

QUESTIONS AND ANSWERS

Third Party Energy Audit Services

Project No. 12-27

April 03, 2012

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter #1 – The following questions were received in Procurement Operations within the time period specified in the solicitation document Request for Qualifications (RFQ) for Third Party Energy Audit Services, Project No. 12-27.

Question #1:

Does this procurement potentially include the use of remotely-monitored M&V techniques, using computer network communications to continually track and monitor energy performance of the installed measures for the duration of the three year contract term?

HCC Answer:

No.

Question #2:

Has a budget been established for this project? If so what is it?

HCC Answer:

No budget has been established for Third Party Energy Audit Services at this time.

Question #3:

Can you provide the project history and current status of the Chevron project?

HCC Answer:

The contract for Energy Savings Performance was awarded to Chevron on June 23, 2009. The budget for energy saving projects was \$14 million. Total projects started or completed at this time total \$8 million.

Question #4

Are Attachments 2, 3, and 4 required to be returned with this response? Page 3 instructions and Page 5 do not match.

Page 3 Item B states: Please complete and return the following documents in your statement of qualifications package:

- Response to Section V
- Attachment No. 1 Scope of Services
- Attachment No. 2 Determination of Good Faith Effort
- Attachment No. 3 Small Business Unavailability Certificate
- Attachment No. 4 Contractor & Subcontractor Participation Form
- Attachment No. 5 Small Business Development Questionnaire
- Attachment No. 6 Respondent Certifications
- Attachment No. 7 Conflict of Interest Questionnaire
- Attachment No. 8 Disclosures

HOWEVER, page 5 Item 7. Small Business Commitment: states in the note:

Note: Refer to Attachment Nos. 2, 3 & 4, Determination of Good Faith Effort, Contractor and Subcontractor Participation Form, and Small Business Unavailability Certificate, respectively, these forms are provided as Samples only and do not need to be completed by Respondents at this time

HCC Answer:

Attachment Nos. 2, 3 & 4, Determination of Good Faith Effort, Contractor and Subcontractor Participation Form, and Small Business Unavailability Certificate, respectively, these forms are provided as Samples only and do not need to be completed by Respondents at this time.

Question #5

Our company has a Mentor Protégé agreement with a local engineering company that is certified by the state of Texas as a HUB and certified by the city of Houston as a WBE. We are committed to subcontracting **15%** of the work to them. Please

- a. Let us know if this satisfies the HUB participation requirement.
- b. Advise us on how to handle attachments #2 and #3 as they both deal with the good faith effort to utilizing HUB firms and availability of HUB firms.

HCC Answer:

HCC does not have a HUB participation requirement, HCC has a small business participation requirement, if the company is registered as a "small business", your company may utilize them to achieve the 15% small business goal. Attachments #2 - #4 must be completed and returned after this contract has been awarded.

Question #6

Section I of the Request for Qualifications contains the following statement on line 3 of page 2:

"... (ii) verify the energy performance of completed projects to determine the energy savings achieved."

Is it anticipated that Chevron Energy Solutions will have measured the savings and the respondent's role in verifying is to review the measured savings or will the respondent be expected to perform the measurements?

HCC Answer:

Chevron Energy Solutions will have measured the savings and the respondent's role is to review and verify the measured savings. However for other energy projects, if any, the respondent may be expected to perform measurements.