

**Houston Community College System
Purchasing Department**



HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

ARCHITECTURAL AND ENGINEERING SERVICES

Northeast College Northline Campus

PROJECT NO. 06-23

TABLE OF CONTENTS

	<u>Page Number</u>
Cover Page and Summary.....	1
Table of Contents.....	2
General Information.....	3 – 5
I. Project Overview	
II. Conflict of Interest	
III. Inquiries/Pre-Submission Meeting	
IV Document Format and Submission	
V. Submittal Due Date/Time	
Selection Requirements.....	5 – 10
VI. Qualification Criteria	
VII. Selection Criteria	
VIII. Scope of Services	
IX. Small Business Development	
X. Internship Program	
XI. Prohibited Communications	
XII. Drug Policy	
XIII. Taxes	
Required Attachments	12 – 30

Attachment No. 1	Determination of Good Faith	12
Attachment No. 2	Small Business Unavailability Certificate	13
Attachment No. 3	Small Business Development Questionnaire	14
Attachment No. 4	Small Business Participation	15
Attachment No. 5	Non-Discrimination Statement	16
Attachment No. 6	Certification and Disclosure Statement	17
Attachment No. 7	State of Texas Affidavit	18
Attachment No. 8	Business Questionnaire	19-20
Attachment No. 9	Assurance of SBDP Goal	21
Attachment No. 10	HCC Vendor Application	22
Attachment No. 11	Insurance Requirements	23
Attachment No. 12	Subcontractor Payment Certification Form	24
Attachment No. 13	Progress Assessment Report	25
Attachment No. 14	Application to Perform A/E Services	26-28
Attachment No. 15	Conflict of Interest Questionnaire	29-30
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GENERAL INFORMATION

Date: March 5, 2006

To: Prospective Respondents

Subject: Request for Qualifications (RFQ) for Architectural and Engineering (A/E) Services, Northeast College, Northline Campus Project No. 06-23

I. Project Overview

The Houston Community College System (“HCC”) is seeking Letters of Interest and Qualifications Statements from professional firms interested in providing Architectural/ Engineering Services for the Northeast College, Northline Campus. The proposed Northline Campus is a new campus site that includes infrastructure and a multidiscipline facility which will occupy approximately 120,000 square feet of space.

HCC reserves the right to select engineer(s) and/or other specialty firms, independent of the architect(s). HCC also reserves the right to reject any or all submittals, negotiate changes in the scope of work or services to be provided, and to waive any technicalities or irregularities in any submission documents.

The RFQ solicitation does not in any way obligate HCC to select a particular firm(s) for this project. HCC reserves the right to assign architect(s)/engineer(s) to this project. The submittals shall be evaluated independently in accordance with the criteria established in the RFQ. Joint ventures and partnerships are permissible; however each discipline shall be evaluated independently. HCC is not responsible or liable for any expense or costs incurred by any firm(s) responding to this RFQ.

II. Conflict of Interest

If a firm responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in the contract resulting from this solicitation, the firm must disclose this to HCC. Persons submitting a response to this RFQ must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code. As applicable, the person submitting a response to this RFQ must complete and submit Attachment 15 Conflict of Interest Questionnaire (Form CIQ). This completed form must be signed and submitted with the RFQ response.

III. Inquires/Pre-Submittal Meeting

Inquiries concerning this Request for Qualifications will be addressed only when submitted via e-mail. Inquiries must be submitted no later than **March 24, 2006 @ 4:00 P.M. (local time)** and shall be addressed to:

Houston Community College System
William Mack
Associate Vice Chancellor
Facilities Development and Operations
Reference: Project No. 06-23
E-mail: william.mack@hccs.edu
Tel: (713) 718-7559

Responses to inquiries shall be posted only on the procurement website (www.hccs.edu). Click Business and Community, click Vendor Information, click Bids and Proposals, and click Project #06-23.

Note: A pre-submittal meeting shall not be required for this solicitation.

IV. Document Format and Submission

Qualification Statements should be in the form of a bound 8-1/2 inch by 11-inch report with a Table of Contents and all pages numbered in sequence. Binding must allow reports to lay flat when open and may be either wire or spiral bound. Format of the report may be either “portrait” or “landscape” with binding on the left long or short side. The document should contain at least the following information in the following order:

