per the terms and requirements set forth in this Request for Proposal.

5. **Small Business Development Program (SBDP)**

5.1. The Houston Community College System’s Small Business Development Program (“SBDP” or the Program”) was created to provide business opportunities for local small businesses to participate in contracting and procurement at Houston Community College (HCC).

The SBDP is a goal-oriented program, requiring Contractors who receive Contracts from HCC to use Good Faith Efforts to utilize certified small businesses. The SBDP is a race and gender-neutral program, however HCC actively encourages the participation of minority and women- owned small businesses in the SBDP.

To participate, small businesses must be certified by an agency or organization whose certification is recognized by HCC. Certification is based on the firm’s gross revenues or number of employees averaged

over the past three years, inclusive of any affiliates as defined by 13 C.F.R. § 121.103, does not exceed the size standards as defined pursuant to Section 3 of the Small Business Act and 13 C.F.R. § 121.201.

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**ATTACHMENT NO. 2 - PROPOSER'S CERTIFICATIONS**  
**I-RFP 15-17 - HCC STRATEGIC REAL-ESTATE CONCEPT SERVICES**

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**1. NON-DISCRIMINATION STATEMENT:**

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin, or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin, or disability. Such action shall include, but shall not be limited to, the following: non-discriminatory employment practices: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

**2. BLACKOUT PERIOD & POLITICAL CONTRIBUTION COMPLIANCE:**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the Prohibited Communications/Political Contributions provision set forth in the solicitation. Potential vendors, subcontractors, service providers, bidders, brokers, officers, lobbyists or consultants shall not make a political contribution to a Trustee or candidate during the prohibited communication period as set forth below. The undersigned further understands that the Bidder shall not communicate with a HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning this Solicitation from the day it is first advertised through thirty (30) days after the contract is executed by the Chancellor or his/her designee, or when a determination is made that the contract will not be awarded.

This period is known as the "Blackout Period", as further defined in Section 1.7.10 and 3.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct and will be handled as such with regard to a Trustee and all applicable federal and state laws and regulations, local ordinances, board policies, and procurement procedures with respect to their conduct as public officials involved in the procurement process.

With regard to a Bidder, violation of the Blackout Period may result in the cancellation of the referenced transaction, disbarment, disqualification from future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.

**3. ASSURANCE OF SBDP GOAL:**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the CONTRACTOR AND SUBCONTRACTOR PARTICIPATION form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = \_\_\_\_\_

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability, or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin, or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Proposer may be subject to the loss of the contract or the termination thereof.

**4. CERTIFICATION AND DISCLOSURE STATEMENT:**

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:

Have you been convicted of a felony? YES or NO

if a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? \_\_\_\_\_

Has any operator of your business entity been convicted of a felony? \_\_\_\_\_

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

**5. DISCLOSURE OF OWNERSHIP INTERESTS:**

The undersigned certifies that he/she has accurately completed the attached Exhibit 1 "Ownership Interest Disclosure List". For the purposes of this section, in accordance with Board Bylaws, the term "Contractors" shall include any member of the potential vendor's board of directors, its chairperson, chief executive officer, chief financial officer, chief operating officer, and any person with an ownership interest of 10% or more. This requirement shall also apply to any Subcontractor listed on the "Contractor and Subcontractor Participation Form".

**6. PROHIBITED CONTRACTS/PURCHASES:**

The undersigned certifies that he/she has read, understands, and is eligible to receive a contract in accordance with HCC Board of Trustees Bylaw regarding Prohibited Contracts/Purchases as further defined in the attached Exhibit 2.

I attest that I have answered the questions truthfully and to the best of my knowledge.

Signed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

*Balance of page intentionally left blank.*

**EXHIBIT 1 - TO ATTACHMENT NO. 2 - OWNERSHIP INTEREST DISCLOSURE LIST**  
**I-RFP 15-17 - HCC STRATEGIC REAL-ESTATE CONCEPT SERVICES**

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**Instruction:** Using the following table, please fill in the names of any member of the Respondent’s company who is a “Contractor” (as defined in Section 5 above); any person with an ownership interest of 10% or more; and any Subcontractor listed on the “Contractor and Subcontractor Participation Form”.

