

Solicitation Amendment No. 001

Page 1 of

To: Prospective Bidder/Offeror:	Date:
Prospective Proposer	March 8, 2013
Project Title:	Project No.:
Project Management Services	13-21
Description of Solicitation Amendment:	
<p>The Request for Proposals for Project Management Services (Project No. 13-21) is hereby amended as set forth below.</p> <ol style="list-style-type: none"> 1. I. Request for Proposals – Summary, section 7, HCC Contact: Change wording to read: The above named individual must receive all questions or concerns no later than March 7, 2013. 2. II. Scope of Services, part C. Scope of Services: Number 8 in the list is deleted in its entirety. 3. II. Scope of Services, part C. Scope of Services, Number 36(d), second paragraph: The sentence, "Bachelor's Degree in Engineering or Architecture is preferred," is deleted in its entirety. 4. IV. Instructions to Proposers, part C. Document Format and Content, section 4: The person to submit the original and all required copies of the Proposal is: Attn: Kerry Doucette, Procurement Supervisor. 5. IV. Instructions to Proposers, part D. Proposer Response, section 1.5, Tab 5, Proposed Approach & Methodology, Number j.1: Change wording to read: Describe your fiduciary and budget management responsibility as a Project Manager using contracts for publicly funded projects. 6. VII. Additional Conditions, part 7, Prohibited Communications and Political Contributions: Change wording to read: Except as provided for in RFP Summary Section seven (7), respondents are not to interact with System Staff or Board Members regarding the RFP until the Contractor has been selected and approved by the Board. 	
Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:



Procurement Operations
3100 Main St.
Houston, TX 77002

7. **VII. Additional Conditions**, part 9, Taxes: Change wording to read:
The Project Manager shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, state and local income tax, payroll and withholding taxes for Contractor Employees.
8. **Section V.**, Price/Cost Proposal is hereby added and should be included under Tab 7.

Except as provided herein, all terms and condition of the solicitation remain unchanged and in full force and effect

V. PRICE/COST PROPOSAL

A. Price Proposal:

- 1) Proposer shall complete and submit the Fee Proposal Schedule. Proposer may submit additional supporting information for HCCs consideration. The Fee Proposal Schedule shall be based on a \$25,000,000 project program (hard and soft costs) with a 30 month duration.

- 2) The Fee Proposal Schedule should be broken down as follows:
 - a) Fee – Proposer must include an estimated breakdown of person, hours and rates that will make up the Fee for each employee by project phase.

Fee _____ %

- b) Proposer must list the all personnel anticipated, which are intended to be by general category (e.g. project coordinator, estimator, scheduler, document reviewer, administrative assistant, clerical, etc.) including their proposed hours and rates. Proposer must provide as much detail as necessary in order for HCC to review and understand the proposed level of effort and resources to be committed to this project.

NOTE: Requested information must be included in additional sheets as part of the proposal submittal (in print and electronic format) as described in Request for Proposal Summary (Section I.5).

Balance of page intentionally left blank.

QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 13-21

PROJECT TITLE: **Project Management Services**

Date: March 8, 2013

To: Prospective Respondents

From: Houston Community College

Subject: Questions and Answers Request for Proposals, HCC Project No. 13-21

1. **Question #1:** - On page 7 of 45 of the RFP, you state that Project Managers will not be eligible to participate as a general contractor or subcontractor in the actual construction phase of any project. Can you clarify whether or not a firm can participate as a Project Manager AND be a part of the A/E team?

Answer: They can. However no two firms will be allowed to participate on the same project.

2. **Question #2:** - Item II.A page 7 - Can you confirm the list and value of projects listed in the boxes under the Project Management Teams? (The dollar values of projects shown under the Southeast College do not add up to the total shown.)

Answer: - The dollar amounts listed in the boxes are for informational purposes only and are not intended to match.

3. **Question #3:** - Item II.A page 8 - We have a related company that would like to pursue construction services for some of these projects. We operate as separate companies – separate reporting structures, separate boards, separate financials, etc., and we are not ‘subsidiaries’ of each other. If we were selected as Project Management Team A and our related company serves as a contractor for a project under Project Management Team C, this does not appear to be a conflict of interest. Please confirm this and clarify your statement under Section II. A on page 8.

Answer: - They can. However no two firms will be allowed to participate on the same project.

4. **Question #4:** - Item II.A page 8 - Can a sub consultant under the Program Management Team also be a sub consultant on one of the Project Management Teams?

Answer: - No

5. **Question #5:** - Item IV.D.1.7 page 22 - Since the numbers and values of the projects under each Project Management Team are different from each other (shown on page 7), which scenario should be used in order to calculate a fee?