1. Cover sheet containing the project title, HCC assigned project number, and the name of lead firm(s) submitting the Qualification Statements.
2. Table of Contents
3. Letter of Interest/Executive Summary (2 page maximum).
4. Firm profile: Complete AIA Document B431 by answering all appropriate questions related to your firm.
5. Related college project experience. List if firm was prime or subcontractor. Identify firm’s role; construction cost; completion date; and contact name(s).
6. List all fast-track projects that your firm was responsible for. Identify firm’s role, project, construction cost, completion date, and contact name(s). Fast-Track projects are identified as projects (specific to education) that have been completed within a twenty-two (22) month time period. Start (Design) to finish (Occupied)
7. Project images; (Limit to 5 Examples)
8. Proposed team composition including organization chart and resumes. Describe how the team will be organized and supported for this project
9. Audited Financial Statements (Last 2 years)
10. Letter(s) of recommendation from college or higher education clients listing recently completed projects
11. Statement detailing small business participation commitment.
12. Completed Conflict of Interest Questionnaire
13. Provide examples of projects that highlight the firm’s creative and innovative skills.
14. Provide examples of firm’s civic activities including awards and recognitions.

V. Submittal Due Date/Time

Houston Community College System will receive Letters of Interest and Qualification Statements from qualified firms interested in entering into a contract to provide this service. Firms meeting the qualifications as described herein should submit One (1) original and Ten (10) copies of their Letters of Interest and Qualification Statement to the below address no later than **April 3, 2006 @ 3:00 p.m. (local time):** Houston Community College System

John Carter
Purchasing Department
3100 Main Street (11th Floor Vendor Room#11A06)
Houston, Texas 77002
Reference: Project No. 06-23
Architectural and Engineering Services Northeast College, Northline Campus

VI. Selection Requirements, Process and Oral Presentations

An evaluation committee comprising of HCC administrators, consultants, and technical staff will review and rank the submittals based on the requirements listed in section IV of this document, as well as the following criteria:

A. Experience in Architectural and Engineering Services in relation to college and/or higher education projects. Demonstrate:

- Firm's principal (s) and staff commitment in providing Architectural and Engineering Services.
- Firm's experience with successfully completing Fast-Track projects (project design to occupation, within a twenty-two (22) month time frame in a community college, junior college, or higher education environment. Provide project name; firm's role (prime or subcontractor); date completed; construction cost; project size (SF); and contact name(s).
- Firm's experience where firm was contracted by a community college, junior college or higher education client to provide Architectural and Engineering Services. Provide project name; firm's role (prime or subcontractor); date completed; construction cost; project size (SF); and client/contact name(s).
- Firm's overall ability in providing design services. Describe the projects your team has been associated with in providing design services.
- Firm's ability to manage consultants. Describe and demonstrate your team's experience with the proposed consultants.
- Personnel committed to this project, role and their percent of time to be assigned to this project.

B. Project understanding. Demonstrate:

- Knowledge and experience of project/program requirements.
- Firm's design philosophy, and design methodology.
- Process for integrating institutional standards into design.
- The methods used and how the firm maintains quality control.
- Techniques or procedures utilized on previous Fast-Track projects.

C. Past Performance. Demonstrate:

- Past performance on community college/junior college/ and or higher education projects as a prime contractor.
- Past performance on meeting schedules and/or timelines specifically with Fast-Track projects.
- Past performance in Design Services in similar programs.
- Past performance in effectively responding to problems on project assignments.
- Past performance with Houston Community College projects.

D. Firm's Financial Status. Demonstrate:

- Sound Financial Status based on review of Firm's Audited Financial Statement for the last two (2) years. (Profit and Lost Statements MUST be included).

E. Small Business Commitment. Demonstrate:

- Firm's commitment to meeting the small business participation goal of **25%** for the project(s). **Note:** Complete Attachment No. 4, **excluding price.**

F. Student Internship Program. Demonstrate:

- Firm's ability and commitment to develop, and provide paid student internship opportunities in related fields of study.

VII. Selection Criteria:

Selection of the most highly qualified firm(s) will be made on the basis of demonstrated competence and qualifications to perform the required services. The factors to be used in the evaluation process are listed below. Applicant must ensure that all components of this solicitation have been addressed, attachments completed, required numbers of copies have been provided, and original, authorized signatures are included. Depending on the number of submittals, the evaluation team may decide to pre-qualify firms. It is very important to ensure that all required attachments are completed, and all requested documentation is provided in the format desired, and submitted by the stated deadline.

Note: Each weight will be applied to the corresponding factor and may not reflect the overall available points.

<u>Factor</u>	<u>Weight</u>
Firm's experience in successfully completing Fast-Track Project(s)	.30
<u>Project Understanding</u>	.25
<u>Past Performance</u>	.20
<u>Firm's Financial Status</u>	.05
<u>Small Business Commitment</u>	.15
<u>Student Internship Program:</u>	.05
Total Weight:	100 %

During the process of selecting a firm to provide the required services, oral presentations may be required. Each firm should be prepared to make a presentation to HCC. The presentations must show that the firm clearly understands the requirements of the solicitation, and has a strategic plan and an approach to complete the requested assignment.

