



Procurement Operations

**Request for Proposals (RFP)
For
Construction Manager-At-Risk Services
Project No. 10-03**

REQUEST FOR PROPOSALS

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HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSALS - SUMMARY

Date: September 14, 2009

Project Title: Construction Manager-At-Risk Services

Project No.: 10-03

ISSUED BY:

Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002

SUBMIT INQUIRES TO:

Name: Prudie Lendon
Title: Senior Buyer
Telephone: (713) 713-718-5005
Fax: (713) 718-2113
Email: prudie.lendon@hccs.edu

Project Overview:

HCC is seeking sealed proposals from firms qualified and interested in providing CM-At-Risk Services in support of its Construction Program. The objective of this solicitation is for HCC to select a qualified CM-At-Risk firm to provide professional general construction services and the construction of a 25,000 sq. ft. classroom facility and a 750 space parking garage.

Project Descriptions/General Scope of Work:

1. Project Title: Alief Early College High School & Parking Garage
 - a. Project Site: HCC Alief Campus
 - b. General Scope of Work: The Alief Early College with approximately 312,480 GSF, including approximately 25,000 GSF of classroom and lab space, and approximately 287,480 GSF, 750 space garage.
 - c. **Estimated Budget: \$13,000,000.00**

Contract Approval: This procurement is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee.

Pre-Proposal Meeting:

A non-mandatory pre-proposal meeting will be held in the Procurement Operations Department, 3100 Main Street (11th Floor, Room #11A07) Houston, Texas on Friday, September 18, 2009 at 10:00 a. m. (local time).

Proposal Due Date/Time: HCC will accept proposals to provide the required CM-At-Risk Services until **2:00 p.m.** (local time) on **October 6, 2009**. Proposals will be received in the Procurement Operations Department, 3100 Main Street (11th Floor), Houston, Texas 77002.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

HCC reserves the right to reject all proposal submittals, negotiate changes in the scope of work or services to be provided, and to waive any technicalities or irregularities in any

proposal submission documents. This solicitation does not in any way obligate HCC to select a particular CM-At-Risk firm for projects listed in this solicitation.

This Request for Proposal does not obligate HCC to award a contract or to pay any costs incurred by a proposer in the preparation or submission of a proposal.

INSTRUCTIONS TO PROPOSERS

1. Introduction

HCC is seeking proposals under the negotiated method of procurement from qualified firms interested in providing CM-At-Risk Services in accordance with the Scope of Services contained in this solicitation as Attachment No. 3.

2. Proposal Submittal

Proposer(s) shall submit one (1) original and five (5) copies of the technical proposal to the address shown below by the date and time specified in this solicitation. In addition to the technical and fee proposal, each proposer must complete and return the following documents, if appropriate:

- Attachment No. 1 Proposal/Award Form
- Attachment No. 4 Determination of Good Faith Effort
- Attachment No. 5 Small Business Unavailability Certificate
- Attachment No. 7 Contractor & First Tier Subcontractor/Supplier Participation Form
- Attachment No. 8 Non-Discrimination Statement
- Attachment No. 9 Certification & Disclosure Statement
- Attachment No. 10 Affidavit Form
- Attachment No. 11 Business Questionnaire
- Attachment No. 12 Assurance of SBDP Goal
- Fee Proposal (submit in separately sealed envelope)

The envelope containing a proposal shall be addressed as follows:

- Name, Address and Telephone Number of Proposer;
- Project Description/Title;
- Project Number; and
- Proposal Due Date/Time.

All proposals shall be submitted to the following address:

Houston Community College System
Purchasing Department
3100 Main Street (11th Floor)
Houston, Texas 77002
Ref: Project No. 10-03
Attn: Prudie Lendon, Senior Buyer

HCCS will receive sealed proposals from firms qualified and interested in entering into a contract to provide CM-At-Risk services. Firms meeting the qualifications as described herein should submit One (1) original and Five (5) copies of their proposal documents by the submission deadline of **October 6, 2009 @ 2:00 p.m. (local time)**.

