

QUESTIONS AND ANSWERS

REQUEST FOR PROPOSAL

PROJECT NO. 14-15

PROJECT TITLE: Job Order Contract (JOC) Services

Date: March 31, 2014

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Request for Proposals, HCC **Project No. 14-15**

- 1) Page 38 of 54, Exhibit 1, Contract Pricing Coefficients: please clarify how the rebate percent for each category is applied. For example, if the rebate for \$1M to \$5M is 1% and the rebate for over \$5M is 2%, does this mean the total rebate for any work over \$5M will receive a combined 3% rebate (1 + 3)? Or will each proposed rebate will be applied independently. For example, if the rebate for over \$5M is 2%, then will only 2% rebate will be applied to work over \$5M?

Answer: The rebate will be applied independently.

- 2) Page 38 of 54, Exhibit 1, Contract Pricing Coefficients, Notes, item 2 states that the unit price book (UPB) shall be firm for the term of the contract. Subsection 6 on Page 4 of 54 states that the term of the contract is for two years with the option for three one year terms. Will this mean that the unit price book and the coefficients be fixed for just the initial two-year term or will the unit price be updated annually?

Answer: The Unit Price Book is updated annually; however the coefficients are firm for the duration of the contract, including the initial two-year term and any renewal terms.

- 3) Please specify which column in RS Means is to be used for pricing, O&P column or Bare Cost Column?

Answer: The Overhead and Profit column will be used.

- 4) Will the Houston weighted average City Cost Index for Houston be applied to the unit prices in the unit price book in addition to the coefficient?

Answer: Yes.

- 5) Which parts of Division 1 of RS Means are included in the bid coefficient? (e.g. project management, project supervision, office equipment,.....etc.)

Answer: All Division 1 will be included in the coefficient with the exceptions of payment and performance bonds and non-pre-priced items.

6) Are the payment and performance bonds included in the coefficient or reimbursed as a line item?

Answer: Payment and performance bonds are reimbursable items.

7) Page 23 of 54, IV. Scope of Services, subsection C. Training contains requirement for cost estimation software, UPB training, and JOC process training. Is the expense for these items to be reimbursed by HCC or to be included by the contractor in the bid coefficients?

Answer: HCC will provide the training. Section IV (C) will not be required under the Scope of Services.

8) Page 23 of 54, IV. Scope of Services, subsection C. Training contains requirement for cost estimation software, UPB training, and JOC process training. Considering that HCC may award to more than one contractor, will HCC expect each contractor to provide the required number of software, software training, and software updates? For example will each contractor provide 3 software, unit price training, and JOC process training?

Answer: HCC will provide the training. Section IV (C) will not be required under the Scope of Services.

9) Page 26, subsection L. Closeout Documents: item 2) requires the submittal of electronic files of all documentation. Is this requirement in addition to the requirements on Page 24 under Documents to upload all project documentations into HCCS Building Management System?

Answer: Yes.

10) Page 29, item 1 outlines the use of Non-Pre-Priced coefficient, however, items 2 through 6 outline a process for labor, material, equipment and subcontractors. Please clarify that items 1 through 6 are only applicable to non-pre-priced items.

Answer: No, it applies to program objectives. Please note, page 30, item 6; the section is removed from the solicitation as stated in Amendment no. 1.

11) Page 35, item 19, Contractor Badge ID program requires the contractor and subcontractors to have a photo ID badge. Please clarify if badges for both contractor and subcontractors are processed and issued by HCC or these are contractor generated ID badges. If they are processed and issued by HCC, what is the cost to process each badge?

Answer: Initial badges will be provided and issued by HCC to contractors at no cost. However, there will be a cost for replacement badges.

12) How many JOC contracts does HCC intend to award?

Answer: At this time, HCC intends to award job order contracts to two (2) job order contractors.

13) Please clarify where to place the required forms?

Answer: Please place the required attachment/forms under a separate tab for ease of reference.

14) Attachment No. 2, Section 2 requires the proposer to provide supporting documentation. Should this form and supporting documentations be placed in Tab 8?

Answer: Please place the required attachment/forms under a separate tab for ease of reference.

15) If the proposer intends to meet the small business goals, will Attachment 3 still be required to be submitted with the proposal?

Answer: Attachment 3 should be submitted with a notation of N/A or Not Applicable.

16) Attachment 4 asks for the names of small business subcontractors along with their percentage contract efforts and price. Since this is a JOC contract with no pre-defined scope of work or price, specific percentages and prices cannot be known at this time. Should proposers use To Be Determined (TBD) in the percentage contract efforts and price columns?

Answer: At this time, this Attachment is for information only. Please state "To-Be-Determined" on the form.