VIII. Required Services:

The following identifies the requirements of the selected firm to provide Architectural and Engineering (A/E) Services to the Northeast College, Northline Campus project. HCC requires the following services:

A. Pre-Design Phase Services:

- Visit project site; review space program; review the design standards.
- Consult with Associate Vice Chancellor - Facilities Development and Operations (AVC) and/or designee regarding scope of service and project requirements.
- Provide a design schedule to AVC.
- Provide written evaluation of project's scope of work to AVC.

B. Design Phases Service:

- Visit the site; evaluate existing facilities (if any) and become familiar with all conditions affecting the scope of work.
- Prepare Schematic Design Package (SD) for approval by AVC, Vice Chancellor-Finance and Administration (VC) and the HCC Board of Trustees. Schematic Design drawings shall include civil, structural and MEP disciplines as well as infrastructure.
- Evaluate and reconcile the project budget and schedules with AVC
- Request all project required information from the AVC and Facilities Space Programmer.
- Prepare/update construction cost estimates for all phases of design.
- Make design presentations and/or submittals to AVC, VC, HCC, and Board of Trustees.
- Prepare Design Development Drawings (DD) for presentation to AVC. Design Development drawings shall include civil, structural and MEP disciplines.
- Attend project meetings as required by HCC.
- Prepare minutes of meetings and distribute to project team and to AVC.
- Incorporate into the design any IT infrastructure & furniture standards necessary for construction.
- Meet all regulatory requirements for design and construction.
- Submit review sets of Construction Documents (CD) at 50% and 95% completion. Construction Documents shall include written specifications and civil, structural and MEP disciplines
- Perform timely review design for feasibility and compliance with all applicable regulatory agencies.
- Sign-off on appropriate documentation
- Prepare renderings to be displayed by HCC.
- Submit Construction Documents to the City of Houston Permit Department
- Perform all necessary code research and submit written report to the AVC.
- Identify the existence and availability of on-site utilities. All designs must incorporate information regarding utilities and designs must comply with utility companies and meet state & local requirements.

C. Bid & Award Phase Services:

- Confirm that all Construction Documents are approved and permitted for construction by all applicable agencies and regulatory bodies that have jurisdiction over the project.
- Issue bid documents as requested by HCC
- Assist HCC in conducting pre-bid conferences.
- Provide clarification to bidders as needed during the bid process.
- Assist HCC in the bid evaluation process.

D. Construction Phase Services:

- Assist HCC in administering the construction contract(s).
- Assist HCC in conducting pre-construction conferences.
- Make regular on-site construction observations visits and prepare written reports.
- Participate in regular construction progress meetings.
- Report non-conformance issues to the AVC.
- Review all required submittals, stamp and sign-off of each submittal.
- Review, verify and certify all contractors' applications for payment.

- Review and recommend action on Contractor(s) change proposals.
- Review inspection reports and recommend action when needed.
- Interpret contract specifications documents.
- Review and recommend action on proposed material substitutions.
- Prepare punch lists of incomplete or non-conforming work at substantial completion and final completion.

E. Post Construction Phase Services:

- Prepare as-built drawings and collect all construction close-out documents for AVC.
- Assist in obtaining occupancy permits
- Provide services during warranty periods.
- Timely prepare punch list of defective work before end of warranty periods.

IX. Small Business Development Program:

HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCCS. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCCS procurements. HCCS will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process. Small businesses are defined as those firm whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program. For this solicitation, HCC has established **twenty percent (25%) goal** for Small Business participation.

Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:

- To the extent consistent with industry practices, divide the contract work into reasonable lots.
- Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
- Document reasons for rejecting a firm that bids on subcontracting opportunities.

Small Business Compliance

To ensure compliance with any stated small business participation goal, the selected vendor/contract will be required to meet with the HCC Buyer and/or designated representative at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal.

X. Internship Program:

HCC encourages the utilization of paid student interns to assist the contracted firm. It shall be required that the selected firm provides paid internship opportunities to HCC students for the duration of this project. The selected firm shall be expected to pay student intern(s) at least the minimum wage required by law. Please contact Dr. Freddie Wade at (713) 718-7596 for additional information.

XI Prohibited Communications:

Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- Between any Trustee and any member of a selection or evaluation committee; and
- Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first. The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or his designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- Duly noted pre-bid or pre-proposal conferences.
- Communications with the HCC General Counsel.
- Emergency contracts.
- Presentations made to the Board during any duly-noticed public meeting.
- Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

XII Drug Policy:

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on any HCC premises is strictly prohibited.

