



Solicitation Amendment No. 001

To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	November 8, 2019
Project Title:	Project No.:
Wayfinding & Graphics Standards Program Consultant	RFP 20-08

Description of Solicitation Amendment: The Request for Proposal (Project RFP No. 20-08) is hereby amended as set forth below:

1. Proposal submittal due date has been changed from November 12, 2019 by 2:00 pm (local time) **to December 4, 2019 by 2:00 pm (local time).**
2. Page 4 of 50, Section 2, Scope of Services, has been amended to include;

The RFP scope has been expanded to include two new facilities currently in design: the West Houston Campus Expansion Project and the Regional Emergency Response Training Center Project. In addition, the scope will require the proposers to provide recommendations regarding digital wayfinding and suggested options and recommendations regarding digital and electronic solutions using smart phones and similar hand held devices.

3. Page 13 of 50, Section e, Tab 3, titled, Proposed Approach & Methodology, Sub-section i. has been removed in its entirety. (as per below)
 - ~~i. Proposer shall respond to all requirements and questions noted in Section 1 using the attached Exhibit No. 3 - Functionality Response Document.~~
4. 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.

Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

REQUEST FOR PROPOSAL
PROJECT NO. RFP 20-08
WAYFINDING & GRAPHICS STANDARDS PROGRAM CONSULTANT
QUESTIONS AND ANSWERS No. 001

Date: November 8, 2019
To: Prospective Respondents
From: Procurement Operations Department, Houston Community College
Subject: Questions and Answers Responses

Q1. Do you plan to bid the fabrication out to different companies? Do you plan to bid campus by campus or one bid package?

Response: Yes to both questions.

Q2. Will the contractor have to visit all 20 campuses?

Response: If you expect to provide a comprehensive bid then the answer is yes.

Q3. Will the contractor be looking at coding, stairwells etc.?

Response: Yes.

Q4. Does HCC maintain as-build plans and will they be provided to bidders in advance?

Response: Yes.

Q5. What is the probability of changing the master agreement?

Response: Proposers can submit requested contract changes with their proposal. That does not necessarily mean that the contract changes that are proposed will be accepted. The final contract will be negotiated with the highest ranked respondent. In the event that we are unable to come to mutual agreement, HCC will negotiate with the next highest ranked respondent.

Q6. Regarding the score sheet, is it a safe assumption there would be a short list and will there be price negotiation?

Response: Yes.

Q7. Is there a budget for this project?

Response: The project budget is set at \$6MIL and is intended to cover the scope of work as described in the RFP, design, fabrication and installation of signs.

Q8. On page 4 Task 3-c, it states: Where appropriate, provide guidance on integrating existing or future (HCC) College branding (logos). Just to clarify: does this scope include the design of additional logos?

Response: No, it does not include logos.

- Q9. On page 5 Task 4-b, it states: b) Provide and identify proposed locations for different wayfinding classification types. Does the scope include providing sign locations for all campuses? Does it include providing a message schedule for all sign locations?

Response: Yes for both questions.

- Q10. Task 4-e, it states: To create a consistent signage and wayfinding system across a range of media platforms including physical signs, mobile, and web-based technologies. Integrate the wayfinding plan with existing marketing initiatives. Does the scope include any development of mobile and web-based design or does it only refer to the integration of what is design with those fields? (e.g. use of the maps designed for wayfinding in websites and/or brochures).

Response: No web based design required, investigate mobile technology.

- Q11. Page 18 Paragraph 14: Small Business Development Program (SBDP): If the company responding to the RFP is a DBE, WBE or MBE certified in multiple states but not in Texas, does that count for the requirement?

Response: No. Please refer to Page 18 of 50, Item No. 14, Small Business Development Program for additional information regarding certifications recognized by HCC.

- Q12. Will you give any advantages to respondents located in Texas?

Response: No.

- Q13. Do you have any bi-lingual requirements for signage (English/Spanish)?

Response: Yes.

