

Houston Independent School District
4400 West 18th Street
Houston, Texas 77092

ADDENDUM NO. 2

Date: 02/11/2013

RFQ – PROJECT NO: 13-01-05CS

RFQ PROJECT TITLE: PROFESSIONAL SERVICES CONSULTANTS
Related to, but not including, design services for
RENOVATION AND NEW CONSTRUCTION PROJECTS FOR THE
2012 FACILITIES CAPITAL PROGRAM

1. SUBMITTAL PACKAGE MUST CONTAIN – Changed To:

1. One (1) printed original submittal package with original signatures, and that set should be labeled “ORIGINAL”
2. Seven (7) printed copies of the original signed copy labeled “Copy”.
3. Eight (8) separate, electronic format copies (On flash drives only). The separate, electronic format copies must be created using tools that are compatible with the Microsoft Office standard desktop tools or Adobe Acrobat Reader, without the need for conversion.

2. 3.1 SCOPE OF SERVICES - Second Paragraph Changed To:

In keeping with HISD’s mandate to promote accountability and efficiency, HISD intends to contract directly with firms for specific projects, which may involve working with a Program Manager, architects/engineers (A/E), HISD’s project managers, construction contractors and others in accomplishing the task assigned. Services resulting from responses to the RFQ are not intended to supersede services contracted by A/E firms at present or in the future. It is anticipated that services may include, but are not limited to, the services described above in the Overview.

3. 3.3 SUBMITTAL CONTENT – Second Paragraph - Changed To:

The printed original and seven (7) printed copies of the SOQ shall be bound using a three ring binder. Pages shall be no larger than letter-size (8-1/2" by 11 ") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider.

4. 3.3 SUBMITTAL CONTENT – G. Financial Information Paragraph - Changed To:

- G. Financial Information: Provide a statement of the Respondent’s financial stability and ability to fulfill the obligations of the contract(s) that may be awarded. Provide a hard copy of audited financial statement for the past three (3) years. Provide a description of all pending

litigation instituted by or against the Respondent. If your firm is unable to provide audited financial statements, please provide a letter why your firm cannot provide and submit any available financial information.

ANSWERS TO QUESTIONS - SUBMITTED BY 5PM FEBRUARY 7, 2013

1. I read through the proposal document and on the project list there is an area for technology improvements. I wanted technology improvements. *I wanted to see if there is a separate RFP for technology improvements in the SAP software field?*

Answer: Not at This Time

2. On page 15 under requirements: the transmittal letter part d. shall confirm that Respondent agrees to maintain a Houston office during the term of the engagement. *By Houston office are you meaning Houston area?* Our office is located in Hempstead, TX.

Answer: Part D – agrees to maintain a Houston office during term of engagement is waived.

3. On page 15 under relevant project experience. Advanced Environmental Analysis, Inc. has school experience with other districts and charter schools, but have not done any work with HISD. I have managed numerous HISD asbestos projects working for another consulting firm. *May I include that along with Advanced Environmental Analysis, Inc. company experience or leave it out?*

Answer: A firm may utilize experience from previous firms so long as the personnel that being proposed is the primary point of contact and/or manager of that project. You must denote that the noted project was completed while working for another firm and must list the firm that the work was completed by.

4. *Could you please clarify the term “roofing inspections”?* Does this imply inspections of current roof systems to document condition? Roof inspections during installation? Leak inspections? Or all of inspections listed?

Answer: All inspections listed.

5. On page 1 of the RFQ it states that the original and one copy must be submitted in **binders**. On page 14 of the RFQ under 3.3 Submittal Content it states that the SOQ shall be bound using **metal spiral binding spines, plastic/vinyl comb binding spines, or other semi-permanent binding** method. *Do you want the proposal submitted in **binders** or the metal, plastic, vinyl, spine, semi-permanent option?*

Answer: This requirement is now changed above. Submit your SOQ original and seven (7) copies in a three ring binders only.

6. *Where can I find the insurance requirements for this RFQ?*

Answer: The insurance requirement will be determined at the time of the contract.

7. For Form G - M/WBE Participation Plan, *if I am a certified M/WBE does this meet the requirements?*

Answer: An M/WBE Participation Plan provides information and documentation that demonstrates the firm (Respondent) made a good faith effort to utilize M/WBE owned firms within the project(s) they are seeking. Examples include, but not limited to, self performing as an M/WBE firm, equal partnering with M/WBE firm, forming legal joint venture with M/WBE firm, or subcontracting with M/WBE firm(s) to meet/exceed professional services goal.

8. *Does this RFQ cover CMPA (Construction Manager Program Administrator) services?*

Answer: No

9. *Are firms selected for this RFQ eligible to serve as sub-consultants on a CMPA contract?*

Answer: That has yet to be determined; however, the majority of these scopes of work will not be part of the future Program Management RFQ.

