

**REQUEST FOR PROPOSAL**  
**PROJECT NO. RFQ 19-12**  
**PROFESSIONAL ARCHITECTURAL SERVICES**  
**QUESTIONS AND ANSWERS No. 001**

Date: November 20, 2018  
To: Prospective Respondents  
From: Procurement Operations Department, Houston Community College  
Subject: Questions and Answers Responses

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Q1. Have the MEP and Civil firms been selected from their discipline's recent IDIQ RFQ? If so, is a list available?

**Response:** Yes, for MEP firms are selected. See the attached below, list of contractors. Civil Engineering Services, is in the final stage of evaluation.

Q2. In order to appropriately fill out the SBE participation sections, is there an available list of projects expected to be included in the RFQ's scope of work?

**Response:** No, this is an ID/IQ type of contract. The architect may be required to bring in various teams depending on the actual project scope.

Q3. Per RFQ #19-12 sheets 22-25 I've ran across stipulations associated with HCC Small Business Requirements and was confused upon reviewing. Per requirements we are as a Prime Contractor to provide SBE Cert's or elect to use SBE / MWPDBE businesses as sub-consultants to meet a 30% coverage of work let out per and document the process with applicable numbers.

Here we plan to meet this requirement by utilizing a pool of certified help but per section 2 stipulates a affidavit to "what method of notification for solicitation was provided" and this eluded me to thinking this should be covered via notice to mentioned consulting for projects valuing \$350,000.00 and fees based on thereof?

Could we review with HCC to ensure we are making the correct steps for solicitation?

**Response:** Please see page 17, Item No. 14 for the proposed subcontracting commitment, eligibility requirements and available points. Regarding Attachment No. 2, Section No. 2, this area must be completed if you are subcontracting a portion(s) of the contract. Attachment No. 3 should be completed if small business(s) contacted

were unavailable for this solicitation, or unable to prepare a proposal or prepared a proposal that was rejected by you.

Q4. Will HCC pay for training of accounting and project personnel for the required "E-Builder" Software associated with the award of contract for Project RFQ 19-12? Does the awarded firm purchase the software? Are we allowed to Login & PWD the University's website portal for the program?

**Response:** Yes, HCC will pay for online training for E-Builder.

Q5. Can HCC give us names of professors that have architectural drafting students that may be interested in interning with our firm?

**Response:** For additional information regarding the internship program, please contact Mr. James Mable, Director of Career and Job Placement Services at 713-718-6485.

Q6. Does HCC require drawings to be produced in Revit 3-D BIM (Building Information Modeling) Software?

**Response:** Yes.

Q7. Does HCC have a landscape consultant under contract at this time?

**Response:** No, a separate solicitation may be released for these services and certain disciplines.

Q8. Can you tell me how many projects may need a landscape consultant?

**Response:** Approximately 20.

Q9. Can you tell me what other projects are coming up for HCC?

**Response:** No, HCC is evaluating potential projects.

Q10. Will any HCCS Facility work associated with the RFQ involve Texas Windstorm (TWIA) or windstorm Engineering?

**Response:** No.

Q11. Will any HCCS Facility work associated with the RFQ involve Engineered Fall Protection?

**Response:** Yes.

Q12. Will HCCS provide environmental assessments i.e. asbestos, lead etc. or will the awarded A/E be required to provide assessment/testing?

**Response:** Yes, HCC will provide assessments to all.

Q13. Is there a preliminary list of projects or project types that will be completed with this contract? That way we may put together an appropriate list of subs.

**Response:** All work is related to higher education structures.

Q14. On attachment 4, if we set a Minimum percentage of SBE certification and that becomes part of the contract, how will that be calculated during the life of the contract? Will it be an average at the end of the contract?

**Response:** The proposed SBE subcontracting commitment will be reviewed periodically throughout the term of the contract.

Q15. If our contract ends and we fall below the contract SBE percentage will we get penalized in any way? Will it count against us?

**Response:** No.

Q16. Under references you ask for written letters from past clients including public entities. We can provide a contact name for public work, however, their company policy prohibits them from making any kind of written statements on our behalf for proposals including surveys on past work. If we include a name and phone number, will this be acceptable or will the lack of letter count against us?

**Response:** Refer to Section 3, Instruction to Proposers, Page No. 12 of 37, Item "f", Past Performance and References.

Q17. Would it be acceptable to provide alternate references; for example, from the general contractor on the job?

**Response:** Yes, if the references that can support and verify a firm and its subcontractor's performance history.

Q18. Can the printed proposal be printed double-sided?

**Response:** Refer to Section 3, Instruction to Proposer, Page 10 of 37, Item 4, Document Format & Content.

Q19. Will HCCS share a list of potential projects that may come from this contract/award?

**Response:** No. It is an ID/IQ type of contract.

Q20. Will being selected for this as needed RFQ prohibit (or even work against) the firm from other contracts with HCC during the as needed contract duration?

**Response:** No.

Q21. May firms use HCC current or former employees as past references?

**Response:** Respondents should NOT provide customer references from individuals that are current or former employees of Houston Community College for the services sought under this RFQ.

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions & Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation.

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HCC Awarded MEP Contractors

Company Name	Address	City	State	Zip
AECOM Technical Services, Inc.	19219 Katy Freeway	Houston	Texas	77092
Affiliated Engineers, Inc.	One Greenway Plaza, Suite 150	Houston	Texas	77046
Bovay Engineers, Inc.	9100 Southwest Freeway, Suite 201	Houston	Texas	77074
Collaborative Engineering Group, LLC.	8904 Fairbanks North Houston, Suite 201	Houston	Texas	77064
DBR Engineering Consultants, Inc.	9990 Richmond Avenue, South Building, Suite 300	Houston	Texas	77042
Infrastructure Associates, Inc.	6117 Richmond Avenue, Suite 200	Houston	Texas	77057
Johnston, LLC.	2603 Augusta Drive, Suite 1500	Houston	Texas	77057
PBK	11 Greenway Plaza, 22 <sup>nd</sup> Floor	Houston	Texas	77046
Rice & Gardner Consultants, Inc.	6161 Savoy Drive, Suite 1212	Houston	Texas	77036
Salas O'Brien, LLC.	10930 West Sam Houston Parkway North, Suite 900	Houston	Texas	77064
TLC Engineering, Inc.	8204 Westglen Drive	Houston	Texas	77063
VoltAir Consulting Engineers – Texas, LLC.	5373 W. Alabama Street, Suite 400	Houston	Texas	77056