3. **Eligibility for Award**

a. In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCCS must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.

b. Responsive proposals are those complying in all material aspects of the solicitation. Proposals, which do not comply with all the terms and, conditions of this solicitation will be rejected as non-responsive.

c. Responsible proposers as a minimum must:

- Have adequate financial resources, or the ability to obtain such resources as required during the performance of the contract.
- Be able to comply with the required performance schedule, taking into consideration all existing business commitments.
- Have a satisfactory record of past performance.
- Have necessary personnel and management capability to perform the contract.
- Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements.
- Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the proposal is so certifying and is not delinquent in taxes owed to HCC.
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum criteria 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.

4. **Preparation of Proposal and Submission**

A. Technical Proposal:

The technical proposal shall include, as a minimum, the following information:

- **Letter of Interest:** The letter shall not to exceed 2 pages in length, summarizing key points in the proposal. The technical proposal shall be in the form of a bound 8-1/2 inch by 11-inch report with a table of contents and all pages numbered in sequence. Binding must allow reports to lay flat when open and may be either wire or spiral bound. Format of the proposal documentation by be either "portrait" or "landscape" with binding on the left long or short side. The technical proposal should contain at least the following information in the following order:

1. Cover sheet containing the project title and HCC assigned project number, and the name of the lead firm(s) submitting the proposal;
2. Table of Contents;
3. Letter of Interest (2 page maximum)
4. Firm Profile: Complete AIA Document B431 by answering all appropriate questions that relate to your firm/team.
5. Related College Project Experience. Indicate whether firm was the Prime contractor or a subcontractor. Identify firm's role (i.e. construction cost, completion date, contact name(s);
6. Project Images (limit to 5 examples);
7. Proposed staff composition including resumes;
8. Team composition and organizational chart;
9. Financial Statements (last 3 years);
10. Letter(s) of Recommendation from College or Higher education clients listing recently completed projects;
11. Small Business participation commitment statement;
12. Firm's bonding capacity;
13. Experience with multiple projects on the same site.

B. Fee Proposal: The fee proposal shall be clearly identified as such in the technical proposal documents and shall include Pre-Construction Services (PCS), phase fee percentage for General Conditions (GC) and Overhead & Profit (O+P). The PSC, GC and O+P shall be submitted on the Attachment No. 2 Form entitled: Fee Proposal, in a separately sealed envelope.

5. **SELECTION REQUIREMENTS AND PROCESS:**

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 proposers evaluated by the Committee **may** be invited to make an oral presentation of their written proposal to the Committee and/or the HCC Board of Trustees.

The selection of the Construction Manager- At- Risk firm will be accomplished by the one-step process. Within 45 days after the opening of the proposals, the Selection Committee shall evaluate and rank each proposal submitted in relation to the criteria set forth in the Request for Proposal. The Selection Committee will recommend to the HCC Chancellor and Board of Trustees the top three (3) to five (5) ranked firms for the final selection of the CM-At-Risk firms. HCCS shall first attempt to negotiate a contract with the selected Proposer. If HCC is unable to negotiate a satisfactory contract with the selected Proposer, HCC shall formally and in writing, end negotiations with that Proposer and proceed to negotiate with the next offer in the order of the selection ranking until a contract is reached or negotiations with all ranked Proposers end.

Respondent must have experience in Construction Manager-At-Risk projects (or equivalent) that were comparable in size, scope, and complexity to the Scope of Services generally described in Attachment No. 3 of this solicitation.

Respondent must be financially responsible, as determined by the evaluation committee, and be able to and willing to indemnify HCCS and secure insurance and bonds as required in the solicitation documents.

6. **Evaluation Criteria**

The respondent's qualification submissions will be evaluated in the following areas:

A. Experience in performing CM-At-Risk Projects. Demonstrate:

1. Experience in construction of educational facilities (preferred but not necessary). Provide Project Name; Firm's role (prime or subcontractor); Date Completed; Construction Cost; Project Size (SF); and Client/Contact Name(s).
2. Experience in performing Construction Manager At-Risk projects or equivalent work (**Required**). Provide number of years of experience and number and title of completed projects.
3. Firm's ability to hire and manage subcontractors.
4. Personnel committed to this project, their role, and the percent of time to be assigned to this project.
5. Firm's principal(s) and staff commitment to performance of Construction Manager-At-Risk Services for HCCS.

