

Solicitation Amendment No. 01

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To: Prospective Bidder/Offeror:	Date:
	August 22, 2011
Project Title:	Project No.:
Architectural & Engineering Services	Project # 11-40

Description of Solicitation Amendment:

The Request for Qualifications (RFQ) for Architectural and Engineering Services, San Jacinto Memorial Building, Central College (Project #11-40) is hereby amended as set forth below:

- 1. Pre-proposal Meeting.** A non-mandatory pre-proposal meeting will be held at Central College Learning HUB/Science Building located at 1300B Holman Street, Conference Room LH100, Houston, TX 77004 on Wednesday, September 14, 2011 at 10:00 A.M. (local time).
- 2. Document Submission.** Interested firms shall submit an original and seven (7) copies of their statement of qualifications documents no later than Monday, October 3, 2011 at 2:00 P.M. (local time). Additionally, your submission must include one (1) electronic copy of your proposal; CD or flash drive. The electronic copy should be in non-editable .PDF format and should include the entire submission.
- 3. Inquiries.** Written inquiries shall be submitted no later than 3:00 P.M. (local time) on September 19, 2011.
- 4. Evaluation Criteria.** Evaluation factors for the selection of the firm are as follows:

<u>Factor</u>	<u>Criteria</u>
• Professional Qualifications & Experience	30
• Staffing and Organization	30
• Past Performance	30
• Firm's Financial Status	10
• Small Business Commitment	Acceptable/Unacceptable
	100 Points

A short-list of the top rated firms may be invited for interviews solely on their written responses to this request for qualifications. The **anticipated** schedule for potential interviews is October 13, 2011 and October 14, 2011. Final selection will occur upon completion of the interview process, if any.

- 5. Scope.** Space use programming for the renovated project building is complete. Preliminary schematic design documents have been prepared and will be made available to all vendors and posted on www.hccs.edu (procurement operations/Current RFPs and Bids, RFQ #11-40)
- 6. Attachment No. 8 Conflict of Interest.** Attachment No.8 is replaced in its entirety, attached and incorporated herein and made part of this solicitation.

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

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

ATTACHMENT NO. 08

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<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>	OFFICE USE ONLY	
<p>1 Name of person who has a business relationship with local governmental entity.</p> 	Date Received	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p style="text-align: center;">(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 style="text-align: center;">_____</p> <p style="text-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 style="text-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 style="text-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 style="text-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 style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>		

Adopted 06/29/2007

Note: When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate and sign the form.

Solicitation Amendment No. 02

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To: Prospective Bidder/Offeror:	Date:
	September 19, 2011
Project Title:	Project No.:
Architectural & Engineering Services	Project # 11-40
Description of Solicitation Amendment:	
<p>The Request for Qualifications (RFQ) for Architectural and Engineering Services, San Jacinto Memorial Building, Central College (Project #11-40) is hereby amended as set forth below:</p> <ol style="list-style-type: none"> Attachment No. 4 Contractor and Subcontractor Participation Form. Attachment No.4 (REV.1) Contractor and Subcontractor Participation Form is hereby replaced in its entirety, attached and incorporated herein and made part of this solicitation. Informational Letter #1. The Informational Letter #1 (Q&A) for RFQ 11-40 Architectural & Engineering Services is hereby made part of this Solicitation and is posted on HCC website: www.hccs.edu <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>	
	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

**ATTACHMENT NO. 4 (REV. 1)
CONTRACTOR AND SUBCONTRACTOR PARTICIPATION FORM**

PROPOSER/OFFERER PRESENTS THE FOLLOWING PARTICIPANTS IN THIS SOLICITATION AND ANY RESULTING CONTRACT. ALL PROPOSERS/OFFERORS, INCLUDING SMALL BUSINESSES SUBMITTING PROPSALS AS PRIME CONTRACTORS, ARE REQUIRED TO DEMONSTRATE GOOD FAITH EFFORTS TO INCLUDE SMALL BUSINESSSS IN THEIR PROPOSAL SUBMISSIONS.

CONTRACTOR	TYPE OF WORK TO BE DONE	TYPE OF SMALL BUSINESS CERTIFICATION	PERCENT OF CONTRACT EFFORT	PRICE \$
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
NON-SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				

BUSINESS NAME: _____
ADDRESS: _____
SUBMITTED BY: _____
TELEPHONE/FAX: _____
E-MAIL ADDRESS: _____

DATE SUBMITTED _____

CONTRACTOR'S PERCENTAGE/TOTAL SMALL BUSINESS	\$	_____
SUBCONTRACTOR(S) PERCENTAGE/TOTAL NON-SMALL BUSINESS	\$	_____
SUB-CONTRACTOR'S PERCENTAGE/TOTAL	\$	_____
GRAND TOTAL	\$	_____

Solicitation Amendment No. 03

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To: Prospective Bidder/Offeror:	Date:
	September 26, 2011
Project Title:	Project No.:
Architectural & Engineering Services	Project # 11-40
Description of Solicitation Amendment:	
<p>The Request for Qualifications (RFQ) for Architectural and Engineering Services, San Jacinto Memorial Building, Central College (Project #11-40) is hereby amended as set forth below:</p> <ol style="list-style-type: none"> 1. Section V. B. 6. Firm's Financial Status: This section must include evidence of the firm's financial stability including but not limited to, one of the following: 1) firm's audited financial statement for the last three (3) years; 2) a statement from at least one financial institution with validation of at least six (6) months working capital; 3) recent annual reports or equivalent information and your short and long-term credit rating; or 4) a letter from the firm's CPA attesting to the firm's financial stability. <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>	
	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title: