

**REQUEST FOR QUALIFICATIONS**

**PROJECT NO. RFQ 17-34**

**PROFESSIONAL MECHANICAL/ELECTRICAL/PLUMBING ENGINEERING SERVICES**

**QUESTIONS AND ANSWERS NO. 1**

Date: January 24, 2017

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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1. What about fees?

Answer: This is a Qualification Based Selection Process: Professional services will be procured in accordance with Chapter 2254 of the Government Code, Title 10, and Subchapter A. Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence and qualifications as determined by the College based upon the Qualifications submitted in response to this RFQ.

2. Does page 8 need to be inserted into the response?

Answer: Yes.

3. If we are a certified small business going to self-perform all services because we are a full MEP firm, do we need Attachment 3?

Answer: Yes, self-performance information should be noted on the attachment.

4. Are we required to submit the documents in a binder, or is spiral binding acceptable?

Answer: As long as the documents are sealed, either method would be acceptable.

5. Does the fifty (50) page limit mean 50 pieces of paper or 50 counted pages (25 pieces of paper)?

Answer: The fifty-page is counted pages. If printed double sided, it would be 25 sheets of papers.

6. We are asked to provide our firm's core competency. Should this form be placed along with the other required forms in the last section – tab 8?

Answer: Yes, include the sheet with the required forms with your qualification statement.

7. Can you elaborate and clarify the SBE weighted point value? How do we get assigned maximum point value?

Answer: We have improved the evaluation process for qualified certified small businesses to maximize their opportunity to compete and win more business. The improved model is described below:

1. Certified small business prime – will automatically earn all available points (this is a new

improvement in the program).

2. Certified small business prime and certified small business subcontractor – will earn all available points plus up to half available points based on sliding scale (this is a new improvement in the program).

3. Non-certified small business prime with certified small business subcontractor – will earn points based on proposed small business commitment (sliding scale concept).

4. Non-certified small business prime and non-certified subcontractor will earn no points.

8. Will we be responsible for permitting under this project?

Answer: No specific scope is defined. As scopes are identified and defined, HCC expect the contractor will work collaboratively with the College when permitting is required for a project.

9. Will this be single or multiple awards?

Answer: Reference page 15 of 38, Section 4, General Information, Item 2, Overview, "HCC reserves the right to make single, multiple or no award for the services described herein and as deemed in its own best interests.

10. What is the term of this service contract?

Answer: The term of this service contract can be found on page 4 of 38 of the solicitation.

11. Is State of Texas HUB, City of Austin MBE, or Federal DBE would be acceptable in fulfilling the requirements of being classified as a Small Business for RFQ 17-34? Given my firm has the aforementioned certifications, I would like to know if meets the Small Business classification.

Answer: No, HCC does not recognize the State of Texas HUB, City of Austin MBE or Federal DBE.

12. Can a firm submit as a Prime and also be part of a team with another Prime as a sub-consultant?

Answer: Yes.

13. Are there any limits as to how many teams a sub-consultant can be a part of?

Answer: No.

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