B. Project understanding. Demonstrate:

1. Knowledge and experience of project/program requirements.
2. Firm's construction philosophy and methodology.
3. Process for integrating institutional standards into construction.
4. The methods used and how the firm maintains quality control.
5. Techniques or procedures used on previous projects.

C. Past Performance. Demonstrate:

1. Past performance on College/Higher Education Projects as prime contractor.
2. Past performance on meeting schedules and/or timelines.
3. Past performance in Construction Manager-At-Risk in similar programs.
4. Past performances in managing subcontractors.
5. Past performance in effectively responding to problems on project assignments.
6. Past performance as prime contractor in other type of construction project(s).

D. Firm's Financial Status and Bonding. Demonstrate:

1. Sound Financial Status based on review of Firm's Financial Statement for the last three (3) years. (Profit and Lost Statements must be included).
2. Total bonding capacity. Provide name of bonding company, telephone number and contact person.
3. Identify bonding agent.
4. Available bonding capacity and current backlog, if any.

E. Small Business Commitment. Demonstrate:

1. Firm's commitment to meeting the small business participation goal of 25% for the project(s). Identify past experience and relationship with small business [**Note: It is the understanding that when taking subcontractor bids for the overall project, that the prime contractor will conform to the 25 % small business participation goal.**]
2. Firm's experience at successful completion of small business participation goals on other projects and percentage of participation achieved.
3. Firm's commitment to meet small business participation goals on CM-At- Risk team.
4. Firm's methods, techniques, and procedures for meeting participation goals for first and second tier contractors and subcontractors.

F. Student Internship Program. Demonstrate:

Firm's ability and commitment to develop, and provide paid student internship opportunities in related fields of study, if any.

7. Selection Criteria:

Selection of the most highly qualified firm(s) will be made on the basis of demonstrated competence and qualifications to perform the required services. The factors to be used in the evaluation process are listed below. **Note:** *Each weight will be applied to the corresponding factor and may not reflect the overall available points.*

Factor	Weight
▶ <u>Experience in Performing CM-At-Risks Projects(s)</u>	20
▶ <u>Project Understanding</u>	20
▶ <u>Past Performance</u>	20
▶ <u>Firm's Financial Status and Bonding</u>	20
▶ <u>Small Business Commitment</u>	15
▶ <u>Student Intern Program</u>	5
Total Weight:	<hr/> 100%

8. **Postponement of Proposals Due Date/Time**
Notwithstanding the date/time for receipt of proposals established in this solicitation, the date and time established herein for receiving proposals may be postponed solely at the discretion of HCC.
9. **Oral Presentations**
During the process of selecting a firm to provide the required services, oral presentations may or may not be held. Each proposer should be prepared to make a presentation to HCCS. The presentations must show that the proposer clearly understands the requirements of the solicitation, and has a strategic plan and approach to complete the work.
10. **Small Business Compliance Review**
To ensure compliance with the small business participation goal in the resulting contract, the selected contractor will be required to meet with the procurement staff member responsible for this project at the 50% and 75% completion phase to verify small business participation activity.
11. **Prime Contractor/Contracts for Services**
The selected prime contractor will be required to perform a minimum of 30% of contract services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.
12. **Internship Program**
HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor will be expected to pay the student(s) at least the minimum wage required by law. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.
13. **Prohibited Communications**
Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitations are prohibited:
 - [1] Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
 - [2] Between any Trustee and any member of a selection or evaluation committee; and
 - [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or his designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
 - [2] Communications with the HCC General Counsel.
 - [3] Emergency contracts.
 - [4] Presentations made to the Board during any duly-noticed public meeting.
 - [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
 - [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.
14. **Drug Policy**
HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.
15. **TAXES**
HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.
16. **Explanation to Proposers/Inquiries**
Any explanation desired by a prospective proposer regarding the meaning or interpretation of the solicitation documents must be requested in writing and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive proposals) for a response to reach prospective proposers before the submission of their proposals. Any HCC response will be in the form of an amendment of the solicitation or an informational letter. The response will be made available to all prospective proposers via HCC website at www.hccs.edu. Receipt of any amendment(s) issued by HCC shall be acknowledged with the proposal submission.