XIII Taxes:

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

ATTACHMENT NO. 1

PROJECT NO. 06-23

HOUSTON COMMUNITY COLLEGE SYSTEM

DETERMINATION OF GOOD FAITH EFFORT

Qualifier _____

Vendor Identification Number _____

Address _____

Phone _____ Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Qualifier to complete this form and submit supporting documentation explaining in what ways the Qualifier has made a good faith effort to attain the goal. The Qualifier will respond by answering “yes” or “no” to the following and provide supporting documentation.

- _____ (1) Whether the Qualifier provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Qualifier divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Qualifier documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Qualifier negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Qualifier is unable to meet the solicitation goal or if any of the above items (1-4) are answered “no”, the Qualifier must submit a letter of justification.

Signature of Qualifier Title

Date

ATTACHMENT NO. 2

SMALL BUSINESS UNAVAILABILITY CERTIFICATE

I, _____, _____,
 (Name) (Title)

Of _____, certify that on the date shown below, I contacted the following small
 (Business name) business(es) to obtain a Bid for Materials or Services to be utilized on
 HCC Project No. 06-23

DATE CONTACTED	SMALL BUSINESS	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I was unable to award a subcontract(s) or supply orders(s) to the small business listed above.

NOTE: This form to be submitted with all Qualifiers documents for Waiver of small business participation.

Signature: _____
 (Qualifier)

**ATTACHMENT NO. 3
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

Note: Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College System
Economic Development Office
Post Office Box 667517
Houston, TX 77266-7517**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
<input type="checkbox"/> African American (AA)	<input type="checkbox"/> Male	<input type="checkbox"/> Houston (H)
<input type="checkbox"/> Asian Pacific American (APA)	<input type="checkbox"/> Female	<input type="checkbox"/> Texas (T)
<input type="checkbox"/> Caucasian (C)		<input type="checkbox"/> Out of State (O)
<input type="checkbox"/> Hispanic American (HA)		Specify State _____
<input type="checkbox"/> Native American (NA)		<input type="checkbox"/> Public Owned (PO)
<input type="checkbox"/> Other (O) Specify _____		

BUSINESS CLASSIFICATION

<input type="checkbox"/> DBE Disadvantaged Business Enterprise	<input type="checkbox"/> SB Small Business
<input type="checkbox"/> WBE Women Owned Business Enterprise	<input type="checkbox"/> MBE Minority Business Enterprise
<input type="checkbox"/> HUB Historically Underutilized Business	<input type="checkbox"/> Other: _____

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTACHMENT NO. 4

CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: _____ Business Name: _____

Address: _____

Telephone/Fax: _____ Date: _____

ATTACHMENT NO. 5

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: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 6

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: YES or NO
Have you been convicted of a felony? _____

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.

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

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006

Notary Public for the State of _____

ATTACHMENT NO. 7

STATE OF TEXAS AFFIDAVIT

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006.

Notary Public for the State of _____

ATTACHMENT NO. 8
BUSINESS QUESTIONNAIRE

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston Community College? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located _____?

If headquarters is located out of state, does that state have preferential treatment on Bids? _____
If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____
Title _____

Is firm aware of any HCC employee, or official that may benefit directly or indirectly, as a result of the firm responding to this solicitation? **Circle Yes or No** If yes, please explain:

Please indicate how you became aware of this procurement? Source:

Example: Newspapers (Houston Chronicle, El Dia, African American News, etc.) Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

ATTACHMENT NO. 9

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 FIRST TIER 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 = 25%

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 Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 10 VENDOR APPLICATION

The Houston Community College System (“HCC”) Purchasing department has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within the Houston Community College System. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College System Purchasing department website and register as a vendor. The website address to access the vendor registration form is http://216.119.142.201/HCCS/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

ATTACHMENT NO. 11

**HOUSTON COMMUNITY COLLEGE SYSTEM
INSURANCE REQUIREMENTS**

The following coverage and limits are the minimum limits that the Vendor is required to carry for Architectural and Engineering Services, Project No. 06-23:

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Legal Liability	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

2. Automobile Liability:

Bodily Injury / Property Damage	\$1,000,000 CSL
---------------------------------	-----------------

3. Workers Compensation:

Part A - Statutory	
Part B - \$1,000,000 Each Accident	
\$1,000,000 Policy Limits	
\$1,000,000 Each Employee	

4. Professional Liability:

Occurrence/Aggregate	\$1,000,000. CSL
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4. Umbrella Liability:

Umbrella Liability with a minimum limit of \$1,000,000. CSL

The following endorsements are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except the Workers' Compensation;
- Waiver of Subrogation added by endorsement on all policies;
- The assigned Project No. and/or Purchase Order Number.