17) Page 15 of 54, subsection 1.3, item e asks for the project size in gross square feet. Since the required list is for JOC contracts, there is no square feet related to the contract. Are you asking for the total square feet of the owner facilities covered under the JOC contract or should we respond "NA" if referring to a contract rather than a specific project?

Answer: The requested information provides the evaluation team with the size and scope of previous projects your firm has handled under the job order contracting delivery method. We are requesting example projects which your firm performed in the past related to JOC.

18) Page 18 of 54, subsection 1.6, "Experience" paragraph. Is this requirement referring to projects (task orders) or JOC contracts and is it from the same list presented in 1.3? If not from 1.3, is there a minimum and maximum number of projects on the list.

Answer: Provide three (3) to five (5) examples or as much information as you deem is adequate which demonstrates your firm's past performance. The examples may be the same presented in Section 1.3 or may be different.

19) Page 18 of 54, subsection 1.6, asks for a list of projects and the fee for the services provided. Assuming that the requested list is for JOC contracts, please clarify HCC's definition of "fee". Is it the coefficient or the actual dollar value of the entire JOC contract?

Answer: The fee is related to the total JOC Contract and the coefficient(s) of example job order projects.

20) Page 18 of 54, subsection 1.6, asks for a list of commercial projects. We understand that projects means prime JOC contracts and not individual task orders. Also please state if there is a minimum and maximum number of projects on the list.

Answer: Provide three (3) to five (5) examples or as much information as you deem is adequate which demonstrates your firm's past performance. The examples may be the same presented in Section 1.3 or may be different.

Page 52 of 54, Disclosure of Potential Conflicts of Interest, items (a) and (c). These questions ask if any of our subcontractors have current contacts with other government agencies in Texas. As noted above, since there is no identified scope of work associated with the base JOC contract, we cannot know all of the subcontractors we will use, therefore it is not possible to know if any of them have these current contacts. Please clarify, rephrase or remove.

Answer: Please insert "Not Applicable" under subcontractor section.

1- Should Exhibit 1 go in Tab 7?

Answer: Yes, please insert Exhibit 1 in Tab 7.

21) There are places where the same or similar information is requested throughout the RFP, such as:

- a. 1.1, paragraph one, paragraph two and item a.
- b. 1.5, items a, c, d, and h
- c. 1.5 item f and 1.10 item b
- d. 1.5, item k.2 and 1.5, item c

Presenting information in one response will lessen the review time for HCC staff as well as conserving resources. Would HCC consider a revision that groups or combines questions to allow for one more response?

Answer: The response to these sections can be combined as long as all of the required information is addressed in the proposal.

22) Please clarify the differences between the JOC program described in the RFP vs traditional JOC programs? The RFP references self-performing requirements and it also states the contractor shall be reimbursed for the subcontractor cost, plus the negotiated coefficient. The way the coefficients are to be applied is unclear, are they applied to the actual subcontract costs or to the amount from the RS Means UPB? Please clarify how the final work order amounts will be established in detail including labor, material, and subcontractor components. An example work order estimate indicating the intent of this program with all of these components would be the most helpful.

Answer: The coefficient will be applied to subcontractor costs using RS Means. Any non-pre-priced items will be included in the backup and any savings associated with non-pre-priced items will be passed along to the College. Please note, page 30, item 6; the section is removed from the solicitation as stated in Amendment no. 1.

23) In a traditional JOC program the difference between the RS Means estimate, as adjusted by coefficients, and the actual costs of doing the work results in funds that pay for the contractors general conditions costs, overhead, and profit. There are some references in this RFP to savings being returned to HCC. Please elaborate on how these potential savings are to be defined and established.

Answer: The savings relate to non-pre-priced items.

24) Are we to base our coefficient off of the bare cost column or the overhead and profit column of the RS Means Book?

Answer: The Overhead & Profit Column will be used.

25) Are there divisions within the RS Means book with limited or no availability?

Answer: RS Means will not apply to payment and performance bonds.

26) If multiple JOC's are awarded, will each contractor have to provide the training and software? There may be redundancy in the training, and software supplied. The cost of each contract package of training and software is over \$70k through the potential life of the contract. Since there is no guarantee as to work volume, is it feasible for HCC to reimburse the contractor for these costs to allow training to be tailored into HCC's overall needs, as opposed to being factored into the coefficient?

Answer: HCC will provide the training. Section IV (C) will not be required under the Scope of Services.

27) On pricing of the JOC will it be Left Hand or Right hand means?

Answer: It will be Right hand means.

28) Will city cost index be applied to the coefficient?

Answer: City of Houston, Texas index shall be applied and separate from the coefficient.

