

**Houston Community College System
Purchasing Department**



HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

DESIGN-BUILD-FINANCING OF PARKING FACILITIES

PROJECT NO. 06-03

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GENERAL INFORMATION

Date: October 10, 2005

To: Prospective Respondents

Subject: Request for Qualifications (RFQ) for Design-Build-Financing of Parking Facilities,
Project No. 06-03

I. Project Overview:

The Houston Community College System (“HCC”) is seeking Letters of Interest and Qualifications Statements from firms qualified and interested in providing design-build-financing of parking facilities. The services may include, but is not limited to, the following activities:

- Detailed assessment of all HCC parking facilities;
- Development of cost estimates for construction, financing and operations of all parking sites;
- Proposals for design and construction of parking facilities;
- Perform management services, as may be required.

This solicitation consist of three scopes of services: (1) Parking Facility/Lot Development/Construction Services; (2) Parking Management Services; and (3) Parking Financing Services.

Respondents to this solicitation shall identify one entity (“Managing Entity”) to maintain complete responsibility and accountability for all components/scope of services of this solicitation. In addition, said entity will continue as the “point person” throughout the selection, negotiation, contract award(s) and implementation processes throughout the life of the contract. The Managing Entity shall maintain all required performance and/or payment bonds and insurance levels as required by HCC.

II. Scope of Services

1.0 Parking Facility/Lot Development/Construction Services

1.1 Scope of Services

In conjunction with Houston Community College System, HCC desires to include with the respondent team(s), firms who are qualified to assist HCC in meeting the long term parking needs of the campus. That assistance could include, among other functions:

1.1.1 Develop a Parking Facility/Lot Development and Construction plans that includes, but is not limited to, the following for maintenance of existing facilities and addition of new facilities/lots:

- Identify current parking inventory and prepare parking demands for future growth projections;

- Prepare site analysis efforts for new facilities, conceptual designs and cost estimates;
- Assist campus community and policy makers with decision making on needed decisions related to parking facility expansion and maintenance of existing parking facilities;
- Pursue and obtain all approving agency reviews, approvals and permits for construction of parking facilities/lot and maintenance of existing facilities and construction of new parking facilities/lots;
- Provide all development/design/construction management services to construct and deliver new parking facilities/lots and maintenance/re-design of existing facilities/lots;
- Provide annual inspections services of parking facilities/lots including a condition analysis report and cost estimates for facility maintenance and repairs. Provide follow-up services as needed.

1.2 Minimum Qualifications for Parking Facility/Lot Development/Construction Services

All respondents shall demonstrate the following minimum qualifications:

- 1.2.1 Relevant experience of individuals or firm and subconsultants, if any used, in the undertaking of similar projects for public/private sector clients.
- 1.2.2 Firm must demonstrate experience in providing program management and construction management for large complex stand alone parking facilities and other mixed use facilities. Firm must submit five (5) examples of providing program management/construction management services. The project list shall provide the project title, project description, components of project, project costs, and project contact person and contact information.
- 1.2.3 Demonstrated ability to provide project quality control to assure that projects meet all relevant codes, ordinances, etc.
- 1.2.4 Demonstrated ability to complete project work under budget and on schedule.
- 1.2.5 Demonstrated ability in developing and providing parking facilities for public sector clients.

1.3 Submission Requirements for Parking Facility/Lot Development/Construction Services

Respondents shall provide the following information:

- 1.3.1 Minimum Qualifications: Demonstrate that your company meets the minimum qualifications detailed in Paragraph 1.2 above.
- 1.3.2 Company History: Briefly summarize the history of your company. Include the date of organization, form of business (Corporation, Partnership, and Individual) and the number of years in the business of providing services within the scope of this project.

- 1.3.3 Company Resources: Provide information with respect to your company's resources and ability to provide HCC with the expertise necessary to develop and implement development and construction of parking facilities/lots. Briefly describe the key elements of the firm's program implementation plan.
- 1.3.4 Distinguishing Features: Highlight the main features that distinguish your company from what your competitors purport to offer and delineate how these features will benefit the HCC community.
- 1.3.5 References: Provide a verifiable reference sheet that indicates similar services, as described in this solicitation, provided in the last five (5) years, complete with client information, including references.
- 1.3.6 Insurance/Bonding Capacity: Provide a brief description of your firm's current insurance coverage and bonding capacities. The minimum bonding capacities required for construction projects will be as required by State law.
- 1.3.7 Financial Resources: Provide company financial statements, including and income statement and balance sheet for the past two (2) years of operation.
- 1.3.8 Institutional References: List the name, title, address and telephone numbers of select references having familiarity with your firm's ability to develop/design/and deliver parking facilities.

