

Questions and Answers

A & E Services for Bond Related Projects

Project: 13-26

1. **Question:** Related to the scope of work—should this be the HCC System architectural firm's job? Please clarify the scope of work for this RFQ.
Answer: No. Architectural firms will engage in bond related projects per the requirements and as described in the Scope of Services under Section VII, on page 10 of the RFQ.
2. **Question:** Are you going to award contracts to five firms?
Answer: HCC anticipates awarding up to five (5) contracts.
3. **Question:** Should we respond to each project?
Answer: It is each respondent's decision whether to respond to all projects or a single project.
4. **Question:** Do you have multiple RFQ's for each project?
Answer: HCC currently has three A&E related projects published on our website.
5. **Question:** Are you seeking multiple teams of consultants managing projects at each campus?
Answer: One team will be assigned to each college for projects related to the Bond Program up to five awards.
6. **Question:** Is geotechnical/and environmental part of the scope of work?
Answer: NO.
7. **Question:** Can a team be awarded the Coleman project and the other projects?
Answer: No.
8. **Question:** Page 36, #8, is this form for the prime or for every consultant providing qualifications?
Answer: Prime and any Sub Contractors
9. **Question:** Regarding the conflict of interest form, if items do not apply, how should we address them?
Answer: When completing the form, if items do not apply, address it by indicating it is Not Applicable.
10. **Question:** Page 5, tab 2, is this form just for the prime to complete?
Answer: Yes
11. **Question:** Related to past performance and references, should we provide no more than five (5) examples of fast track projects?
Answer: Images can be of fast track projects or other related projects, but should NOT exceed five (5) images total.

12. **Question:** Has any preliminary programming been completed?
Answer: Yes.
13. **Question:** Is architectural programming included within the scope of work?
Answer: Yes.
14. **Question:** Who is on your evaluation committee?
Answer: Evaluation team may consist of HCC staff encompassing pertinent knowledge.
15. **Question:** Is there a specific date that you are looking to have a team in place?
Answer: August is the anticipated date that HCC expects to have a team in place.
16. **Question:** What is the date that the selection will be made?
Answer: It is anticipated that a recommendation will be presented to the Board of Trustees in June.
17. **Question:** Should the qualifications copies be notarized as well?
Answer: Required notarized attachments are described In the Solicitation.
18. **Question:** Is it possible that a consultant be used on multiple campuses and projects?
Answer: Prime Contractors shall only be awarded to a single project.
19. **Question:** Can audited financial statements be separate from the official page count?
Answer: Yes.
20. **Question:** P. 35, attachment #7, do we need to submit the "price"?
Answer: No.
21. **Question:** P. 9, could a prime be selected as a bond architect and a project architect under A, B, and C?
Answer: No, One Architectural firm for each College for projects related to the Bond Program will be awarded.
22. **Question:** How soon will the sign in sheet be available?
Answer: The sign in sheet is currently posted.
23. **Question:** We are interested in RFQ 13-26 and 13-29 which we have not been able to download from your website. Would it be possible for you to e-mail us the PDFs for these two opportunities please?
Answer: HCCS's website does not download information onto a user's PC. These files are in PDF format and can be saved onto the user's PC as a PDF file. Attached are solicitations for Architects and Engineering Services recently released and posted on HCC's website:
- a) 13-22 System Architectural Services
 - b) 13-26 A & E Services for Bond Related Projects
 - c) 13-29 A & E Services for Coleman College Expansion Bond Related Project

24. **Question:** Is the intent of the RFQ that by award of the contract to a firm for one of the specific colleges, they have been awarded all architectural/engineering design services for the projects that may fall within that Campus umbrella?

Answer: Yes. For projects related to the Bond Program for each College.

a. **Question:** Or, will the awarded Bond Architects serve in an oversight capacity for additional awards given on a project by project basis in future A/E RFQ's?

Answer: No.

25. **Question:** If the intent is for all design services for each of the projects to be included in the award of a contract, can you expand on the expected requirements for consultant participation?

