

QUESTIONS AND ANSWERS

REQUEST FOR QUALIFICATIONS (RFQ)

PROJECT NO. 11-09

PROJECT TITLE: CONSTRUCTION MATERIAL TESTING/OBSERVATION AND GEOTECHNICAL ENGINEERING SERVICES

Date: October 26, 2010
To: Prospective Respondents
From: Houston Community College
Subject: Informational Letter # 1 – Request for Competitive Sealed Proposals for Construction Material Testing/Observation and Geotechnical Engineering Services, HCC Project No. 11-09

The following questions regarding the Request for Qualifications (RFQ) for Construction Material Testing/Observation and Geotechnical Engineering Services (Project # 11-09) were received in the Procurement Operations Department within the time period stated in the RFQ:

Question #1: - We are a DBE certified firm – is it advisable to include another MBE on our team. And does DBE/MBE qualify under **Small Business Development Program (SBDP)?**

HCC Answer: - The composition of your team will be a business decision of your company. To be eligible to participate in the HCC Small Business Development Program, firms must have valid and current certifications as a Small business Administration (8a) Firm; Historically Underutilized Businesses, Minority and Disadvantaged business Enterprises issued by:

- U.S. Small Business Administration;
- The State of Texas;
- City of Houston;
- The Metropolitan Transit Authority of Harris County, Texas;
- Texas Department of Transportation;
- Any other entity authorized to issue such certifications, such as, North central Texas Regional Certification Agency and state agencies.

Notes: 1) Certifications must be updated every three years.

2) You may refer to the Code of Federal Regulations (13 CFR, Part 121) for information on small business size standards.

Question #2: - You have requested that we limit our expression of qualifications to ten typewritten pages, excluding the cover page, table of contents and the required attachments. Format No. 6 is asking for resumes of potential staff that will be assigned to the project. Is a resume to be considered a 'required' attachment or does it counts as part of the 10 page minimum?

HCC Answer: - The resume is included within the ten (10) type written pages.

Question #3: - As a HUB firm, are we considered a Small Business?

HCC Answer: - See Answer to Question Number One (1).

Question #4: - Do we need to meet the goal of 35% for Small Business Participation as established in VIII.c. of the RFQ?

HCC Answer: - Yes.

Question #5: - I know you state on Page 3 that the cover page, table of contents and required attachments are excluded but would the cover page be considered an actual cover and if so we can include a back cover as well?

HCC Answer: - The cover page is a cover page. Do not include a back cover.

Question #6: - Is the letter of interest included in the page count or is that considered the cover page you refer to?

HCC Answer: - Yes.

Question #7: - Section V. Item 7. states "Address the areas/factors specified in Paragraph IV." Should it read, "Address the areas/factors specified in Paragraph VI." instead?

HCC Answer: - Yes.

Question #8: - One of the requirements in Section VI. is Project Understanding. At this time, do you have any further specifics in addition to the examples of projects that are listed on page 4?

HCC Answer: - No, Not at this time.

Question #9: - HCC's required form Attachment No. 4 requests Percent of Contract Effort & Price. However, a total construction value/price was not stated in the RFQ. Can you advise on how to properly answer this section?

HCC Answer: - There is not a total construction value/price for this project. You may put the percentage of contract effort for you (the contractor) and small subcontractor(s) & non-small business contractors, provided that you are the selected contractor for this project.