Inquiries concerning this Request for Proposal will be addressed only when submitted in writing. Written inquiries must be submitted no later than **September 29, 2009 @ 4 P.M. (local time)** and shall be addressed to:

Houston Community College System
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Reference: Project No. 10-03
E-mail: prudie.lendon@hccs.edu
Fax: (713) 718-2113
Telephone: (713) 718-5005

HCCS responses to written inquiries will be sent by e-mail or fax to all firms who register with HCCS before or at the pre-proposal meeting. HCCS responses will also be posted on the HCCS Website (www.hccs.edu).

17. **Small Business Development Program:**

HCCS has a small business development program to encourage prime contractors in bringing small business subcontractors to a level of being able to provide goods and/or services as prime contractors. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCCS procurements. HCCS will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process. The small business goal for this project is **25%** participation.

18. **Performance and Payment Bonds**

a. Payment Bond:

The Contractor shall furnish a Payment Bond, at time of construction, in the amount equal to one hundred percent (100%) of the contract amount if the contract is in excess of \$25,000.

b. Performance Bond:

The Contractor shall furnish a Performance Bond at the time of construction in the amount equal to one hundred percent (100%) of the contract amount if the contract is in excess of \$100,000.00.

The bonds must be executed by a corporate surety authorized to do business in Texas and licensed in Texas to issue surety bonds, and must be executed by a surety company that is authorized and admitted to write surety bonds in Texas. If the amount of the bond exceeds \$100,000.00, the surety must:

- Hold a certificate of authority from the U.S. Secretary of the Treasury to qualify as a surety on obligations permitted or required under federal law; or
- Have obtained reinsurance for any liability in excess of \$100,000.00 from a reinsurer that is authorized and admitted as a reinsurer in Texas and is the holder of a certificate of authority from the U.S. Secretary of the Treasury to qualify as a surety or reinsurer on obligations permitted or required under federal law.

The Performance and Payment Bonds must be submitted to the Procurement Operations within fourteen (14) calendar days after receipt of a copy of the executed contract or a written notice of contract award. The bonds must be made payable to Houston Community College System.

**ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE SYSTEM
REQUEST FOR PROPOSALS**

PROPOSAL /CONTRACT AWARD FORM

Project Title: Construction Manager-At-Risk Services
Project No.: 10-03

In compliance with the requirements of this Request for Proposals for CM-At-Risk services, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with the Technical & Fee Proposal dated _____, and as mutually agreed upon by subsequent negotiations, if any.

Receipt of Proposal Amendment(s)

The undersigned acknowledges receipt of the below listed amendment(s).
(List amendment number & date.)

Amendment Number(s)

Date

Name of Proposer (Type or Print)

Business Address (Type or Print, include "zip code")

Signed By (Sign in ink; type or print name and title under signature)

ACCEPTANCE AND CONTRACT AWARD FORM

(Note: This page will be completed by HCC.)

Project No. 10-03, Construction Manager-At-Risk Services

Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCCS and the Terms and Conditions of Purchase posted on the HCC website at www.hccs.edu, incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE

Executed for and on behalf of the Houston Community College pursuant to approval by

the Board of Trustees on this _____ day of _____, 2009.

Signed By: _____

Title: COO/Deputy Chancellor

**ATTACHMENT NO.2
FEE PROPOSAL**

Capital Improvement Program

Construction Manager-At-Risk Services

Project No. 10-03

Project/Services	General Conditions Fee	Overhead & Profit Fee
1. Alief Early College High School & Parking Garage	_____ %	_____ %
2. Pre-Construction Services		\$ _____ Lump Sum

CM-At-Risk Firm (Name)

Signature of Authorized Person

Date

Legend:

- GC =** General Contractors
- O&P =** Overhead and Profit
- PCS =** Pre-Construction Services

Note:

1. The fee for Pre-Construction Services will be rolled into the final Guaranteed Maximum Price (GMP).
2. This attachment shall be submitted in a separately sealed envelope.

