

Solicitation Amendment No. 003

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To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	February 17, 2017
Project Title:	Project No.:
Culinary Arts Center	CSP 17-31

The Request For Competitive Sealed Proposals (Project CSP No. 17-31) is hereby amended as set forth below:

Section 3 – Proposal Evaluations, page 8 and 9 of 43, has been replaced in its entirety. Revised evaluation criteria are attached with this document.

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Company Name (Bidder/Offeror):	
Signed by:	Date:
Name (Type or Print):	Title:

Section 3 – Proposal Evaluations

1. Evaluation Criteria

The scoring of proposals for this CSP will occur in two (2) steps. During Step 1, an Evaluation Committee (“Committee”) will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The Committee’s evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Committee may be invited to make an oral presentation of their written proposal to the Committee.

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Available Points
Firm’s Qualification and Experience (Section 4.5.c - Tab 1)	25
Demonstrated Qualifications of Personnel and Team (Section 4.5.d - Tab 2)	25
Proposed Approach and Methodology (Section 4.5.e - Tab 3)	5
Past Performance & References (Section 4.5.f - Tab 4)	15
Price Proposal (Section 4.5.g - Tab 5)	(Not Weighted in Step 1)
Small Business Practices (Section 4.5.h - Tab 6)	22.5*
Quality Control (Section 4.5.e - Tab 3)	10
LEED Experience	5
Safety (EMR)	Pass or Fail
Financials/Bonding (Section 4.5.i - Tab 7)	Pass or Fail
Total Points	107.5

* The maximum available points in this category include bonus points, as set forth in Section 5.14 below (pages 19-20).

Following the evaluation, scoring and ranking of all proposers based on the weighted factors above (Step 1), proposers earning a minimum of 80 points, and who are deemed otherwise responsible and eligible (see below), will have their price proposals evaluated (Step 2). During this Step 2, all proposers scoring a minimum of 80 points during Step 1 will be re-ranked, in the order of lowest price to highest price, giving price a weight of 100% at this phase for all qualifying proposers. All remaining proposers who did not receive a minimum of 80 points in Step 1 will remain in their same ranking position resulting from Step 1, and their price proposals will have no weight in Step 2.

In the event the HCC determines, in its sole discretion, that an insufficient number of firms received a minimum of 80 points in Step 1, such that there will not be adequate price competition among qualified firms in Step 2, HCC reserves the right to select up to three (3) of the top scoring proposers from Step 1 to move on to Step 2, even if such firms scored less than 80 points in Step

1. HCC may, however, refuse to select a second or third firm to move on to a Step 2 price evaluation if there is a greater than 10% spread (as calculated by the higher score minus the lower score, divided by the lower score) between a firm and the next highest-ranked firm.

2. Eligibility for Award

In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily. Responsive proposals are those that comply with all material aspects of the solicitation, conform to the solicitation documents, and meet the requirements set forth in this solicitation. Proposals, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.

- a. Responsible proposers, at a minimum, must meet the following requirements:
 - i. Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract, including provision of necessary bonds and insurance;
 - ii. Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
 - iii. Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Houston Community College System; signing and submitting the proposal is so certifying to such non-delinquency; and
 - iv. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- b. Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described above and as necessary, to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.
- c. A person or proposer is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person or an employee of the proposer assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other proposers. This provision excludes the provision of pre-construction services for previous versions of the current scope.
- d. A person or proposer shall not be eligible to be considered for this solicitation if the person or proposer engaged in or attempted to engage in prohibited communications as described in Section 5.17 - Prohibited Communications and Political Contributions.
- e. Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or contractors.) HCC will contract only with the individual firm or formal organization that submits a response to this CSP.

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To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	February 21, 2017
Project Title:	Project No.:
Culinary Arts Center	CSP 17-31

The Request For Competitive Sealed Proposals (Project CSP No. 17-31) is hereby amended as set forth below:

The proposal submittal due date has been extended from February 22, 2017 to February 28, 2017 at 2:00 pm (local time). The Small Business Subcontracting Plan submittal due date has been extended from February 23, 2017 to March 1, 2017 at 2:00 pm (local time).

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Company Name (Bidder/Offeror):	
Signed by:	Date:
Name (Type or Print):	Title: