



Solicitation Amendment No. 001

To: Prospective Bidder/Offeror:	Date:
Prospective Respondents	December 18, 2019
Project Title:	Project No.:
Environmental Consulting Services	RFQ 20-05

Description of Solicitation Amendment: The Request for Qualifications (Project RFQ No. 20-05) is hereby amended as set forth below:

1. Section 1., Project Overview, 4th Paragraph, has been changed and amended below;

HCC request that firms submit technical proposals as defined in this RFQ. After the review process is complete and successful **firm will be contracted** ~~are accepted into the "pool"~~, "on an as needed basis" contract will be issued that encompasses the terms of this RFQ. As Projects are assigned, the scope and cost will be determined on that project specific basis. Cost will be based upon the rates included in the executed "as needed" contract.

2. Subsection, 10.1.1, of Section 10, "Insurance", on Page No. 43 Of 51, has been amended to include;

10.1.1 Workers Compensation "(and Employers Liability)": Statutory Limits.

3. 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 QUALIFICATIONS
PROJECT NO. RFQ 20-05**

ENVIRONMENTAL CONSULTING SERVICES

QUESTIONS AND ANSWERS No. 1

Date: December 18, 2019
To: Prospective Respondents
From: Procurement Operations Department, Houston Community College
Subject: Questions and Answers Responses

Q1. In Section 2, Item 2.a.ii, references a required performance schedule. Is this a schedule provided by the client, proposed by the respondent in the RFQ, or determined with individual Scopes of Work for each project after the award?

Response: No. This is an ID/IQ Contract, individual scopes of work for each project will be assigned after award.

Q2. In Section 1, item 2.35, all construction-related documents are to be uploaded to the HCC's e-Builder system. Does HCC expect there to be any fees associated with obtaining access to HCC's e-builder program?

Response: No.

Q3. In Section 1, item 2.4.1 Activity Descriptions, references are made to mold remediation. Will mold remediation actions be requested under this agreement?

Response: Just the consulting of it stating the mold remediation is needed to be removed and here are the actions that need to be taken to remove and remediate the mold remediation.

Q4. Who are the incumbents?

Response: This is a new project.

Q5. Is there an estimated annual value for this contract? Please confirm, the award value of this contract to be \$500,000.

Response: There is no annual estimated value. The Contract shall not exceed \$500,000.

Q6. In scope of work, it states the contractor is to comply with HCC safety guidelines and rules, will you provide?

Response: **Safety and Security guidelines will be discussed with the successful contractors after award.**

Q7. Is HCC looking for just one consultant firm, or a team?

Response: **One consulting firm see Solicitation Amendment No.1, Line Item 1.**

Q8. Are rates to be included in this RFQ? I remember you stated no in the pre-bid meeting but wanted to have it in writing whether or not we need to give a price for the services.

Response: **No. Rates will be requested and negotiated after the evaluation period is completed.**

Q9. You stated in the pre-bid that this is just for consulting work and not for abatement or remediation. Can you please clarify in the scope of work letter m) UST removal and remediation? Will the Contractor need to provide a scope for the removal and remediation or just the consulting of it stating the UST is needed to be removed and here are the actions that need to be taken to remove and remediate the UST?

Response: **Just the consulting of it stating the UST is needed to be removed and here are the actions that need to be taken to remove and remediate the UST.**

Q10. UST related, Phase I /II ESA, or indoor air quality based on historical experience. Can you provide a percentage estimate related to each service line?

Response: **That information is not available.**

Q11. Will the contract require a proposal for every project prior to mobilization or will every project be billed on a time and materials basis?

Response: **Each project scope will be negotiated based on hourly rates.**

Q12. After Board Approval, what is anticipated for the first task once award received?

Response: **This is an ID/IQ contract, no projects are identified.**

Q13. Will the work always done during business hours or after hours?

Response: **Yes, during business hours, rarely would any work have to be after hours.**

Q14. Will the scope of work be provided by consultant or does HCC provide the scope of work?

Response: **The Consultant will assist HCC with the preparation of the scope of work to be assessed.**

Q15. Will selection be based on fees or will there be a negotiation of fees?

Response: Contractors will be evaluated by their qualifications. After final ranking, fees will be negotiated.

Q16. Do you have preset rates, or is there an expected rate?

Response: No, rates will be negotiated.

Q17. **Sample Agreement, Section 9. Indemnification, page 43:** In the last line, insert the word "negligent" before the word "performance". Professional Liability insurance, the main insurance covering the Contractor's work, will only cover an indemnity based in negligence. The Contractor's requests this change to ensure insurance will cover its work.

Response: The term may be amended during Contract Negotiations.

Q18. **Section 10.2. Insurance, page 43** – in the first line, insert the phrase "and Employer's Liability" after the phrase "Workers' Compensation". Similar to Workers' Compensation, Employer's Liability insurance also does not allow for additional insured status.

Response: Agreed, refer to Solicitation Amendment No. 1, Line Item No. 2.

Q19. During the pre-bid meeting, we were instructed to provide a signature page for the sample contract. Will you please confirm if this is page 49 of the RFQ?

Response: Yes.

Q20. At the bottom of page 5 of the RFQ, do personnel with these licenses and certifications (items o-t) need to be employed by the prime or, can subcontractors fill these roles?

Response: Both prime and subcontractor are acceptable.

Q21. Are we allowed to include key personnel from subcontractors?

Response: Yes.

Q22. On Page 13 of the RFQ, under Item 4.d.ii, is the list of five items (beginning with "A brief description of their unique qualification") intended to be included within their one-page resumes, or is this in addition to the resumes?

Response: In addition to their resumes.

Q23. Are Contractors allowed to subcontract with non-small business certified firms or, only subcontract with certified small businesses?

Response: Both.

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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