ATTACHMENT NO. 3
SCOPE OF SERVICES
For
Construction Manager-At-Risk Services

A. Pre-construction Phase Services:

1. The CM-At-Risk shall provide a preliminary evaluation of the HCC program and Project budget requirements, each in terms of the other.
2. Visit the site and inspect the existing facilities, systems and conditions to insure an accurate understanding of the existing conditions as required.
3. Review and understand the standards and requirements in the HCC Design Guidelines Manuals and perform all services in accordance with those standards and requirements.
4. Participate in meetings as a member of the Project Team that consists of the Project Architect, Construction Program Manager (CPM)/HCC, and other consultants as required during the development of the Project.
5. CM-At-Risk shall recommend to the Project Team a schedule for procurement of long-lead time items which will constitute part of the Work as required or meet the Project schedule.
6. Preparation of a specific project management plan.
7. Consult with the Architect and CPM/HCC regarding site use and improvements, and the selection of materials, building systems and equipment.
8. Provide recommendations on construction feasibility; actions designed to minimize adverse effects of labor or material shortages; time requirements for procurement, installation and construction completion; and factors related to construction cost including estimates of alternative designs or materials, and preliminary budgets.
9. Prepare Preliminary cost estimate utilizing area, volume or similar conceptual estimates techniques.
10. When Schematic Design Documents have been prepared by the Architect and approved by CPM /HCC, the CM-At-Risk shall prepare a more detailed estimate with supporting data.
11. When Design Development Documents have been prepared by the Architect and approved by the CPM/HCC, the CM-At-Risk shall prepare a more detailed estimate with supporting data.
12. If any estimate submitted by the CM-At-Risk, exceeds previously approved estimates or HCC budgets, the CM-At-Risk will make appropriate recommendations to the Architect and CPM/HCC.
13. Publicly advertise for and select subcontractors.
14. Review all Drawings, Specifications, and other Construction Documents as they are developed by the Architect during schematic design, design development, and construction documents design phases of the Project.

15. When the Drawings and Specifications are sufficiently complete, the CM-At-Risk shall propose a Guaranteed Maximum Price (GMP), which shall be the sum of the estimated Cost of the Work and the CM-At-Risk Fee.

B. Construction Phase Services:

1. Provide overall management of Project construction including all trades and subcontractors.
2. Project duration is approximately 365 calendar days.
3. Construct the Work in strict accordance with the Construction Documents and as required by the Uniform General and Supplementary General Conditions and HCC Specifications within the time required by the Project Schedule approved by CPM/HCC.
4. Organize and maintain a competent, full-time staff at the Project site with clearly defined authority and communication.
5. Develop a Critical Path Method Schedule for organizing the construction activities, monitor and direct the progress of the work.
6. Attend CPM/HCC regularly scheduled Project progress meetings and fully advise the Project Team of the Project status including schedule, cost, quality and changes.
7. Coordinate delivery and installation of HCC procured materials and equipment.
8. Obtain building permits and special permits for permanent improvements as required by law or the Construction Documents.
9. Coordinate, monitor and inspect the work of Subcontractors to ensure conformance with the Construction Documents.
10. Be responsible for all construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the work.
11. CM-At-Risk shall promptly correct any defective Work at the CM-At-Risk sole expenses.

C. Post Construction Phase Services:

1. Prepare as-built drawings and collect all construction close-out documents for distribution to the CPM/HCC.
2. Assist in obtaining occupancy permits.
3. Provide services during warranty periods.
4. Timely prepare punch list of defective work before end of one (1) year warranty period.

ATTACHMENT NO. 4
PROJECT NO. _____

HOUSTON COMMUNITY COLLEGE
DETERMINATION OF GOOD FAITH EFFORT

Proposer _____

Address _____

Phone _____ Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation.

- _____ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification.