<b>Name</b>	<b>Title</b>	<b>Company Name</b>

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**EXHIBIT 2 - TO ATTACHMENT NO. 2 - PROHIBITED CONTRACTS/PURCHASES  
I-RFP 15-17 - HCC STRATEGIC REAL-ESTATE CONCEPT SERVICES**

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The College shall not contract with a business entity in which a Board Member, Senior Staff Member, or a relative of a Board member or Senior Staff Member within the first degree of consanguinity or affinity, has any pecuniary interest. All such contracts executed prior to June 21, 2012 shall continue to be in full force and effect.

Further, the College shall not contract with a business entity that employs, hires, or contracts with, in any capacity, including but not limited to, a subcontractor, employee, consultant, advisor, or independent contractor, a Board Member or a Senior Staff Member.

Further, the College shall not contract with a business entity that employs an officer or director who is a relative of a Board member or a Senior Staff Member within the first degree of consanguinity or affinity.

Definitions:

“Business entity” shall not include a corporation or a subsidiary or division of a corporation whose shares are listed on a national or regional stock exchange or traded in the over-the-counter market. “Business entity” shall not include non-profit corporations or religious, educational, and governmental institutions, except that private, for-profit educational institutions are included in the definition of Business entity.

“Director” is defined as an appointed or elected member of the board of directors of a company who, with other directors, has the responsibility for determining and implementing the company’s policy, and as the company’s agent, can bind the company with valid contracts.

“Officer” is defined as a person appointed by the board of directors of a company to manage the day-to-day business of the company and carry out the policies set by the board. An officer includes, but is not limited to, a chief executive officer (CEO), president, chief operating officer (COO), chief financial officer (CFO), vice-president, or other senior company official, as determined by the Board.

“Senior Staff Member” shall have the meaning as defined in Article A, Section 3 of the Board Bylaws, which includes:

- a. Any member of the Chancellor's Advisory Council;
- b. HCC employees classified as E-10 and above;
- c. All procurement and purchasing personnel;
- d. Any employee who participates on an evaluation or selection committee for any HCC solicitation for goods or services; and
- e. Any employee who participates in the evaluation of goods or services provided by a vendor or contractor.

Absent other legal requirements, all contracts entered into by the College in violation of this policy shall be voided within 30 days of notice of the violation.

I attest that I have answered the questions truthfully and to the best of my knowledge.

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**ATTACHMENT NO. 3 – COI QUESTIONNAIRE**  
**I-RFP 15-17 - HCC STRATEGIC REAL-ESTATE CONCEPT SERVICES**

NOTE: When completing this Questionnaire, please be certain to answer each and every question; indicate “Not Applicable,” if appropriate. Please sign and date.

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 178, Local Government Code by a person who has a business relationship as defined by Section 178.001(1-a) with a local governmental entity and the person meets requirements under Section 178.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 178.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 178.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<b>1</b> Name of person who has a business relationship with local governmental entity.	Date Received	
<b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.  (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
<b>3</b> Name of local government officer with whom filer has employment or business relationship.  _____ Name of Officer  This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 178.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.  A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?  <input type="checkbox"/> Yes <input type="checkbox"/> No  B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?  <input type="checkbox"/> Yes <input type="checkbox"/> No  C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?  <input type="checkbox"/> Yes <input type="checkbox"/> No  D. Describe each employment or business relationship with the local government officer named in this section.		
<b>4</b>  _____ Signature of person doing business with the governmental entity		
_____ Date		

Adopted 06/29/2007

**ATTACHMENT NO. 4 - PROPOSAL RESPONSE & SCOPE OF SERVICES  
I-RFP 15-17 - HCC STRATEGIC REAL-ESTATE CONCEPT SERVICES**

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**Section A. – Scope of Services**

The Houston Community College System (HCC) seeks to develop a Strategic Real Estate Concept for its service area. The intent is to develop a framework for real estate decisions in response to the needs of the residents of the District and surrounding areas based on anticipated enrollment through the year 2025. **Given the rapid turnaround and limited nature of this project, funding for any award under this contract shall be capped at \$25,000.** Houston Community College System reserves the right to make one, multiple or no awards as deemed in its own best interests, the maximum cumulative award under any contract(s) resulting from this solicitation, shall not exceed \$50,000.

This Solicitation is open to any individual or firm that can present it as having relevant expertise in the subject matter as evaluated by the scoring criteria. The scope of services for the selected firm is to perform the tasks necessary to create a conceptual land acquisition and disposal plan for the Houston Community College System. Tasks include review of information provided, gathering of relevant demographic information, creation of illustrations or graphics explaining the consensus concepts, and a final report on findings of issues and opportunities.

It is anticipated that once an award is made under this solicitation, that the work shall be completed within three (3) weeks. The following is a projected project schedule for I-RFP 15-17:

<b>Solicitation &amp; Project Milestone</b>	<b>Date &amp; Time</b>
I-RFP 15-17 Issued	May 11, 2015
Deadline to receive written questions	May 15, 2015 at 2:00PM (local time)
Response to written questions (estimated)	May 18, 2015
Proposal submittal deadline	May 21, 2015 at 2:00PM (local time)
Evaluation of proposals	May 22, 2015 (beginning)
Anticipated contract award	May 26, 2015 (estimated)
Begin contract performance	May 27, 2015
Conclude contract performance	June 17, 2015 (3 weeks for completion)
Presentation of recommendations	June 25, 2015

The primary goal of the plan is to provide a conceptual framework for future development of the College System’s real estate portfolio within the following requirements and limitations:

- 1) This is not a master planning effort. Specific review of development concepts internal to existing campuses<sup>1</sup> is not required. That information has been otherwise provided for.
- 2) A statement of the suggested minimum, optimal and maximum student populations for future campuses (without regards to present organization or configuration). The rationale for the recommended population limits should be given concisely, along with a bibliography or references supporting the firm’s recommendations.
- 3) A statement of the suggested distance between campuses, stated in terms of travel time. The rationale for the recommended travel time should be given concisely, along with a bibliography or references supporting the firm’s recommendations.
- 4) A general area(s) suggested as appropriate for the college to consider for the acquisition of the property to support future campuses. By general, it is intended that the firm propose a radius of 1-2 miles and not a listing of specific tracts. The rationale for the suggested area of growth shall be provided.<sup>2</sup>

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<sup>1</sup> It is recognized that the term “campus” carries connotations that may not be met by all of the College’s operating locations. For the sake of simplicity, the term “campus” as used herein shall be understood to mean, campus, branch, center, or other operating location used by the System for the delivery of instruction.

<sup>2</sup> Please note that the College is specifically not asking the consultant to recommend the amount of land to be

- 5) Based on the firm's conclusions and recommendations above, a review of all properties owned by the System, but not in current active use for instruction, shall be conducted by the firm. The desired result of this review is a recommendation for each such parcel:
  - a. Hold for future use, with the rationale provided;
  - b. Consider for disposal when a suitable opportunity beneficial to the college presents itself; or
  - c. Consider for disposal as quickly as administrative requirements can be met.
- 6) Suggested enhancements, optional/additional work or next steps and budgetary costs of these tasks in the form of a subsequent study for consideration by the administration.
- 7) All of the above shall be presented in a written draft strategic concept, as well as in presentation media suitable for a public hearing (e.g. display maps, boards, PowerPoint presentation, etc.). Consultant will provide digital and print-ready versions of all datasets, analytical models and other work products developed for this project. Houston Community College System shall have the unlimited right to use all work products with appropriate recognition of vendor.

### **Background**

Houston Community College System's real property (land and facilities) constitutes a significant and important capital investment. Each instructional location has a unique mission and facility needs, however, much of the System's real property portfolio reflects the business environment and projected needs of a metroplex that has significantly changed since acquisition. Many real property assets are therefore no longer effectively aligned with, or responsive to, the System's new vision focused on Centers of Excellence.

The excellent management of our facilities is integral to accomplishing our Mission. Accordingly, we must:

- Provide suitable facilities that keep pace with technology and new program requirements;
- Provide facilities that are responsive to changing demographic patterns;
- Leverage real property of other education partners, industry and governments;
- Leverage the value of existing underutilized property, and
- Provide excellent life-cycle stewardship of all real property that remains under HCC ownership

At a high level, the vast majority of Houston Community College System services rely on the use of land or the right to use land in order to develop the infrastructure required to deliver educational services. Ensuring that the College has the capability to acquire necessary land, often by divesting itself of properties that no longer support its mission, should therefore be a priority.

Having a strategic acquisition and divestiture plan enables the System to proactively pursue lands that have been identified and to respond to unexpected opportunities for acquisition or divestiture that may benefit the College in several ways:

- 1) It may reduce the ultimate scope of land acquisition for future projects.
- 2) It presents an opportunity for a cooperative relationship with landowners who may wish to transact on a voluntary basis in advance of capital program schedules. This helps to minimize the need for condemnation, which is by nature an adversarial and expensive way of securing land and land rights and can be harmful to

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considered for acquisition. That would require information on the specific programs to be offered and the anticipated terminal population.

relationships with citizens.

- 3) A strategic land acquisition may be necessary where a critical piece of property would otherwise be lost and negatively affect future college plans.
- 4) Divestiture of no longer required properties will provide funds for future projects and return the properties to the tax roll.

### **Guiding Principles**

- 1) The System and its representatives will adhere to the highest standards and ideals when acquiring or disposing of land.
- 2) The System will exercise fiscal accountability to get the best value for its money and seek to maximize the value of its land assets.
- 3) The System and its representatives will operate at all times within the framework of applicable statutes and governing regulations.
- 4) Protecting the System's interests will often require that certain information be kept confidential as permitted by State Law. To the extent that it can, without compromising its own, and thus the public interest, the System should disclose the reason for any confidentiality.

### **Additional Information**

The following is a list of additional and relevant information and resources that is being provided with this solicitation:

- 1) [Strategic Plan for Texas Community Colleges, 2011-2015, published June 2010 by the Texas Higher Education Coordinating Board;](#)
- 2) [Chapter 130, sub-chapter J of the Texas Education Code](#)
- 3) [HCC Strategic Plan](#)
- 4) [HCC Transformation Plan](#)
- 5) HCC Facilities Master Plan. (Note: This slightly dated document was the driver in the current Capital Improvement Program and is provided so that the Consultant will understand the broad vision of the Board of Trustees at a point in time. More detailed information on each existing campus is available in the form of campus specific master plans; however, it is felt that review of this information will drive the consultant in the wrong direction. No review of individual facility capacities is required. The question is "Where there are holes and redundancies in the overall tapestry of the College's holdings?"
  - a. This Item will be provided separately via email
- 6) HCC Facilities Condition Assessment. (Note: Again, the concern is that excessive review of this data is likely to drive the Consultant at too granular a level. The question should be interpreted as "Should there be a College presence at this location?" not "Should this structure represent the College at this location?" The College will consider the Consultant's recommendation as one of many factors in each buy/hold/sell real estate decision matrix.
  - a. This Item will be provided separately via email
- 7) List of HCC owned or operated real property.
  - a. This Item will be provided separately via email
- 8) Interviews with key System personnel. The College will make the Chief Facilities Officer and potentially one other "C-level" decision maker (if requested by Consultant) available to provide insight to the Consultant.

## **Information to be considered, but not provided by the System**

Demographic information for the System's service area and adjacent territories. (Note: The recommended source of this information is the United States Census Bureau or other rigorously evaluated data set. If requested, data regarding existing students by zip code can be made available.)

## **Section B. – Proposal Submittal Requirements & Evaluation**

### **1. Cover Letter**

1.1. Provide a statement of your firm's ability to provide the services requested in a timely fashion (including staffing, location of key staff, familiarity with HCC, and other applicable factors).

### **2. Proximity (Maximum 3 Points)**

2.1. Address of principal place of business and all other offices and corresponding telephone and fax numbers. If applicant is a firm, please note specifically which individual(s) will be assigned to work with the System and their principal work locations (3 points if under two hours travel time from System's Headquarters at 3100 Main Street, 2 points if under four hours travel time from System's Headquarters at 3100 Main Street, 1 point for all others)

### **3. Qualifications of Personnel (Maximum 10 points)**

3.1. Describe the special skills, knowledge and experience that uniquely qualify the recommended team that will be performing the work resulting from this proposal; provide a copy of the resume for the lead person and all supporting staff that will be performing the work resulting from this proposal. Describe the candidate's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above. Limit this description to no more than three people to be assigned to this project, and no more than one page per individual. (Up to 10 points for this section.)

### **4. Past Performance & References (Maximum 19 points)**

4.1. This section should establish the ability of the respondent (and its sub-consultant), if any to satisfactorily perform the required work. Provide two (2) examples of experience related to providing similar planning services to educational entities, specifically as it relates to land acquisition, disposal, or planning. Present each example in no more than three pages. HCC may verify all information furnished. (Up to 5 points for each case.)

Please include the following information for demonstrated project illustrating your past performance experience:

- a) Project Name, Location – Year Completed.
- b) Brief project description describing your experience, work performed by your firm and work subcontracted.
- c) Owner Name, title, and current phone number.

4.2. Provide three (3) letters of reference from individuals having knowledge of your provision of planning services to public or educational entities. Telephone contact information should be provided, as references are subject to verification. (Up to 3 points for each letter)

### **5. Approach & Methodology (Maximum 15 points)**

5.1. Provide a detailed response as to the approach and methodology that will be used in meeting the following requirements. Fully describe the services you will provide to HCC and your delivery method for those services that aligns with the requirements including milestones. Please respond to how you will address and perform all requirements noted below in Attachment No. 4 (provide as much detail as possible). (Up to 5 points)

5.2. Provide a work program describing how you will address the scope of work to be undertaken. This program should include a proposed outline of suggested work components and timelines, as well as any external data that it intends to use, including the rationale for using such data. (Up to 5 points)

5.3. Provide a detailed project schedule that meets the needs of this solicitation and in particular the proposed project schedule noted above. (Up to 5 points)

**6. Additional Considerations (Maximum 7 points)**

- 6.1. Certified Small Business Enterprise Participation – provide copy of current SBE agency certificate for all certified SBE firms included as part of your proposal. (Up to 5 points)
- 6.2. Any additional information that the proposing firm deems relevant to performing the work as described in this solicitation, not to exceed one page in length. (Up to 2 points)

**7. Evaluation**

- 7.1. Evaluation of proposals shall be completed based on best value in accordance with Education Code 44.031(b); final award determination will be based on the proposal that represents “best value” based on the evaluation criteria noted above.
- 7.2. Following the evaluation of proposal responses to evaluation criteria 1-6 (maximum 54 points as noted in this section above), Houston Community College System will only consider the highest ranked firm for award, in the order of the final ranking. Beginning with the highest ranked and subject to negotiations Houston Community College System will consider any such offer that is below the proposed \$25,000 cap and reserves the right to make one, multiple or no awards as deemed in its own best interests, the maximum cumulative award under any contract(s) resulting from this solicitation, shall not exceed \$50,000.
- 7.3. In the event of a tie, the firms with offices located closest to the system office shall prevail.

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