- Q14. Does the scope of work include exterior wayfinding and signage only or is interior included as well?

Response: Yes, both.

- Q15. Are you requesting an exterior sign location plan for each campus?

Response: Yes.

- Q16. Would you like us to include a sign message schedule that documents the content (text, arrows, symbols, etc.) for each proposed sign location?

Response: Yes.

- Q17. It appears that consulting during any bid, fabrication or installation processes is an additional services that would be discussed after the initial scope of work is completed. Is that correct?

Response: Yes, the project manager will assist in the process.

Q18. Can we change your sequence of the tasks when we propose our approach to the project?

Response: Open for discussion with selected vendor.

Q19. Is the 25% SBE subcontracting a requirement for submitting? Could we submit without that knowing we will lose the five evaluation points?

Response: The subcontracting goal applies to all vendors regardless of their status. Points shall be awarded in accordance with the Proposal Response based on the prime vendor's certifications and/or commitment to small business subcontracting stated in the solicitation document and the published point scale. Please refer to Page 19 of 50, Item No. 14, Small Business Development Program.

Q20. Do local firms receive preference?

Response: No.

Q21. The Scope of Services described by RFP #20-08 appears to be essentially the same as the scope described in its predecessor document, RFP #19-19. Is this an accurate statement?

Response: The RFP scope has been expanded to include two new facilities currently in design: the West Houston Campus Expansion Project and the Regional Emergency Response Training Center Project. In addition, the scope will require the proposers to provide recommendations regarding digital wayfinding and suggested options and recommendations regarding digital and electronic solutions using smart phones and similar hand held devices.

Q22. Was the RFP re-released because all previous offers exceeded HCC's allotted budget? If so, has a new budget (range) been identified for this project?

Response: No. The scope was upgraded as described in the response to Question 21 above.

The budget is \$6MIL over time which includes a small portion which is covered under the scope of work in this RFP, fabrication and installation of actual signs, across the system and investigation into digital wayfinding and digital solutions.

Q23. Please describe how HCC anticipates organizing representation from their various project stakeholders (for 6 colleges, administration location, 15 campuses, 76 buildings, 6 garages). This description will help inform the number of meetings we anticipate, especially during Task 1.

Response: The goal is to standardize graphics and will accomplish thru a steering committee.

Q24. As a way of potentially reducing project costs while also ensuring representation for each campus/facility, is HCC amenable to having staff from each campus/facility produce the photo inventory of their respective campus/facility? (Our team would then be able to select a smaller, cross-representational list of HCC sites to assess first-hand based on these inventories.)

Response: Yes, see response above.

Q25. For how many/which facilities included in the scope this RFP does HCC have documentation (CAD plans, Revit model, record drawings, etc.)?

Response: Yes, complete CAD Files.

Q26. Please confirm that Bidding Assistance and Contract Administration services are part of the base bid (Task 5, so to speak).

Response: Yes.

Q27. If Bidding Assistance and CA services are, in fact, part of the base scope, but the scope of implementation will not be confirmed until the project is under way, how should we price these services for the Price Proposal (page 7)?

Response: This project is multi-phased 6 mil is phase one the successful vendor will communicate how the contract can be expanded.

Q28. Are wayfinding bid packages (exterior and interior sign locations and messages, sign drawings, specifications, bid forms, etc.) for all colleges, campuses, buildings, and parking structures included the scope of this RFP?

Response: Yes.

Q29. Will the wayfinding bid packages be issued concurrently for all locations in the RFP? If not, please provide HCC's anticipated implementation schedule.

Response: To be determined by awarded consultant.

Q30. The RFP is entitled "Wayfinding & Graphics Standards" and includes for Task One, evaluation of existing conditions. Please clarify that the scope addresses exterior and interior signage for both buildings and parking garages. Please also clarify that the project addresses a comprehensive signage program to include code-required (restroom, stairway/stairwell, etc.), room identification signage and regulatory.