Signature of Proposer Title

Date

**ATTACHMENT NO. 6
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

Note: Vendors are to complete this form along with a COPY of the Contractor and First Tier Subcontractor/Supplier Participation Form and return them in a separate envelope addressed to:

**Houston Community College
Economic Development Office
PO Box 667517
Houston, TX 77266-7515**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

CONTACT PERSON'S NAME: _____

CONTACT PERSON'S PHONE NUMBER: _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
_____ AFRICAN AMERICAN (AA)	_____ MALE	_____ HOUSTON (H)
_____ ASIAN PACIFIC AMERICAN (APA)	_____ FEMALE	_____ TEXAS (T)
_____ CAUCASIAN (C)		_____ OUT OF STATE (O)
_____ HISPANIC AMERICAN (HA)		_____ SPECIFY STATE:
_____ NATIVE AMERICAN (NA)		
_____ OTHER (O)		_____ PUBLIC OWNED (PO)
SPECIFY _____		

BUSINESS CLASSIFICATION

_____ DBE/ Disadvantaged Business Enterprise	_____ SB/ Small Business
_____ WBE/ Women Owned Business Enterprise	_____ MBE/ Minority Business Enterprise
_____ HUB/ Historically Underutilized Business	_____ Other: _____

Please provide information regarding certifying agency (if any)

<u>NAME OF AGENCY</u>	<u>CERTIFICATE NUMBER</u>	<u>EXPIRATION DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Project No. _____

ATTACHMENT NO. 7

CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: _____ Business Name: _____

Address: _____

Telephone/Fax: _____ Date: _____

TOTAL \$ _____
 Contractor \$ _____
 Subcontractor(s) \$ _____
 Supplier (s): \$ _____

ATTACHMENT NO. 8
NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 9

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. **This requirement does not apply to a publicly held corporation.**

If an individual: YES or NO
Have you been convicted of a felony? _____

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2009

Notary Public for the State

Of _____

ATTACHMENT NO. 10

STATE OF TEXAS AFFIDAVIT

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2009.

Notary Public for the State

Of _____

**ATTACHMENT NO. 11
BUSINESS QUESTIONNAIRE**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston Community College System? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters are located _____?

If headquarters is located out of state, does that state have preferential treatment on Bids?

If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____
Title _____

Please indicate how you became aware of this procurement? Source: _____

*Example: Newspapers (Chronicle, El Dia, Houston Star, African American News, etc.)
Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)*

ATTACHMENT NO. 12

ASSURANCE OF SBDP GOAL

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCCS. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = _____%

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCCS's Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCCS contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 13
HCCS VENDOR APPLICATION

Houston Community College System (“HCCS”) Purchasing Department has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within HCCS. What a great way to never miss out on an HCCS bid or proposal opportunity again.

Please take a moment to go to the Houston Community College System Purchasing department website and register as a vendor. The website address to access the vendor registration form is http://216.119.142.201/HCCS/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCCS library to access the website and register.

**ATTACHMENT NO. 14
INSURANCE REQUIREMENTS**

HOUSTON COMMUNITY COLLEGE SYSTEM

The insurance coverage and limits listed below are the minimum limits that the Vendor/Contractor shall carry during performance of the contract for Construction Manager-At-Risk Services, Project No. 10-03

1. Commercial General Liability for Bodily Injury / Property Damage

Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Lightning or Explosion	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

2. Automobile Liability:

Bodily Injury / Property Damage	\$1,000,000
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3. Workers Compensation:

Part A - Statutory
Part B - \$1,000,000 Each Accident \$1,000,000 Policy Limits \$1,000,000 Each Employee

4. Professional Liability

Professional liability coverage is required when a professional liability exposure is present. A minimum of \$5,000,000 will be required.

The following endorsements are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except the Workers Compensation;
- Waiver of Subrogation added by endorsement on all policies;
- The assigned HCC project number and/or purchase order.

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to Houston Community College System within 14 calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate to: Houston Community College, PO Box 667517 (MC-1119), Houston, TX 77266, Attn: Risk Management Office.

**ATTACHMENT NO. 15
CONFLICT OF INTEREST QUESTIONNAIRE**

<p>CONFLICT OF INTEREST QUESTIONNAIRE</p> <p>For vendor or other person doing business with local governmental entity</p>	<p>FORM CIQ</p>
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p align="center">OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of person who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p align="center">_____</p> <p align="center">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
<p>4</p> <p align="center">_____</p> <p align="center">Signature of person doing business with the governmental entity</p> <p align="center">_____</p> <p align="center">Date</p>	

Adopted 06/29/2007