

QUESTIONS AND ANSWERS NO. 1

REQUEST FOR PROPOSAL

PROJECT NO. 15-17

PROJECT TITLE: HCC Strategic Real Estate Concept Services

Date: May 20, 2015

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Request for Proposals, HCC **Project No. 15-17**

1. Are you willing to extend the proposal due date and time?

Answer: Yes, the Proposal due date is hereby amended and changed from May 21, 2015 by 2:00 PM (local time) to **May 26, 2015 by 2:00 PM (local time)**

2. Please clarify Attachment No 1- Proposal Form, Section 2-Total Proposed Price- Will a proposal valued at \$26000 be acceptable or will it be rejected?

Answer: Attachment No 1- Proposal Form, Section 2-Total Proposed Price, and all other references to the \$25,000 cap, is hereby changed in its entirety and should read as follows:

Houston Community College System reserves the right to make one, multiple or no awards as deemed in its own best interests and the maximum cumulative award under any contract(s) resulting from this solicitation shall not exceed \$50,000.

3. Does HCC have any existing studies which have identified key demographic factors to consider in determining minimum, optimal and maximum student populations for campus sustainability?

Answer: No, HCC is interested in any information available to the proposers that might be of value to the College in determining the proper scale for our distributed operations.

4. How has HCC previously determined travel time distance between campuses?

Answer: MapQuest, Google Maps or similar software.

5. Does HCC have property holdings in their adjacent territories as mentioned "Information to be considered but not provided by the System," section of Attachment 4 that should be reviewed and considered by the Consultant in its analysis?

Answer: HCC does not own any property that is not included in the list provided.

6. How is the detailed response requested in Attachment 4 Section B 5.1, distinguished from the work program requested in 5.2?

Answer: The referenced Attachment 4, Section B.5.2 is hereby deleted.

7. How is the project schedule requested in Attachment 4 Section B 5.3 distinguished from the timelines requested in 5.2)?

Answer: The referenced Attachment 4, Section B.5.3 is hereby deleted.

8. Will the Consultant selected for this Strategic Real Estate Concept Services solicitation be disqualified from any future solicitation for commercial real estate broker services?

Answer: No, this RFP is clearly a request for opinions to be considered by the College in making future decisions. Having an opinion about a topic in which one may be an expert does not preclude the ability to provide future services in the area of expertise under a future solicitation.

9. If the respondent is a Small Business are they required to meet the SBDP goal for this assignment and dollar amount?

Answer: Any currently certified SBE firm recognized by HCC will be eligible for consideration of the SBE points in accordance with the requirements noted in Attachment 4 Section B.6.1.

10. The revised Solicitation & Project Milestone schedule referenced in Attachment 4, Section A is hereby deleted and replaced with the following:

REVISED	
Solicitation & Project Milestone	Date & Time
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 20, 2015
Proposal submittal deadline	May 26, 2015 at 2:00PM (local time)
Evaluation of proposals	May 27, 2015 (beginning)
Anticipated contract award	May 29, 2015 (estimated)
Begin contract performance	June 1, 2015
Conclude contract performance	June 17, 2015
Presentation of recommendations	June 25, 2015

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