

REQUEST FOR PROPOSAL
PROJECT NO. RFQ 18-33
PROFESSIONAL CIVIL ENGINEERING SERVICES

QUESTIONS AND ANSWERS NO. 1

Date: August 13, 2018
To: Prospective Respondents
From: Procurement Operations Department, Houston Community College
Subject: Questions and Answers Responses

1. Can Solicitation be filled out on-line?

Response: *No, it must be completed in hard copy and delivered in person or, mailed in by outside courier.*

2. Do Sub-Contractors provide References?

Response: *Not a requirement, but beneficial.*

3. Is there a cut-off period for References?

Response: *References are to be provided with submission response.*

4. Are there page limits when responding to the bid?

Response: *No.*

5. Will other disciplines of engineering be considered within the RFQ, such as Structural, MEP, Envelope etc.?

Response: *The College intends on contracting for these disciplines separately.*

6. Does this RFQ include Geotechnical & Construction Materials Testing Services as well, or will a separate RFQ be let?

Response: *The College intends on contracting for these disciplines separately.*

7. Attachment 7: Is it required to submit Attachment 7 before the deadline to comply with the statement in bold of "This form must be received by HCC Office of System wide Compliance before the vendor's bid, proposal, or offer will be considered received or evaluated?"

Response: *HCC requires all Attachment Nos. 1 through 7 to be completed and returned with respondent's submission.*

8. Can you disclose whom the review and selection committee will be composed of and number of individuals?

Response: *No.*

9. Can you clarify if start and end dates are required in the response per e (ii) on page 11 of 37?

Response: See Solicitation Amendment No. 001. The solicitation document was replaced in its entirety.

10. Can you clarify if any response is required under Tab 5 – Price Proposal on page 12 of 37?

Response: See Solicitation Amendment No. 001. The solicitation document was replaced in its entirety.

11. **Page 15 under Small Business Development Program** – “HCC recognizes certification by the following governmental and private agencies: Metropolitan Transit Authority of Harris County (METRO) SBE Certification, City of Houston SBE, MWPDBE and DBE Certifications, Texas Department of Transportation SBE Certification, City of Austin SBE Certification, South Central Texas Regional Certification Agency SBE Certification, Small Business Administration 8(a). HCC has the right to revoke acceptance of a business as a certified or qualifying small business and to conduct certification reviews.

- Can we use City of Houston MWPDBE and DBE certifications to meet the Small Business Requirement, or only businesses that are SBE?

Response: See Page No. 15 of 36, Section 14, Small Business Development Program (SBDP).

12. **Page 18, W9 Form** – “33. W9 Form Bidder shall include a W9 Form with their bid submission. This may be done electronically by clicking on the "Response attachments" tab and clicking on *New under "Response Attachments". I acknowledge that a copy of my company's W9 Form has been included with this submission.”

- Please provide instruction on the website where we submit our W9 electronically. Should we also include the W9 form in the attachment section of the proposal?

Response: Respondents should provide a copy of their company IRS, W-9, with their submission response.

13. **Page 30, Exhibit 2 to Attachment No. 5, bottom of page** – “I attest that I have answered the questions truthfully and to the best of my knowledge.”

- Do we need to provide a name, signature, and date to this page?

Response: Exhibit No. 2, requires a signature at the bottom of the page acknowledging the information provided.

14. **Page 31 Attachment No. 6 Conflict of Interest Questionnaire**

- Do our sub consultants need to fill out Attachment 6?

Response: Not a requirement, but beneficial.

15. **Page 32, Attachment 7, second paragraph** – “This form must be received by HCC Office of Systemwide Compliance before the vendor’s bid, proposal, or offer will be considered received or evaluated. Completed forms must be NOTARIZED and delivered to: This requirement applies to contracts with a value exceeding \$50,000.”

- Please confirm that you want a separate notarized copy of Attachment 7 sent in advance to HCC Office of System wide Compliance before the proposal deadline. Please provide the name and address where we should send the form.

Response: Attachment No. 7, shall be provided within the respondent’s submission, signed, dated and notarized.

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions & Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation.

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