

Reference Information

Questions and Answers Program Management Services RFQ 13-40

1. **Question #1:** - You state that Project Managers will not be eligible to participate as a general contractor or subcontractor in the actual construction phase of any project. Can you clarify whether or not a firm can participate as a Project Manager AND be a part of the A/E team?

Answer: They can. However no two firms will be allowed to participate on the same project.

2. **Question #2:** - Can you confirm the list and value of projects listed in the boxes under the Project Management Teams? (The dollar values of projects shown under the Southeast College do not add up to the total shown.)

Answer: - The dollar amounts listed in the boxes are projections for informational purposes only and are not intended to match.

3. **Question #3:** - We have a related company that would like to pursue construction services for some of these projects. We operate as separate companies - separate reporting structures, separate boards, separate financials, etc., and we are not 'subsidiaries' of each other. If we were selected as Project Management Team A and our related company serves as a contractor for a project under Project Management Team C, this does not appear to be a conflict of interest. Please confirm this and clarify.

Answer: - They can. However no two firms will be allowed to participate on the same project.

4. **Question #4:**- Can a sub consultant under the Program Management Team also be a sub consultant on one of the Project Management Teams?

Answer: - No

5. **Question #5:**- General- Is a proposed contract available for review?

Answer: - No

6. **Question #6:**- Where should the SBE Commitment information be submitted within the proposal?

Answer: - Refer to Technical Approach and Methodology, section M.2, Tab 5 (m) and Attachments 2, 3, 4 and 5.

7. **Question #7:** -What section should the attachments be submitted?

Answer: - Attachments should be clearly identified in the Table of Contents of your response.

8. **Question #8:**- How will the insurance coverage for any interns be handled?

Answer: - Interns are employees of the Contractor, therefore the Contractor provides insurance.

9. **Question #9:** Is there a BIM requirement within the scope of services?

Answer: - No

10. **Question #10:-** Will there be OCIP requirements? If so, the selected PM will have to coordinate OCIP requirements?

Answer: - No

11. **Question #11:** - We are considering a sub-consultant on an "as-needed" basis that has previously provided design services to HCCS. Is it considered a conflict of interest if the sub-consultant pursues more design work with HCCS after the PM is awarded with capital and/or other bond projects?

Answer: - They can. However no two firms will be allowed to participate on the same project.

12. **Question #12:-** Is it considered a conflict of interest if one of your team members/sub consultants is an adjunct professor?

Answer: -The HCC HR Procedures prohibit HCC employees from being a contractor for HCC when the employee will be performing similar services as both employee and contractor.

Additionally, HCC General Terms and Conditions, echo the above prohibition in Section 29n: "Contractor certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Contractor that is a sole proprietorship, the officers or directors of any Contractor that is a corporation, the partners of any Contractor that is a partnership, the joint ventures of any Contractor that is a joint venture or the members or managers of any Contractor that is a limited liability company, on one hand, and an employee of any component of The Houston Community College System, on the other hand, other than the relationships which have been previously disclosed to HCC in writing and (ii) Contractor has not been an employee of any component institution of The Houston Community College System within the immediate twelve (12) months prior to the Submittal Deadline.

13. **Question #13:-** The method of procurement for the construction of the projects in this CIP Bond Program may not have been identified and approved by the HCC Board yet. The statutes states clearing that before any procurement of construction services, the Board must determine which method provides the best value for the district.

Answer: - The Scope of Services does not include "construction services". Methods of Procurements shall be approved by the HCC Board when required.

14. **Question #14:** - Will the "master schedule" relate to all three project managers' projects or will there be 3 master schedules? It is not clear what and whose responsibility it really is? This is critical to know and in evaluating the proposal properly.

Answer: -The master schedule will be maintained by the Program Manager; however each Project Manager will be responsible for maintaining a schedule for their assigned projects. Only one master schedule will be kept.

