

**REQUEST FOR PROPOSAL**

**PROJECT NO. RFP 18-27**

**Comprehensive Energy Management  
and Consulting Services**

**QUESTIONS AND ANSWERS No. 001**

Date: May 22, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

---

Q1. List of approved SBE's registered with HCC. The website didn't provide that information.

**Response:** Refer to attached document it includes the links to each of the agencies that we accept certifications from. The only agency that we accept a certification from other than SBE is the City of Houston, the document includes that information.

Q2. HCC currently has 3 RFP's out for bid. Schneider Electric qualifies to respond to all three. If our firm responds to more than one RFP, would we be considered for all or if awarded one it would preclude our firm from being awarded additional contracts?

**Response:** Each project and responses will be evaluated independently. There are no requirements that limits considerations or award in the RFP.

Q3. Should the cost for including architects and engineers as part of the Inspection Teams be a part of the pricing model? – section 3.3.1

**Response:** Architects and Engineers are not required for this project. Please refer to Solicitation Amendment No. 001.  
<http://www.hccs.edu/about-hcc/procurement/rfps/18-27-Solicitation-Amendment-No.-001.pdf>

Q4. Will HCC selection team be conducting interviews?

**Response:** The Committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks.

Q5. Please confirm technical proposal is to be submitted in separate folder from pricing/fee proposal, but both proposals submitted within one single envelope

**Response:** The RFP does not require pricing/fee proposals to be submitted in a separate folder.

Q6. Confirming, only Attachments 1, 5 and 7 need to be signed and notarized

**Response:** All noted Attachments in the RFP are to be completed and submitted with Proposal, Attachments 1, 5 and 7 must be signed and notarized.

Q7. Will any additional evaluation points be considered for added value services, or will RFP response only be graded on the current noted scope?

**Response:** Evaluations or as noted and described in the RFP section 3. However, applicable added value services strengthens a response and scores.

Q8. Is it possible that HCC consider awarding different aspects of the contract to different firms

**Response:** Proposers are free to respond to all or any part of the RFP. HCC reserves the right to make single, multiple or no award for the services described in the RFP.

Q9. Is it possible that HCC break up this RFP into two RFPs to better attract the most qualified candidates for each segment of the scope of work?

**Response:** The RFP will not be broken up. Proposers are free to respond to all or any part of the RFP.

Q10. Is it possible for a firm to provide a response for only some of the services? While we are aware that we could subcontract or combine responses with other firms, that might not be the best outcome for HCC

**Response:** Proposers are free to respond to all or any part of the RFP. The College will take into consideration all valid responses.

Q11. Need a list of all buildings with their addresses and square feet in a spreadsheet.

**Response:** Refer to attached document for Houston Community College Facilities as of February, 2018.

Q12. Have you had this type of contract in the past?

**Response:** No.

Q13. If so, is it a single awarded contract or multiple awards?

**Response:** HCC reserves the right to make single, multiple or no award for the services described in the RFP.

Q14. If so, with whom and for how long?

**Response:** N/A.

Q15. If so, when does the current contract expire?

**Response:** N/A.

Q16. Please provide a copy of HCC's "Facilities Department Energy Savings Management Plan."

**Response:** We do not have a current plan.

Q17. Does HCC have an existing Building Automation System standard?

**Response:** No.

Q18. If so, please provide a list of all the individual proprietary systems within the System or affected buildings.

**Response:** Continuum – Metasys - Stuctureware.

Q19. Is there a comprehensive metering list throughout HCC for traditional and PAM pricing?

**Response:** No.

Q20. Please provide access to gas and electric: annual kwh, annual spend, and total number of accounts.

**Response:** 100M Kwh - \$7M – Approximately 250.

Q21. In the procurement, RFP (18-19) HCC is also asking for supply services and addressing demand side costs. Seems like there may be some overlap in the scope of services between two RFPs. Is that intentional?

**Response:** No. This RFP does not cover Energy Procurement.

Q22. Does this include the new buildings being built as a part of the \$465 mil capital program?

**Response:** Yes.

Q23. Please confirm square footage of each garage.

**Response:** Refer to attached document for Houston Community College Facilities as of February, 2018.

Q24. Please confirm total electrical cost for the last completed fiscal year

**Response:** Approximately \$7M.

Q25. Please confirm total gas cost for the last completed fiscal year

**Response:** Approximately \$3.5K.

Q26. Please confirm HCC staff is less than 20 staff members and facilities are operated/maintained by 3rd party vendor. Question relates to interviewing HCC staff and third party vendor.

**Response:** Yes. Less than 20 in-house staff members. Yes. HVAC, Electrical and Plumbing are maintained by 3rd party vendor.

Q27. Please confirm scope of work is limited to Energy Management and does not include Energy Procurement services as noted in 5, page 6. Please confirm energy procurement services are being solicited in a separate Energy Procurement RFQ/P currently open.

**Response:** Yes. This scope of work does not include Energy Procurement.

Q28. How many of your facilities / campuses are currently powered in whole or in part by Solar?

**Response:** None.

Q29. How many electric and natural gas accounts do you have for all your buildings?

**Response:** Electrical – Approximately 100 Meters.  
Gas – Approximately 50 Meters.

Q30. Can you provide the buildings list with total area of square footage?

**Response:** Refer to attached document for Houston Community College facilities as of February 2018.

Q31. Please confirm square footage of EACH of the 76 buildings noted in paragraph 5, page 3.

**Response:** Refer to attached document for Houston Community College facilities as of February 2018.

Q32. Can you please provide the organization's utility expenditures?

**Response:** FY2017 Actual Expenditures are currently being audited by 3rd party vendor.

	Last Year's	Current Year's
	Actual Expenditures	Budgeted Expenditures
<b>Timeframe</b>		
	MM / YYYY – MM / YYYY	09 / 2017 – 08 / 2018
<b>Electricity</b>		Approximately \$7M
<b>Power Purchase Agreement (Solar users only)</b>		N/A
<b>Natural Gas</b>		Approximately \$3.5K
<b>Heating Oil</b>		N/A
<b>Water / Sewer</b>		Approximately \$2.7k
<b>Other ( _____ )</b>		

Balance of page intentionally left blank.