Answer: - Refer to addendum #1

6. **Question #6:** - Item IV.D.1.7 page 22 - Are project schedules available? In order to generate a fee, we would like to know if project schedules have been developed.

Answer: - No

7. **Question #7:** - Item IV.D.1.7.f page 23 - When we calculate reimbursable expenses, should we assume that nothing (workspace, parking, phones, etc.) will be provided by HCC?

Answer: - Nothing will be provided by HCC

8. **Question #8:** - General - Is a proposed contract available for review?

Answer: - No

9. **Question #9:** - Where should the SBE Commitment information be submitted within the proposal?

Answer: - Refer to IV. Instructions to Proposers, part D. Proposers Response, section 1.5, Tab 5 (m).

10. **Question #10:** - What section should the attachments be submitted?

Answer: - Refer to IV. Instructions to Proposer, part C Document Format and Content, section 1, Table of Contents

11. **Question #11:** - How will the insurance coverage for any interns be handled?

Answer: - Interns are employees of the Contractor, therefore the Contractor provides insurance.

12. **Question #12:** Is there a BIM requirement within the scope of services?

Answer: - No

13. **Question #13:** - Will there be an OCIP requirements? If so, the selected PM will have to coordinate OCIP requirements?

Answer: - No

14. **Question #14:** - We are considering a sub consultant on an "as-needed" basis that has previously provided design services to HCCS. Is it considered a conflict of interest if the sub consultant pursues more design work with HCCS after the PM is awarded with capital and/or other bond projects?

Answer: - They can. However no two firms will be allowed to participate on the same project.

15. **Question #15:** - Is it considered a conflict of interest if one of your team members/sub consultants is an adjunct professor?

Answer: - The HCC HR Procedures prohibit HCC employees from being a contractor for HCC when the employee will be performing similar services as both employee and contractor.

16. **Question #16:** - The method of procurement for the construction of the projects in this CIP Bond Program may not have been identified and approved by the HCC Board yet. The statutes states clearing that before any procurement of construction services, the Board must determine which method provides the best value for the district.

Answer: - The services for RFP 13-21 are not "construction services"

17. **Question #17:** - Will the "master schedule" relate to all three project managers' projects or will there be 3 master schedules? It is not clear what and whose responsibility it really is? This is critical to know and in evaluating the proposal properly.

Answer: - The master schedule will be maintained by the Program Manager. Each Project Manager will be responsible for maintaining a schedule for their assigned projects. Only one master schedule will be kept.

18. **Question #18:** Are building budgets described in the RFP based on a specific space programs that have been detailed out with space, quality & building stacking identified or are these numbers notional or just figures? Have the site conditions been taken under consideration? Will this effort be undertaken under the leadership of the “Project Manager” or “Program Manager”? Without knowing the specific project and its scope, it will be impossible for a prospective proposer to provide the cost of total service?

Answer: - The initial project budgets will be determined by the Program Manager.

19. **Question #19:** Generally, the building budget is derived from the needs established by the user, and the professional team that produces a budget at different phases of the work. With the Project Manager coordinating the effort for consistency and accuracy, this is a question of responsibility and maybe liability.

Answer: - Is this a question or statement?

20. **Question #20:** - It is not clear if the Project Manager needs to buy their own E-Builder licenses, or should/will the cost of the license will be borne by HCC? A number of E- Builder license, per team will be required for performance of work.

Answer: - The access to the web site will be by individuals who are licensed users and they will be required to purchase a license.

21. **Question #21:** - Reference Item 36, C page 11 of 45 relates to inspection services. Is this referring to coordination with the owner's independent inspectors or will the Project Management team need to provide the construction inspection personnel?

Answer: - The Project managers will need to provide these services either by subcontracting or in house if they have the capability.

22. **Question #22:** - No specific time table for completion of effort had been identified, which should form the basis of the cost portion of this RFP? Is there a target length of schedule that HCC will commit and make decisions to comply with the timetable for the completion of bond projects? If yes, it is not mentioned.

Answer: - Refer to Section I, Proposal Summary, #6

23. **Question # 23:** - A/E firms cannot price services in the state of Texas. Do you intend A/E firms not to participate? A/E firms are statutory prohibited from bidding.

Answer: - This solicitation is for Project Management Services.

24. **Question #24:** We have a couple of key employees that will be on the proposal that serve as adjunct professors for the HCC Construction program at the Central Campus. In light of this, we certainly are

of the understanding that this does not represent any conflict of interest however what is HCC's policy and reporting requirements concerning this matter?

Answer: - The HCC HR Procedures prohibit HCC employees from being a contractor for HCC when the employee will be performing similar services as both employee and contractor (See C.04.2 Contract Services: "Employees may not hold an employment status as an employee and be a contractor for HCC within the similar scope of duties.").

Additionally, HCC General Terms and Conditions, echo the above prohibition in Section 29n: "Contractor certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Contractor that is a sole proprietorship, the officers or directors of any Contractor that is a corporation, the partners of any Contractor that is a partnership, the joint ventures of any Contractor that is a joint venture or the members or managers of any Contractor that is a limited liability company, on one hand, and an employee of any component of The Houston Community College System, on the other hand, other than the relationships which have been previously disclosed to HCC in writing and (ii) Contractor has not been an employee of any component institution of The Houston Community College System within the immediate twelve (12) months prior to the Submittal Deadline.

25. **Question # 25:** I there an overall any overall preliminary schedule that is available to the proposer's to assist in their manpower allocation and internal scheduling?

Answer: There is no overall preliminary schedule. Refer to addendum #1

26. **Question # 26:** Can you clarify specifically the intent, requirements and expectations for the fee proposal for this RFQ?

Answer: Intent, requirements and expectations are listed in the Request for Proposal.

27. **Question # 27:** In the RFP, on page 12, Section II.C.36.d. Project Management Staff, it indicates that the Project Manager is to have a minimum 10 years of construction project management experience. It also indicates that a Bachelor's degree is preferred, which seems to indicate this refers to an individual. Does this requirement refer to each individual on the Project Management team, the lead Project Manager (individual) proposed from the PM team, the Project Management firm as a whole, or something else?

Answer: The lead Project Manager for each project team is required to have a minimum of 10 years of experience.

28. **Question #28:** In the RFP, on page 10, Section II.C.19, it indicates that the Project Manager is to maintain a comprehensive master schedule within e-Builder. Can a platform like Primavera P6 be

utilized and then an export of the data in MPP format (the only format e-Builder accepts) be uploaded to the e-Builder schedule module, or will e-Builder's platform serve as the primary scheduling platform?

Answer: The e-builder platform will serve as the primary scheduling platform

29. **Question #29:** Section VII.4 (Page 26 of 45) / Small Business Development Program – The terms of this RFP's section match the same language as used in RFP 13-09 / Program Management Services. Item B in Section VII.4.b states that the criterion for small business size is 13 CFR Part 121. Amendment 1 to RFP 13-09 question 10 asked what certifications HCC would accept as a small business. The response stated an open policy and one that accepted certification from most local, state, and federal agencies. Does Service Disabled Veteran Owned Small Business from a federal agency qualify since the NAICS codes are tied to 13 CFR Part 121? We also intend to meet the good faith effort of a minimum of 25% for other Houston based small businesses in addition to our own SDVOSB scope. A comment was made during the RFP 13-21 pre-bid meeting that federal small businesses would not be accepted. This comment seems to be in conflict with the published RFP 13-21 criteria and with 13 CFR Part 121. Please clarify HCC's intent on how to qualify and recognize small businesses.

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.

30. **Question #30:** Section VI / Proposal Evaluations (Page 24 of 45) – 20% of the evaluation criteria based upon the Price / Cost proposal. During the pre-bid meeting, there were several questions and comments about this part of the RFP response. With three possible team assignments (Team A, Team B, or Team C), the project manager team proposing has no firm scope against which to propose. How will the cost and pricing portion be objectively scored by the evaluation team (estimated at 9 members) with each proposer making different assumptions? This same question was discussed for the bond program RFP but no amendment based changes were made in that RFP. What clarifying guidance can HCC offer to level the playing field for this RFP's response. The HCC staff addressing questions in the pre-bid meeting agreed to address this question if submitted in writing. It would seem more reasonable to select program and project management firms based upon qualifications first (SOQ) and then to negotiate fees when scope and schedule are determinate.

Answer: See Addendum No. 1

31. **Questions #31:** Section I.10 / Acquisition from Other Sources – Does HCC expect to procure project management related services for this bond program from other sources?

Answer: HCC's reservation of rights is as stated in Section 1.10

32. **Questions #32:** II.C.3 / Scope of Services (Page 8 of 45) – This section refers to updating the master schedule. We presume the master schedule will be maintained by the Program Manager. So, it is

presumed that we will provide updates to our Team (A, B, or C) project schedules to the Program Manager. Correct?

Answer: - The master schedule will be maintained by the Program Manager. Each Project Manager will be responsible for maintaining a schedule for their assigned projects. Only one master schedule will be kept.

33. **Questions # 33:** II.C.36.d / Scope of Services / Project Management Staff (Page 12 of 45) – This section asks for staff augmentation in a wide range of service areas. It seems like the intent is to ask for staff in addition to the Project Manager as required in the previous sections of scope definition.

Answer: Is this a question or a statement? Refer to section II.C for Scope of Services.