

QUESTIONS AND ANSWERS

Request for Proposals (RFP)

PROJECT NO. 13-38

Project Title: Threat/Vulnerability Assessment & Risk Analysis

Date: August 8, 2013

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Request for Request for Proposals, HCC Project No. 13-38

- Q1. As described by the Scope of Services, Attachment No. 1, should the “system wide” assessment and analysis include the Central, Coleman, Northeast, Northwest, Southeast, and Southwest colleges, and all associated facilities, buildings and campuses?
- A1. Yes, a list of HCCS facilities will be posted with this Q&A.
- Q2. The Scope of Services, Attachment No. 1 states that “The recommended firm shall NOT be responsible for, or expected to perform, any act that involves the practice of architecture or engineering.” The analysis, however, should address conformance to CPTED standards, as well as building code and ADA compliance. What level of compliance and conformance detail, or level of expertise/certification is expected for the assessment?
- A2. We expect that your recommendations will be legal under the applicable codes; however we are not requiring you to design, spec, draw and stamp the solutions.
- Q3. Are you all open to a response for a general TVRA that would identify key risks associated with facilities versus conformance to standards such as CPTED, ADA?
- A3. The assessment is an all hazards approach i.e. fire, power, tornado, hurricane, chemical spill, bombing etc. The solutions must be code compliant i.e. Building Code and ADA.
- Q4. Are we interpreting the number of physical locations to be included in the Risk Assessment at 3?
- A4. As described by the Scope of Services, Attachment No. 1, this RFP is for a “system wide” assessment. A list of HCCS facilities will be posted with this Q&A

Q5. Responses are limited to no more than 30 pages – does this page count include the title page, table of contents, and required Attachments 2 - 10?

A5. Yes

Q6. If we have a small business that we've worked with in the past and is a good fit, do we still have to contact other small businesses?

A6. No

Q7. Regarding the subcontracting small business goal, what is the expected amount/percentage of the contract to be subcontracted?

A7. For this solicitation, HCC has established Best Effort of the total amount of the proposal as its goal for Small Business participation.

Q8. Is subcontracting to a small business mandatory?

A8. No, but it is encouraged.

Q9. If we opt to complete the Self Performance Justification letter will this be deemed as unacceptable by the Evaluation Committee?

A9. No

Q10. Why has HCC selected to utilize the Sandia National Laboratories approach rather than the Department of Homeland Security's approach/methodology?

A10. Sandia was selected to ensure we used a proven method with several service providers who have experience with the model.

Q11. With existing facilities, has a TVRA been performed on these?

a. If they have, are we able to review the existing TVRA reports?

A11. The awarded vendor will not have access to any existing reports.

Q12. Attachment No. 1, Scope of Services, A. Approach: "In completing the work described in this solicitation, HCC request that the method to be used be aligned with the Sandia National Laboratories model."

Can these FEMA methodologies be used in lieu of the Sandia National Laboratories model?

-FEMA's 452 Risk Assessment A How-To Guide to Mitigate Potential Terrorist Attacks Against Buildings (01/05), FEMA's 426 Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (12/03), and FEMA's 428 Buildings and Infrastructure Series Primer to Design Safe Schools Projects in Case of Terrorist Attacks and School Shootings (01/12) are aligned with the Sandia National Laboratories model.

A12. Please propose the work based on Sandia.

- Q13. Attachment No. 1, Scope of Services, C. Scalability, 2: "Provide the framework by which HCC will be able to self-perform threat/vulnerability assessment and risk analysis using the developed framework and tool on a go-forward basis..."
This requirement is not included in Attachment No. 1, Scope of Services, B. Deliverables. How does HCC see C. Scalability, 2 as a deliverable?
- A13. Once completed on current facilities it will need to be replicated internally or externally to those facilities being developed via our current bond.
- Q14. If the Sandia National Laboratories model is to be used, users must undergo RAM-C training. Does HCC expect the contractor to be a licensed/certified RAM-C trainer?
- A14. Yes
- Q15. Does Houston Community College (HCC) prefer that the award goes to a contractor based in the City of Houston?
- A15. No
- Q16. Will all pertinent existing planning/analysis documents be made available to the contractor for his analysis?
- A16. Not sure what you are asking for here, you will have access to emergency plans construction as built etc. where they are available.
- Q17. Will HCC provide a copy of contact information for attendees at the 6 Aug Vendor meeting?
- A17. The sign-in sheet of the pre-proposal meeting is posted on the HCC website.
- Q18. What is the current task organization and manning levels (authorized and filled) for the HCC organization(s) responsible for safety, security and response? I.E. Office of Security for Administration and Technology, Environmental Safety Department, HCCS Police Department.
- A18. HCC PD 92 sworn 40 security and 5 civilian admin.
- Q19. Is there an existing Continuity of Operations Plan for HCC, and if so, when was it published?
- A19. No

Q20. Does the 30 page limit include attachments, 4,5,6,7,8, 9 and 10? Are resumes of proposed key personnel included in the 30 page limit?

A20. Yes

Q21. Should the framework by which HCC will be able to self perform TVRAs be included as a deliverable? (Page 14, Section C)

A21. Yes

Q22. Should the training plan for the recommended framework also be included as a deliverable? (Page 14, Section C)

A22. Yes

Q23. Will the most current threat assessment be provided to contractor post award?

A23. No

Q24. Does HCC currently have a security plan, and if so will the contractor have access to it?

A24. No

Q25. How large is the law enforcement department for HCC? How many substations and detention facilities does the department have? How many vehicles do they utilize? Is there a K-9 unit or any other specialized units?

A25. See head count above. No K9 today, CID is the non-patrol division, Fleet is 24 vehicles, there are no holding facilities at HCC, and today we operate out of five commands (sub stations).

Q26. Is the school providing aeriels? This is important to identify weaknesses where a shooter could be hiding and where a terrorist can implant a bomb for implosion besides other need.

A26. No