2.0 Parking Management Services

2.1 Scope of Services for Parking Management Services

In conjunction with Houston Community College System, HCC is interested in hearing from firms who believe they are qualified to assist HCC in meeting the longer term parking needs of the campus. That assistance could include, among other functions:

- 2.1.1 Develop a Parking Plan and Policy document, including, but not limited to, the following:
 - Identify parking inventory and develop a strategy for its optimum use;
 - Create a parking permit program and methods for accommodating short term visitor parking on campus. Identify and evaluate any access and revenue control systems;
 - Provide recommendations for pricing structure;
 - Set minimum standards of service;
 - Develop a communication strategy (staff, students and faculty) relative to the introduction of a pay parking program.
- 2.1.2 Develop a set of Standard Operating Procedures for the facilities.

2.1.3 Recommend (and supply) “state of the art” parking technology to facilitate the most service orientated and revenue secure operation.

2.1.4 Manage and operate the facilities as follows:

- Account for revenue and expenses;
- Manage the parking permit system;
- Supply and manage staff and other resources;
- Interact with students, faculty and staff with respect to parking services;
- Report to the HCC Administration;
- Develop and work within budgetary targets.

2.1.5 Effect continuous improvement throughout the term of any awarded contract.

- Ensure an industry leading parking operation;
- Monitor and improve end-user service quality;
- Maximize the financial return from the parking assets;
- Assist HCC in assessing and meeting its long-term parking requirements;
- Utilize systems which will maintain a state-of-the-art parking experience for students, faculty and staff of HCC.

Note: The Houston Community College System is committed to providing learning resources within an environment of high technology, and is seeking a firm that uses technology solutions to meet the needs of a parking system.

2.2 Minimum Qualifications for Parking Management Services

All respondents shall demonstrate the following minimum qualifications:

2.2.1 The continuous operation for the past three (3) years of a minimum of two (2) university or college campus operations of at least 2,500 spaces each;

2.2.2 A minimum of three (3) years experience in the issuance of parking permits, parking citations and parking citation processing for off-street parking facilities;

2.2.3 A continuous operation for the past three (3) years of a minimum of two (2) multi-level garage of more than 1,000 spaces;

2.2.4 Experience in the operation of technology systems used to operate parking garage systems;

2.2.5 Experience in providing parking services in educational environments.

2.3 Submission Requirements for Parking Management Services

Respondents shall provide the following information:

- 2.3.1 Minimum Qualifications: Demonstrate that your company meets the minimum qualifications detailed in Paragraph 2.2.
- 2.3.2 Company History: Briefly summarize the history of your company. Include the date or organization, form of business (Corporation, Partnership or Individual) and the number of years in business of providing services within the scope of this project.
- 2.3.3 Company Resources: Provide information with respect to your company's resources and ability to provide HCC with the expertise necessary to develop and implement a pay parking program. Briefly describe the key elements of the firm's program implementation plan.
- 2.3.4 Distinguishing Features: Highlight the main features that distinguish your company from what your competitors purport to offer and delineate how these features will benefit the HCC community.
- 2.3.5 References: Provide a verifiable reference sheet that indicates similar services, as contained in this solicitation, provided within the last three (3) years, complete with client information, including references.
- 2.3.6 Insurance: Provide a brief description of the firm's current liability coverage including limits and deductibles.
- 2.3.7 Financial Resources: Provide the company's financial statements, including an income statement and balance sheet for the past two (2) years of operation. Also, provide a description of the financial resources available for the provision of capital funding to provide the necessary parking revenue control and other equipment required for the operation of the parking system.

3.0 Parking Financing Services

3.1 Scope of Services for Parking Financing Services

3.1.1 Develop a customized financing solution(s) that:

- Preserves HCC's debt capacity and borrowing power;
- Realizes balance sheet flexibility;
- Raises capital faster than through traditional debt transactions;
- Raises more efficient capital than through traditional debt transactions.

3.2 Minimum Qualifications for Parking Financing Services

All respondents shall demonstrate the following minimum qualifications:

- 3.2.1 Funding Capacity – A qualified firm must demonstrate that it has a minimum of \$50 million in funding capacity and have underwriting authority over fund deployment.

3.2.2 Financing Structure Flexibility – Articulate what characteristics demonstrate the flexibility of your financing structure. In addition, financing must have provisions that exhibit flexibility regarding debt payment.

3.2.3 Financing Structure Efficiency – Articulate what characteristics demonstrate the efficiency of your financing structure.

3.3 Submission Requirements for Parking Financing Services

All respondents shall provide the following information:

3.3.1 Minimum Qualifications: Demonstrate that your company meets the minimum qualifications detailed in Paragraph 3.2.

3.3.2 Office: Provide the address, contact information and hours of operation of the office that will administer any resulting contract.

