

## **QUESTIONS AND ANSWERS**

### **Construction Inspection Services**

#### **Project No. 11-08**

October 6, 2010

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter #1 – The following questions were received in Procurement Operations within the time period specified in the solicitation document Request for Proposals (RFQ) for Construction Inspection Services (#11-08).

**Question #1:**

Do the financial statements for the past 3 years for the prime and subconsultant need to be audited financials?

**HCC Answer:**

No.

**Question #2:**

Do these financial statements count in the response limit of 20 pages?

**HCC Answer:**

Can be included in the appendices.

**Question #3:**

On page 3, item 7 the small business participation goal is stated as 25%, but on page 16 in Attachment 9 it states: "*Small Business Participation Goal = 35%*". Please advise to percentage for this project.

**HCC Answer:**

See Amendment No. 1.

**Question #4:**

On page 3, item A, it states that “*The response should not exceed twenty (20) single sided pages in length, excluding the transmittal Letter, table of contents, appendices and the required HCC attachments.*”

What is expect/allowed to be included in the appendices?

1. Attachments?
2. 1-page resumes? Full resumes?
3. Etc. (i.e., something other than what is listed here)?

**HCC Answer:**

All pages will count toward the twenty (20) with the exception of the one specified above.

**Question #5:**

Which attachments should be included with the proposal and which should be submitted separately? Are there any, (e.g. Attachment 5), that should be submitted *both* with the proposal *and* separately?

**HCC Answer:**

All Attachments should be submitted with your proposal, with the exception of the ones that designate that they be mailed elsewhere.

**Question #6:**

In Attachment 12, it states to “*Submit this information along with your bid, proposal, or offer.*”, but then states to submit notarized completed “forms” (meaning just Attachment 12 or *all* attachments?) to one address (that is the same as the proposal submittal address) with a copy to the “**Office of System-wide Compliance, Compliance Officers**” also at the same address.

Is it correct to submit Attachment 12 with the proposal and a copy to the “**Office of System-wide Compliance, Compliance Officers**” also at the same address?

**HCC Answer:**

Attachment No. 12:

Submit to the address shown (Procurement Operations) with a copy to Office of System-wide Compliance. See answer to #6.

**Question #7:**

Attachment 2 references items 1-4, but I was not sure where these items are found. I did not see them on the attachment.

**HCC Answer:**

The complete form will be added via Amendment #1.

**Question #8:**

Can the Financial Documents be submitted within an appendix and *not* included in the 20-pg limit?

**HCC Answer:**

See answer to Question #2.