Reference Information

Questions and Answers
Program Management Services
RFQ 13-39

1. **Question:** We understand that this solicitation is for Program Management Services to be provided by an on-site Program Management Team that will report to the Chief Administration Officer in coordination with the staff of the Facilities Construction Management Department (as shown by the yellow box in the hierarchy diagram). Is it anticipated that the Project Management Teams A, B and C (as shown by the blue, tan and green boxes) will be made up of outsourced consultants, or are these internal teams augmented with the 3-4 project managers noted in the second sentence in the document.

   Answer: Professional Consultants

   a. If it is anticipated, that Teams A, B and C are to be consultants, is this solicitation also to be used to propose for those positions If so, how should we represent in our proposal which role we are proposing?

   Answer: No

   b. Can a single proposal serve for both roles? If this solicitation is not to be used for Project Management Teams A, B and C?

   Answer: No

2. **Question:** If our organization proposes and is awarded the Program Management Services solicitation, may I also be awarded the Project Management Services solicitation and/or other Bond Related Construction Contracts.

   Answer: No. It is HCC's intent to make a single award for the Program Management Services solicitation in the interest of transparency, and to limit potential conflicts of interests. The selected Program Manager awarded the Program Management Services Contract and any subsidiaries will not be eligible for award of the bond-related Project Management Services solicitation, Architect & Engineering (A&E) Services Request for Qualifications (RFQ), or Construction solicitations.

   NOTE: In an attempt to eliminate any potential, OR even the appearance of a conflict of interest, HCC will award separate firms to be used for each of the following: Program Management Services, Project Management Services, and Architect & Engineering Services and Construction projects. Any resulting recommendation under this solicitation or any upcoming bond related solicitation shall not be awarded to the same firm.

3. **Question:** What tasks, if any, does HCC anticipate for the Program Manager during the Project Construction Phase?

   Answer: See Scope of Services/Work

4. **Question:** The Hierarchy Diagram appears to show Project Management Teams A and C reporting to Project Management Team B; and Project Management Team B reporting to the Chief Administration& Facilities. Is this correct, or should there be lines directly from Project Management Teams A and C to the Chief Administration & Facilities (as Project Management Team B does).

Answer: Yes. The Program Management Team and ALL Project Management Teams will report to the Chief Administration and Facilities. Teams A, B, and C, will report to the Chief Administration and Facilities.

5. **Question:** Is the Program Management Team to provide commissioning services on the building envelope and building systems for all projects in the program?

   Answer: Yes

6. **Question:** Please confirm which certification(s) HCC will accept as qualification of a subcontractor as a Small Business.

   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.

7. **Question:** If we meet the Small Business goal, which of the SBDP forms listed are required to be included in the submittal? Is documentation of good faith effort required if we meet the Small Business goal, or is it only required if we do not meet the goal.

   Answer: All documents listed should be included in the submittal. Attachments 1, 2, and 4 must be signed and notarized.

8. **Question:** Vendor Registration: This section states that "A properly completed vendor application is required and is a condition of contract award." Does this vendor registration process have to be completed prior to submittal of a response?

   Answer: No. Vendor registration is a condition of award but is not required to submit a proposal.

9. **Question:** In the draft hierarchy diagram, will the program management firm be a separate firm from the three groups of Project Management teams (A, B, and C)?

   Answer: Yes

10. **Question:** We understand that a firm cannot project manage an affiliated construction effort due to conflicts of interest. However, does that same premise exist between the program management block (lateral to the Chief Admin & Facilities) and the three project management blocks below for Teams A, B, and C?

    Answer: Yes

11. **Question:** Scope of Services – calls for "on- site" program management team. Does HCCS mean that this team will be co-located at the HCCS offices of 3100 Main Street in space provided by HCCS for the approved / assigned team?

    Answer: Yes

12. **Question:** If an architectural or engineering firm is a part of the Program Management team, may they also be given design work?

    Answer: No.

13. **Question:** I would like to have your opinion on whether there is a potential conflict. Our firm is on a team as a Sub-Contractor for the pending Program Management solicitation. We are also on a team for the pending Project Management solicitation. Originally, we were considering a joint venture with our firm being a part of the Joint Venture. Please let me know if this would be a conflict of interest.

    a. We are also looking at another arrangement where our firm would be a Sub-Contractor to the Project Management team. My second question is would this be a conflict of interest?

    Answer: Yes. Such relationships would be considered a conflict of interest.

14. **Question:** It is not clear if the Program 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 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.