

QUESTIONS AND ANSWERS

System Master Planner Services
Project No. 09-22

To: Prospective Respondents
From: Houston Community College
Date: February 11, 2009
Subject: Information Letter #1 - Request for Qualifications for System Master Planner Services

The following questions regarding the Request for Qualifications (RFQ) for System Master Planner Services (#09-22) were received in the Procurement Operations department.

Question #1: Does the cover letter and the TOC count as a page?

HCC Answer: No

Question #2: Do you want the attachments 1, 2, 4, 5, 6 & 7 bound at the end of the submittal?

HCC Answer: Yes

Question #3: Do you want one or more copies of the attachment #3?

HCC Answer: One (1) copy

Question #4: Will you allow any additional information like resumes or project sheets as appendix?

HCC Answer: Yes, but such documents should be limited.

Question #5: What is the last date you might put out an amendment for this RFQ?

HCC Answer: We don't anticipate issuing any more amendments.

Question #6: The RFQ states a maximum of 10 pages. Does the 10 pages include the cover page and the table of contents?

HCC Answer: No

Question #7: We have many years of experience being owners and providing owners with project management, facility planning and development services that are sited in the RFQ. Since we are not a traditional architecture firm and do not have licensed architects on staff would this disqualify our response?

HCC Answer: Each response will be evaluated based on the criteria stated in the solicitation documents.

Question #8: Attachment No. 3 is the Small Business Development Questionnaire. Are we required to fill this attachment out and submit with the proposal even though our firm is not a Small Business? If so, where do we obtain the Contractor and First Tier Subcontractor/Supplier Participation Form?

HCC Answer: Yes, However, you are not required to complete this form (Contractor and First Tier Subcontractor/Supplier Participation Form), at this time.

Question #9: Since this is a solicitation for on-call services and we are not aware of the scope of services we may be providing, is there anything at this point that we have to provide/show for our best effort for the Small Business Development Program? Or will a statement on how we plan to meet your set goals suffice?

HCC Answer: Statement will suffice.