Response: Yes.

Q31. Task One includes the evaluation of existing conditions. Please clarify that the Consultant is expected to site survey 76 buildings and 6 parking garages, over 20 campuses.

Response: Yes.

Q32. Please confirm the extent of the evaluation of existing conditions, System-wide, means. Is the Consultant responsible for documenting a system-wide signage Sign-by-Sign INVENTORY of all existing signage in 76 buildings and 6 parking garages or just gathering enough photographic documentation, per building/parking garage, to aid in the assessment and recommendations tasks of the project?

Response: Campus by campus assessment of existing installation.

Q33. Task Two states "provide recommendations on signage types and placement". Please clarify if that task is to be signage placement for EACH of the 20 campuses, therefore, creating a campus specific Signage Location Plan for each campus or general/overall recommendations for HCC overall?

Response: Campus specific also, standardized the system as a whole.

Q34. Are Signage Message Schedules to be provided for EACH campus under this proposal scope?

Response: Yes, see response above.

Q35. The deliverables, as noted at the conclusion of Task 4, states "draft" specifications for solicitation. Please provide your definition of "draft specifications for solicitation".

Response: Awarded consultant will assist.

Q36. Item #3 of the RFP Scope, defines 3.1 as "Final Design/Standards". Please confirm that is the task where the Consultant will provide Contract Documents for the HCC Signage program. Therefore, fees for Contract Documents are to be provided after Task 4 under the heading "Final Design/Standards".

Response: Yes.

Q37. Also, within Item #3, the Consultant is to provide services associated with assisting the HCC Procurement and Facilities with the documentation of an RFP for a Signage Contractor and at this time for this proposal, the Consultant should assume one RFP release? Please confirm.

Response: Yes, the awarded consultant will assist with the release of one RFP.

Q38. Item 3.3.4 states "assist in execution and follow-up". Please define the scope of that statement – execution of a contract with a Signage Contractor and that ends the scope of services or does execution refer to implementation of the signage program and, if so, how many phases of implementation should the proposal assume?

Response: Yes, the awarded consultant will assist in installation and close out. HCC and the awarded consultant will jointly determine phasing and number of sequencing.

Q39. In the instructions to proposers, Tab 3 states the proposer should use "the attached Exhibit No. 3 – Functionality Response Document". Please clarify where this exhibit is to be secured in order to use it.

Response: See Solicitation Amendment No. 001.

Q40. Please confirm the SBE Sub-contracting Commitment. Within the General Information there is a chart that states 25% for the sub-contracting commitment; please confirm.

Response: The proposed SBE subcontracting commitment is 25%. Please refer to Page 19 of 50, Item No. 14, Small Business Development Program.

Q41. Exhibit 1 – Sample Agreement – Section 2 – Compensation – notes Exhibit B "Fee". Contract states "College agrees to pay Contractor based upon the rates as set forth on Exhibit B for each respective position listed, times the number of hours of service actually performed". That would seem as if the project is to be billed hourly at different rates depending on the position of the persons working on the project (i.e. Senior Project Manager v. Project Designer). We typically bill at an average hourly rate. Is an average hourly rate acceptable?

Response: Your response must show your total fee amount for the required statement of work as well as the basis (hourly rates X the number of hours) for the total.

Q42. Sample Agreement, Invoicing states "upon completion of a phase (deliverable, task, item, etc.). In order to maintain financial stability throughout the life of the project for the selected Contractor, can the project be billed monthly or upon completion of individual sub-section of each Task in lieu of completion of the entire task as each task may take months to complete. In other words, for example, Task 1a) is conducting the assessment 1b) is identifying destination points and 1c) is review transportation modes. Can Task 1 therefore, be billed at three different "items" instead of at the completion of the entire task?

Response: Progress Payments are acceptable. Since the entire statement of work is likely not to be completed within a month, the awarded contractor may submit monthly invoices for the services that have been received and accepted by the HCC contractor manager.

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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