



Solicitation Amendment No. 1

To: Prospective Proposer/Offeror:	Date:
Prospective Proposers	January 13, 2020
Project Title:	Project No.:
Furniture Consultant – West Houston Campus Expansion	RFP 20-13
<p>Description of Solicitation Amendment: The Request for Proposals (Project RFP No. 20-13) is hereby amended as set forth below:</p> <p>1. Questions and answers have been released (below).</p> <p>Please visit our website at https://www.hccs.edu/about-hcc/procurement/</p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>	
Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

REQUEST FOR PROPOSAL
PROJECT NO. RFP 20-13
FURNITURE CONSULTANT – WEST HOUSTON CAMPUS EXPANSION

QUESTIONS AND ANSWERS No. 1

Date: January 21, 2020
To: Prospective Respondents
From: Procurement Operations Department, Houston Community College
Subject: Questions and Answers Responses

Q1. Will furniture specification entry be done via a web-based portal or in the form of a PDF/Printed package?

Response: For proposal purposes, consultant should assume PDF/Printed package.

Q2. Will the Contractor be using standards already adopted by HCC or, updating current standards for the new facility?

Response: Both, HCC has a current set of standards, but the team will be updating them as part of this project.

Q3. Will dealer tours be required as furniture selection/types are being determined?

Response: Yes.

Q4. Is there an approximate percentage of furniture at the Fox Lake Campus that the project team would like to repurpose at the new campus?

Response: The College intends on repurposing furniture to the Katy Campus. However, there is no set percentage, but HCC would like to reuse as much as possible.

Q5. Can you share the total construction budget for the project?

Response: Total construction budget is \$36,000,000.

Q6. Tab 4, Section IV: "Provide a list of all contracts that may have ended during the past 3 years; including contracts that may have been terminated or not renewed when a renewal was available. Include a detailed explanation of the circumstances related therein for any such contracts noted."

Please Clarify: Does this refer to any contract that has come to an end in the last 3 years or contracts that were terminated?

Response: Both.

Q7. Will the college have a facilities representative present during installation to assist with building access, access to locked rooms etc.?

Response: Yes.

Q8. How many meetings will there be? Will there be weekly scheduled meetings and for how long?

Response: There are not a set number of meetings. The only anticipated time the furniture consultant will have to participate in weekly meetings will be during activation.

Q9. Where will the meetings be held?

Response: There are various locations meetings could be held. Houston Community College's main office at 3100 Main, HCC West Houston Institute at, 2811 Hayes Rd., Architect's office, Harrison/Kornberg Architects at 3800 Buffalo Speedway, and mStrategic Partners' office at 9977 W. Sam Houston Pkwy N. or, the project site during construction.

Q10. Will the consultant write bid as end result?

Response: The consultant will assist in the development the bid documents to be issued by HCC Procurement Department.

Q11. Are there any meeting minutes from the preproposal/call meeting on the 7th?

Response: No.

Q12. What are the guidelines for dealers when bidding on actual bid?

Response: The Consultant's firm may only place a bid for the furniture as long as they did not assist in the writing of the request for proposal solicitation. Reference, Item c., Section 2, Eligibility for Award, Page No. 9 of 51.

Q13. Will the final bid be a single source dealer? Layer of complexity for multiple manufactures and dealers can be complicated.

Response: No. The scope of work will be written requiring exact, equal to or, greater than the specifications written in the solicitation.

Q14. Does the consultant contract stay on until the furniture is ordered?

Response: Yes. It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be for the duration of the Contract resulting from this Solicitation will be for a period determined by the Project requirements. It is anticipated that the contract term for contract awarded resulting from this solicitation, if any, will be through the successful project completion, including project closeout and warranty period.

Q15. Will change of scope for any reason warrant additional funding?

Response: The project budget is set, and the consultant will be responsible for assisting/advising the project team to remain within the allotted furniture funding.

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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