The Original Certificate of Insurance shall be mailed to Houston Community College System Risk Management Office, Post Office Box 667517 (MC-1119), Houston, TX 77266, indicating the limits, coverage and endorsements as outlined above within 14 calendar days after receipt of a written purchase order or some other duly executed contract document.

**ATTACHMENT NO. 13
HOUSTON COMMUNITY COLLEGE SYSTEM**

PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED

Reporting Period: From _____ To _____

Consultant / Contractor _____
Vendor Number _____

Contract No. _____
Contract Amount \$ _____

Subconsultant / Subcontractor / Supplier	Total Subcontract Amount	Vendor Number	Amount Paid This Period \$	Total Paid to Date \$

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will make payments within five (5) calendar days of receipt of funds now due from HCC to our subcontractors and suppliers in accordance with contractual arrangements with them.

(Form to be submitted with each invoice for payment.)

Mail Completed Form To:

Name: _____

Signature: _____

Title: _____

Phone: _____

Date: _____

HOUSTON COMMUNITY COLLEGE SYSTEM
Purchasing Department
3100 Main (11th floor)
Houston, Texas 77002
Attn: Georgia Coats

ATTACHMENT NO. 14
APPLICATION TO PERFORM
ARCHITECT- ENGINEER SERVICES
FOR
Northeast College Northline Campus
PROJECT NO. 06-23

A. INFORMATION TO THE APPLICANT:

1. Name and address of Owner:
Houston Community College System
3100 Main
Houston, Texas 77002
713-718-5168
William Mack
Associate Vice Chancellor-Construction

2. Name and address of person to whom questionnaire should be returned:

Houston Community College System
Purchasing Department
3100 Main, 11th Floor
Houston, Texas 77002
713-718-5029
John Carter
Director of Procurement

3. Description of proposed projects:

Numerous projects; including new construction, additions, and/or rehabilitation of existing facilities.

B. QUESTIONNAIRE:

1. Firm name:

2. Business Address:

3. Telephone number:

4. Type of organization (check one):

_____ Individual or Sole Proprietorship
_____ Partnership
_____ Corporation
_____ Other (Describe)

5.	Names of Principals	License No.	No. of years with firm
	_____	_____	_____
	_____	_____	_____

6. Size of Organization (Local)

No. Registered Architects _____

No. Registered Engineers _____

(1) Mechanical _____

(2) Electrical _____

(3) Structural _____

(4) Civil _____

Other: _____

7. Name of Project Architects experienced in school and/or rehabilitation work:

Name	Years of Experience
_____	_____

8. Engineering firms customarily employed by your firm:

A. _____

B. _____

C. _____

9. Persons whom this Owner may contact for reference:

Firm Name and Address	Person to Contact	Phone No.
-----------------------	-------------------	-----------

10. List your most recent school building projects:

A. Owner

Project _____

Location _____

Owner's Representative _____

Telephone # _____

Type _____

Area _____

Total Cost _____

Scope (Building, Paving, Landscape, Utilities, Equipment, Other)

Contract Date: _____

Construction Date: _____

Completion Date: _____

Cost/Sq. Ft. _____

B. Owner

Project _____

Location _____

Owner's Representative _____

Telephone # _____

Type _____

Area _____

Total Cost _____

Scope (Building, Paving, Landscape, Utilities, Equipment, Other)

Contract Date: _____

Construction Date: _____

Completion Date: _____

Cost/Sq. Ft. _____

- C. Attach a description of recent renovation projects including information similar to that required in A., above.
- D. Attach a description to recent addition projects including information similar to that required in B., above.

In submitting this Statement of Qualification, and expression of interest, in future projects of HCC, the firm understands that agreements for Architectural Services will be between the Architect and Houston Community College System. Agreements for Consulting Engineering Services will be between the Architect and its Sub-consultant(s) but will be subject to concurrence of HCC. The firm also understands that professional liability insurance coverage, of not less than \$1,000,000.00, must be provided for the project and period of statutory limitations by the Architect and Consultants.

Submitted by:

Signature: _____

Date: _____

Name (Type or Print)

Title



Attachment#15

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ
For vendor of other person doing business with local government entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the government entity. By Law this questionnaire must be filled with the records administrator of the local government 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 76.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE
ONLY
Date Received

1 Name of Person doing business with local government entity.

2   Check this box if you are filing an update to a previous questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local government entity with respect to the expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local government entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor of other person doing business with local government entity PAGE 2

5 Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to the Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10% or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the government entity Date