Answer: The requirements are as stated in the RFQ.

a. **Question:** Is it expected that proposals will include full A/E teams as needed to make each campus project complete?

Answer: Yes.

Question: When we filled out the sign-in sheet at the pre-proposal meeting yesterday, we mistakenly put "No" under the "Small Business" column. We are a small business as defined by the federal government (SBA). If it is not too much trouble, we would appreciate it if our entry on the sign-in sheet could be modified to a "Y" instead of an "N" before the sheet is posted.

Answer: Provide in your response, your firm's status as required by the RFQ.

26. **Question:** We have two questions regarding our submission. Any help is great appreciated.

a. Question regarding Attachment No.8 - We understand this is to be completed by the prime firm and all of our proposed sub consultants as supporting documentation for our Small Business Participation Plan. May we use electronic signatures for our sub-consultants?

Answer: Yes.

b. Question regarding Page 5 of 50, TAB 4, letter d. - Identify firm's role; construction cost; completion date; and **contract name(s)**. What are "contract names"?

Answer: It should be "Contact Name(s)".

27. **Question: (Located p. 6/50) Tab 5:** Letter C "Provide documented expertise and educational level or individuals employed by the firm, who will be directly involved in providing the required services as a described herein, and their philosophy concerning the design of repair and alteration work." ***What is considered "documented expertise?"***

Answer: Provide resumes, certifications, reference letters and or educational transcripts.

28. **Question: (Located p.7/50) Tab 7:** Letter B "For this Project HCC has a small business participation goal of Thirty Percent (30%). Under EXHIBIT C – Small Business Compliance, it states "The Contractor hereby agrees to attain small business participation in the amount of 35% of the total Contract Amount." ***Is 30% the HUB participation goal or is the goal 35%?***

Answer: The Small Business participation goal for this project is 30%, not 35%.

29. **Question:** We had a question regarding the Small Business Goal of 30% for the projects: Does a firm that is certified as a Disadvantaged Business Enterprise (DBE) count towards the 30% goal?

Answer: Yes. Submission should include copies of the certification.

30. **Question:** Here are a few clarification questions that I have so that I submit exactly what is needed:

a. Attachments - Besides attachment 8, there are not specifics about how to submit the attachments. Would you prefer that they are included in the submission under an additional tab (tab 9) in the original, all 9 copies and the digital?

Answer: Yes. Included in the submission under an additional (Tab 9) in the original, all 9 copies and the digital.

b. Attachment 6 – If we have met the goal and all our small business subs were available. Should we just put “N/A” on this form and sign?

Answer: Yes. Just indicate, “Goal Met – N/A” on this form and sign it.

c. Attachment 8 – Should this be filled out by all sub-consultants as well as the Prime firm?

Answer: Yes. The form should be completed by the prime and all subs.

d. Attachment 9 – It was requested that all attachments be included in the submittal; however, does attachment 9 “Consulting Services Contact” need to be included?

Answer: No

e. Tab 4 – Elements “a-f” appear to be requested info for each “Public” project, but “g” appears to be a separate request for “higher education” projects. Is this correct?

Answer: Yes.

f. Tab 4 – “h” appears to be a request for clarification of the project included in the rest of tab 4 as to whether or not the submitting firm was the prime on the projects or a sub consultant. Is this correct? If so, can this information be included on the page with each project?

Answer: Yes.

g. Tab 5 – requested elements “1, 3 and c” appear to be elements that can be included in the individual résumés, with “2 and 4” as statements and “B” as a graphic. (#5) Is this the case?

Answer: No.

h. Tab 6 – “g” references; are these references specific to the fast track projects?

Tab 6 “a –through- f deals with fast track projects. The remainder of this section should establish the ability of respondent to satisfactorily perform the required Architect and Engineering Services.

Answer: Select the three transactions from the list provided in Section V.B.6 above and explain how these transaction best demonstrates the abilities of your firm to serve as HCC’s Project Architect(s).

31. **Question:** Tab 6 – “project images” does this mean that you only want 5 fast track projects? Or 5 images per project?

Answer: Images can be of fast track projects or other related project NOT to exceed 5 images total.