



**Solicitation Amendment No. 1**

<b>To: Prospective Proposer/Offeror:</b>	<b>Date:</b>
Prospective Proposers	December 18, 2020
<b>Project Title:</b>	<b>Project No.:</b>
Security and Safety Plan	RFP 21-18

Description of Solicitation Amendment: The Request for Proposals (Project RFP No. 21-18) is hereby amended as set forth below:

1. Questions and answers have been released (below).

Please visit our website at <https://www.hccs.edu/about-hcc/procurement/>

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

<b>Acknowledgement of Amendment No. by:</b>	<b>Date:</b>

<b>Company Name (Bidder/Offerer):</b>	

<b>Signed by:</b>	

<b>Name (Type or Print):</b>	<b>Title:</b>

**REQUEST FOR PROPOSAL**

**PROJECT NO. RFP 21-18**

**Security and Safety Plan**

**QUESTIONS AND ANSWERS No. 001**

Date: December 18, 2020

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

---

Q1. It was mentioned on the call that there are 20+ campuses in the HCC system. Does your facilities group have electronic files (AutoCAD or Revit) for all of them? Do they include current electronic security systems (surveillance, access-control, intrusion alarms, etc.) as-built conditions?

**Response:**

There are AutoCAD drawings for the newer buildings that were done as part of the CIP program that include the video surveillance and access control systems. These buildings are: Willie Lee Gay Hall Workforce; NE Acres Home; NE North Forest; SW Brays Oaks; SE Felix Fraga; SW Workforce; SW Missouri City; NW Alief Bissonnet Workforce; NW West Houston Institute.

The remaining buildings only have PDF drawings with most of the access control and video surveillance added to them.

Q2. Is HCC wanting main campus as an EOC or just a tactical center?

**Response:** HCC needs an Emergency Operations center located near the exec staff linking police, facilities and emergency operations together. Location is not critical if the criteria is met. Location of the e-staff and other entities are relevant and will drive the site selection.

Q3. Is the Houston city planner in charge of elevation and designation or is that controlled by city surveyors?

**Response:** Does not pertain to HCC RFP.

Q4. Will each campus need to be integrated into a new all Hazard Mitigation Plan or do they just need to have appendages added for each campus to an existing AHMP?

**Response:** HCC has an approved Multi-Hazard Mitigation Plan that was completed in conjunction with Harris County and Regional Planning Partners <https://www.readyharris.org/Contact/After-Action-Reports-And-Other-Resources/Mitigation-Planning>. HCC also has emergency operations plans for each location. The recommendations we are looking for is a benchmarked standard that is a reasonable starting point that balances the institution's desire to be accessible to the community while addressing appropriate security/safety protocols. Creation of Hazard Mitigation Plans, Emergency Operations Plans and Emergency Operations Center may be a component of these benchmarks and protocols but are not the focus of this solicitation.

Q5. If AHMP is the goal does HCC want to be FEMA approved or just city and state approved?

**Response:** HCC has an approved Multi-Hazard Mitigation Plan that was completed in conjunction with Harris County and Regional Planning Partners. <https://www.readyharris.org/Contact/After-Action-Reports-And-Other-Resources/Mitigation-Planning>. The plan was approved by the HCC Board of Trustees, State of Texas, and FEMA. Creation of a new HMP is not the goal of this solicitation.

Q6. Will plan have to be PD and FD for approved?

**Response:** It will need to be HCC-PD approved and it will need to meet HFD and Harris County FM's requirements.

Q7. Is there an allotted time that initial plan must be submitted once proposal is accepted?

**Response:** Yes see proposal time schedule

Q8. Is 1yr plan including training of personnel to take over once contract has ended or will there be an additional time frame for training of replacement personnel?

**Response:** The contract will not include staffing beyond the assessment segment of the contract. Your deliverable is a recommended plan.

Q9. Once plan is complete will it have to be presented not only to the college but the City Council also for ratification into the city system?

**Response:** The HCC administration and potentially the HCC Board of Trustees based on the content of the plan.

Q10. Will Houston EM have final say of AHMP?

**Response:** No

Q11. Is HCC wanting to have the ability to have access to federal grants?

**Response:** Yes

Q12. How many campuses will be integrated into the new system at the start and how many will be integrated in total by the end of the contract?

**Response:** The plan is for all campuses, while implementation may be phased, we are not requiring implementation by the contractor in this RFP

Q13. During research and planning how much funding will be available upfront?

**Response:** Funding for planning should not be outside the proposal for the project

Q14. What Mutual Aid is set up or does awarding company have to set it up?

**Response:** Mutual aid is in place with local support entities and should not be an issue for this contract.

Q15. Does most campuses already have CCTV or does that need to be integrated into proposal?

**Response:** Your plan should leverage our current security systems not recommend additional systems. If selected you will have access to security plans and the facilities to assess what is in place.

Q16. Has similar Planning initiative(s) been undertaken by HCC in the past? If yes, can you please provide details?

**Response:** No.

Q17. Is there a page limit for the response?

**Response:** No.

Q18. Will the HCC provide administrative service support for scheduling meetings as part of this project?

**Response:** Yes

Q19. What will be the most important factor(s) in considering all submitted proposed plans?

**Response:** The evaluation criteria are identified on page 9 of the RFP.

Q20. Is there a HUB requirement for the project? If yes, can you please clarify?

**Response:** No. There is a small business goal participation. Refer to RFP document.

Q21. Can you please provide the anticipated timeline for the project (e.g. project launch, and conclude the project)?

**Response:** Refer to RFP scope. Proposer methodology should include a work plan and timeline.

Q22. Is there a specific event toward which this project is targeted?

**Response:** No.

Q23. Is there a preferred delivery time frame?

**Response:** Refer to RFP scope. Proposer methodology should include a work plan and a timeline.

Q24. Is there a preferred methodology the HCC team wants to follow for this project? If yes, can you please elaborate and is the HCC team open to an alternative methodology and approach for the project?

**Response:** The proposed approach and methodology is one of the evaluation criteria described on page 9 of the RFP. A preferred methodology has not been pre-established by HCC.

Q25. Does HCC have a budget allocated towards this project? Is yes, can you please share the estimated budget?

**Response:** Funds for this project are included in the current Fiscal Year budget and funds are anticipated to be included in future year budgets as well. Following contract award the selected supplier and HCC will work jointly on a plan to ensure completion of the project within budgetary constraints.

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.

Balance of page intentionally left blank