15. **Question #15:** - It is not clear if the Project Manager needs to buy their own E-Builder licenses, or should/will the cost of the license will be borne by HCC? A number of E- Builder license, per team will be required for performance of work.

Answer: - The access to the web site will be by individuals who are licensed users and they will be required to purchase a license.

16. **Question #16:-** Inspection services. Is this referring to coordination with the owner's independent inspectors or will the Project Management team need to provide the construction inspection personnel?

Answer: - The Project managers will need to provide these services either by sub-contracting or in house if they have the capability.

17. **Question #17:** - Is there a target length of schedule that HCC will commit and make decisions to comply with the timetable for the completion of bond projects?

Answer: - The initial projection for the project duration is estimated at 5 years.

18. **Question #18:** We have a couple of key employees that will be on the proposal that serve as adjunct professors for the HCC Construction program at the Central Campus. In light of this, we certainly are of the understanding that this does not represent any conflict of interest however what is HCC's policy and reporting requirements concerning this matter?

Answer: -The HCC HR Procedures prohibit HCC employees from being a contractor for HCC when the employee will be performing similar services as both employee and contractor (See C.04.2 Contract Services: "Employees may not hold an employment status as an employee and be a contractor for HCC within the similar scope of duties.").

Additionally, HCC General Terms and Conditions, echo the above prohibition in Section 29n: "Contractor certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Contractor that is a sole proprietorship, the officers or directors of any Contractor that is a corporation, the partners of any Contractor that is a partnership, the joint ventures of any Contractor that is a joint venture or the members or managers of any Contractor that is a limited liability company, on one hand, and an employee of any component of The Houston Community College System, on the other hand, other than the relationships which have been previously disclosed to HCC in writing and (ii) Contractor has not been an employee of any component institution of The Houston Community College System within the immediate twelve (12) months prior to the Submittal Deadline.

19. **Question# 19:** In the solicitation, Project Management Staff, it indicates that the Project Manager is to have a minimum 10 years of construction project management experience. It also indicates that a Bachelor's degree is preferred, which seems to indicate this refers to an individual. Does this requirement refer to each individual on the Project Management team, the lead Project Manager (individual) proposed from the PM team, the Project Management firm as a whole, or something else?

Answer: The lead Project Manager for each project team is required to have a minimum of 10 years of experience.

20. **Question #20:** In the solicitation, it indicates that the Project Manager is to maintain a comprehensive master schedule within e-Builder. Can a platform like Primavera P6 be utilized and then an export of the data in MPP format {the only format e-Builder accepts) be uploaded to the e-Builder schedule module, or will e-Builder's platform serve as the primary scheduling platform?

Answer: The e-builder platform will serve as the primary scheduling platform

21. **Question #21:** Small Business Development Program -The terms of this RFQ states that the criterion for small business size is 13 CFR Part 121. Does Service Disabled Veteran Owned Small Business from a federal agency qualify since the NAICS codes are tied to 13 CFR Part 121? Please clarify HCC's intent on how to qualify and recognize small businesses.

Answer: HCC accepts and recognizes certifications from other agencies programs such as the Small Business Administration, the City of Houston, Metro, Port of Houston, and Houston Minority Business Council. Our policy is an open one accepting certification from most local, state, and federal public agencies.

22. **Questions #22:** Scope of Services- This section refers to updating the master schedule. We presume the master schedule will be maintained by the Program Manager. So, it is presumed that we will provide updates to our Team (A, B, or C) project schedules to the Program Manager. Correct?

Answer: - The master schedule will be maintained by the Program Manager. Each Project Manager will be responsible for maintaining a master schedule for their assigned projects. Only one master schedule will be kept.

23. **Questions # 23:** Scope of Services Project Management Staff - This section asks for staff augmentation in a wide range of service areas. It seems like the intent is to ask for staff in addition to the Project Manager as required in the previous sections of scope definition.

Answer: Is this a question or a statement? Refer to the scope of services as outlined in the RFQ, section VII.