10. Is there a separate RFP for technology improvements in the SAP software?

Answer: Not at this time.

11. Please provide a technical definition of HISD's meaning of:

*Hazardous Materials Consulting
Environmental Services Phase I
Environmental Site Surveys*

Answer: In most cases public file searches, historical research and chain-of-title examinations are outsourced to information services that specialize in such activities. Non-scope items in a phase I Environmental Site Assessments can include visual inspections or records review searches for:

- Asbestos Containing Materials (ACBM)
- Lead-Based Paint
- Mold
- Radon
- Wetlands
- Threatened and Endangered Species
- Debris Blow
- Earthquake Hazard
- Vapor Intrusion

12. In reference to p 12-13 of the RFQ : If we are interested in the consulting category of Tab B (Environmental Services –Phase I and Phase II Environmental Site Surveys) as well as Tab H (Hazardous Materials Consulting) , can we address both the tabs under one broader (Master) Category such as “ Environmental/ HazMat Services “ and describe eight projects separately for Category B and Category H each under the “Project Experience “ section of the SOQ ?

Our Firm Profile and Key personnel resume cover both categories as our primary practice is focused in the wider range of environmental services which includes but not limited to Phase I and Phase II ESA and Hazardous Materials Consulting and will remain same for both the categories.

Answer: No. You must have all pertinent information in each tab as specified and required by the RFQ.

13. Should you able to publish/post all your answers for the questions asked in reference to the RFQ # 13-01-05CS for your response during the Pre-Submittal conference on February 12, 2013 ?

Answer: Answers received prior to the question deadline will be posted.

14. Form I – Will it suffice if NONE is placed in the box requesting names of District employees and members of their immediate families.....?

Answer: Yes, if none is the correct answer.

15. Section 3.3 Submittal Content "G Financial Information" - If our company does not have audited financial statements but we do have a CPA on staff that prepares and reviews our financial statements on an annual basis, would it be appropriate to respond in this section with the required statements, our CPA's certifications and a copy of the reviewed financial statements? If so, would we also provide the separate copy of the reviewed financial statements on a CD, DVD, or Flash Drive?

Answer: Only a hard copy of the audited financial statement is needed. A copy on CD, DVD or flash drive is waived. If your company does not have audited financials you may submit a copy reviewed and verified by your CPA; however, the District reserves the right to give consideration to those firms with audited financials.

16. On page 13 of the RFQ under Section 3.1 Scope of Services Tab H Hazardous Materials Consulting, what type of projects will there be? For example radon gas, lead based paint or hazardous materials in the soil.

On page 13 of the RFQ under Section 3.1 Scope of Services Tab L Air Quality Testing & Monitoring, what type of projects will there be? For example indoor air quality, mold, asbestos, concerns with mechanical/HVAC equipment affecting air quality or all of these.

Answer: Refer to definition of what constitutes hazardous material on EPA's website.

17. On pages 15 & 16 of the RFQ under F. Section 4 (Forms A thru J; and Insurance) #7 states Form G – M/WBE PARTICIPATION REPORT (1. Place an original copy of this report in a separate envelope marked to the attention of "Office of Business Assistance"; and 2) place an original copy of this report in your RFQ marked "Original Copy".)

If you refer to Form G it states proposers are required to submit an M/WBE plan that demonstrates a good faith effort for achieving the District's goals. The Proposers' plan should identify the existing and proposed participation commitments for achieving these good faith efforts.

- Examples of good faith efforts include, but not limited to:
- Subcontracting with M/WBE firm(s) to meet or exceed district's goal;

- Create a Joint Venture partnership; and
- Participate in a Mentor/Protégé agreement.

My questions are that on Form G there is no plan or report to be filled out. Are there additional documents we need to obtain to fulfill the RFQ's requirements of submitting a MWBE report and or plan? Also does the MWBE firm have to be certified with HISD or just be a registered state MWBE firm?

Answer: Refer to instructions in the RFQ. In reference to M/WBE plan, there are no formal documents. Proposer should provide M/WBE plan in format of choice. M/WBE firm(s) must be certified by the City of Houston (MBE or WBE only), Houston Minority Supplier Development Council, and/or Women's Business Enterprise Alliance.

18. Is this RFQ for Professional Services from Mechanical, Electrical Engineers?

Answer: No

19. Are tabs necessary to indicate the categories we are not submitting in since Form J asks just that?

Answer: Yes, both are requirements of the RFQ and if both are not done as specified the RFQ may not be accepted by the District.

ALL OTHER SECTIONS OF THIS RFQ REMAIN UNCHANGED.

ACKNOWLEDGED:

Supplier:_____ **Date:**_____

Signature:_____