29) Will Division 1 line items be allowed?

Answer: Yes, if the line item applies to the individual job order project.

30) What is HCC looking for in regards to SB participation?

Answer: At this time, we would like your firm's statement of commitment that your firm will make a good-faith effort to reach or exceed the Small Business goal as detailed in the solicitation.

31) Is an actual minority solicitation required? Or is a statement of commitment sufficient?

Answer: The small business goal is race and gender neutral. At this time, we would like your firm's statement of commitment that your firm will make a good-faith effort to reach or exceed the Small Business goal as detailed in the solicitation.

32) If HCC is awarding the JOC to 2 contractors, will the contractors be using the same coefficient? Or will they be using the coefficient they submitted at time of pricing? Example – one contract is at 0.87 and the other is at 0.84, do they both work at 0.84? or do they work at 0.87 and 0.84 respectively?

Answer: If more than one job order contract is awarded, the contractors will not be using the same coefficients. The coefficients detailed in each contractor's separate proposal and accepted by HCC will be used.

33) Will the coefficient be applied to the "Bare Total" column or the "Total with Overhead & Profit" column in the R.S. Means price book?

Answer: The Overhead & Profit column will be used.

34) Please confirm that the City of Houston location factor will be utilized in the R.S. Means price book and not be based on U.S. National Average.

Answer: Yes, the City of Houston index will be utilized.

35) How many JOC contractors are you anticipating on selecting?

Answer: At this time, our intent is to award job order contracts to two (2) job order contractors.

36) Under previous JOC contracts, roughly what annual volume was awarded per contractor?

Answer: Under previous contracts, the total volume for the two (2) job order contractors was estimated at \$1.5 million per year.

37) Attachment No. 5 Proposers Certificates item 3 discusses the SBDP goal. There is language in this section that states that Contractor agrees to attain the small business utilization percentages as set forth below. Is this a goal or mandate based on the percentage we select? What happens if we follow all requirements and good faith efforts and the goal is not met?

Answer: The section is intended for the respondent to complete. As detailed in Section 1.8 on page 19 of the RFP, the small business goal for job order contracting services is 35% of the subcontract work each year of the Contract. Meeting the small business goal is part of the overall contract performance measure.

38) Are the costs for payment and performance bonds required to be included in the coefficient or will they be handled separately. Page 34 of 54 item 11.d. states that bond premiums should be included in the Contractors' proposals for individual job orders but it does not say if it is separate or part of the coefficient.

Answer: Payment and performance bonds are reimbursable items and will not be included in the coefficient.

39) Are individual job order projects required to be permitted with the City of Houston or is HCC it's own Authority Having Jurisdiction (AHJ) and no permitting is required? If permitting is required, are the costs for permits to be included in the unit price book, or are they non-prepriced, or are they part of the contractor's coefficient.

Answer: Yes, the awarded job order contractor shall follow all local, state, federal codes and regulations. Any permitting is a reimbursable item and is not subject to coefficient. HCC will reimburse the awarded job order contractor for the actual, demonstrated costs of permits required for the performance of the work specified in the individual job order.

40) Page 29 of 54 of the RFP states "At the discretion of HCC, HCC may request from each awarded JOC Contractor to submit a copy of the proposal for project exceeding \$100,000". The Contractors have already competitively bid their coefficients. Are multiple JOC proposals going to be requested for each Job Order over \$100,000? Was this practice used in previous HCC JOC program?

Answer: The coefficients will be fixed for the duration of the contract. HCC may elect to require proposals proposing a total lump sum from awarded job order contractors for job orders exceeding \$100,000.00. The request will be conducted on job order-by-job order basis at the discretion of HCC. This practice was not used in the previous JOC contract.

41) Page 30 of 54 of the RFP item 5.c. states "a worker with overall project supervisory authority is to be present on the job site at all times." If there are multiple projects ongoing at the same time and on the same campus, can we just have one supervisor present or does each job needs its own supervisor? (i.e. – if we have 15 projects ongoing at the same campus, are 15 different superintendents needed?)

Answer: Yes, you may provide one supervisor to multiple ongoing projects at the same location.

42) Page 35 of 54 of the RFP item 19 talks about Contractor I.D. Badges. Are the actual badges made and issued by HCC or is it the Contractors' cost and responsibility to create a badging system?

Answer: Initial badges will be provided and issued by HCC to contractors at no cost. However, there will be a cost for replacement badges.

43) The link provided under Item No. 31, Terms and Condition on page 10 of 54, is broken. Please provide an updated link to the terms and condition.

Answer: Here is a link to the terms and conditions: www.hccs.edu/contract-terms