

REQUEST FOR PROPOSAL

PROJECT NO. RFQ 19-11

PROJECT MANAGEMENT SERVICES

QUESTIONS AND ANSWERS No. 001

Date: November 20, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1. Will the successful bidder on RFQ-11 be required to use the Project Management Software successfully bid in RFP 17-68 (attached for reference), or can another software be used to either complement (i.e. work in conjunction with it) or replace it?

Response: Must use e-Builder in certain projects and HCC is open to alternate PM software on others.

Q2. What is the name of the Project Management Software successfully bid in RFP 17-68, has it been fully and successfully implemented and are its specifications available for review and comparison?

Response: E-Builder. Yes. In place 5 years.

Q3. Amendment No. 1, Section 4, 14. Small Business Development Program, e. Please clarify if HCC has a small business participation goal of 25%. Amendment No. 1 removed the goal from Section 3, 5. Proposer Response, g. Tab 5 Small Business, but Section 4, 14. Small Business Development Program, e. references 25% SBE subcontracting.

Response: There is a 25% SBE goal associated with this RFQ. Please see page 18, Item No. 14 for proposed SBE subcontracting commitment, eligibility requirements and available points.

Q4. Is 17" x 11" size paper acceptable if folded to 8½" x 11"?

Response: See Section 3, Instruction to Proposers, Page 11 of 38, Item No. 4, Document Format and Content.

Q5. Amendment No. 1, Pg 4 of 38, Section 1, 1 Term. The RFQ indicates that the "cumulative total of the fees paid under a contract, including any option years, shall not exceed \$500,000 per Contract year." Could you explain if this clause applies to the overall agreement or to each specific task orders?

Response: The agreement is not to exceed \$500k, per project annually.

Q6. Amendment No. 1, Pg. 5 of 38, Section 2.2 Project Manager Responsibilities: "Core project staff position descriptions as a minimum shall meet the criteria of the attached position descriptions. Project Management team will prepare a staffing plan denoting the man-hours and effort each team member will be assigned."

Not having the quantity and type of projects to be assigned, in order to develop the services plan requested, do we assume that the minimum staff identified (Program Manager, Project Manager, and Project Coordinator/Financial Analyst) will be Full-Time for the five-year minimum period indicated?

Response: Minimum annual staff. Program Manager, Project Coordinator/ Financial Analyst, 1 project manager. Number of project managers will fluctuate.

Q7. Will a CCM (Certified Construction Manager) and/or a Master's in Project Management hold the same weight as a PMP designation?

Response: Yes, dependent on accompanying experience.

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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