3.3.3 Financing Manager/Supervisory Staff: Identify by name and office address the designated contact for this financing, providing a resume indicating both the firm's and the individual manager's experience in parking finance. The financing manager must be employed by the firm at the time of qualifications submission.

3.3.4 Company History: Briefly summarize the history of your company. Include the date of organization, form of business (Corporation, Partnership or Individual) and the number of years both the firm and its principals have been in the business of providing services within the scope of this project. Also indicate the volume of related parking financial transactions that the firm's principals have executed.

3.3.5 Company Resources: Provide information with respect to your company's resources and ability to provide HCC with the expertise necessary to develop and implement a parking financing structure. Briefly describe the key elements of the proposed financing and its implementation.

3.3.6 Insurance: Provide a brief description of the parking financing firm's current general liability coverage including limits and deductibles.

3.3.7 Financial Resources: Provide company financial statements, including an income statement and balance sheet for the past two (2) years of operation.

III. 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 his designee.

IV. Irregularities and Expenses

- a. HCC reserves the right to reject any or all submittals, negotiate changes in the scope of work or services to be provided, and to waive any technicalities or irregularities in any submission documents. This solicitation does not in any way obligate HCC to select a particular firm for any of the projects listed in this solicitation.
- b. HCC is not responsible or liable for any expenses or costs incurred by any firm(s) responding to this solicitation.

V. 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 solicitation 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 HCCS 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.

VI. Pre-Submission Meeting/Inquires

A pre-submission meeting will be held on Wednesday, October 19, 2005 at 10:00 a.m.. (local time) in the HCCS Administration Building, Room No. 12B13 (12th Floor), 3100 Main Street, Houston, Texas 77002.

Inquiries concerning this Request for Qualifications will be addressed only when submitted in writing. Written inquiries must be submitted no later than **October 21, 2005 @ 4:00 P.M. (local time)** and shall be addressed to:

Houston Community College System
Purchasing Department
3100 Main Street (11th Floor)
Houston, Texas 77002
Reference: Project No. 06-03
E-mail: John.Carter@hccs.edu
Fax: (713) 718-2113; Telephone: (713) 718.5029

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-submission meeting. The responses will also be posted on the HCCS Website (www.hccs.edu).

VII. Document Format and Submission

Qualification Statements should 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 report may be either “portrait” or “landscape” with binding on the left long or short side. The document should contain at least the following information in the following order:

1. Cover sheet containing the Project Title and HCCS assigned Project Number and the name of firm(s) submitting Qualification Statements;
2. Table of Contents;
3. Letter of Interest (2 page maximum).
4. Other relevant information and in the order as requested in the solicitation document.

VIII. Submittal Due Date/Time

HCCS will receive Letters of Interest and Qualification Statements from firms qualified and interested in entering into a contract to provide design-build-financing of parking facilities. Firms meeting the qualifications as described herein should submit One (1) original and 14 copies of their Letters of Interest and Qualification Statement to the below address no later than the deadline of **November 4, 2005 @ 4:00 p.m. (local time)**:

Houston Community College System
Purchasing Department
Attn: John Carter
3100 Main Street (11th Floor)
Houston, Texas 77002

Reference: Project No. 06-03, Design-Build-Financing of Parking Facilities

IX. Evaluation Criteria

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

A. Qualifications and Experience of Firm in Parking Facility/Lot Development/Construction Services. Demonstrate:

1. Relevant experience of individuals or firm and sub consultants, if any, in the undertaking of similar projects for public/private sector clients.
2. Firm's experience: Where firm was contracted by a client to provide program management and construction management for large complex stand alone parking facilities and other mixed use facilities.(at least five (5) examples were provided). Provide project title(s), description(s), components of project, project costs, and project contact person and information.
3. Firm's ability to provide project quality control to assure that project meet all relevant codes, ordinances, etc.
4. Firm's ability to complete project work under budget and on schedule.
5. Firm's ability in developing and providing parking facilities for public sector clients.

B. Qualifications and Experience of Firm in Parking Management Services. Demonstrate:

1. Firm's continuous operation for the past three years of a minimum of two university or college campus operations of at least 2,500 spaces.
2. A minimum of three years experience in the issuance of parking permits, citations, and citation processing.

3. A continuous operation for the past three years of a minimum of two multi-level garage operations of more than 1,000 spaces.
4. Firm's experience in the operation of technology systems used to operate parking garage systems.
5. Firm's experience in providing parking services in educational environments.

C. Qualifications and Experience of Firm in Parking Financing Services Demonstrate:

1. Funding capacity: Firm must demonstrate that it has a minimum of \$50 million in funding capacity and have underwriting authority over fund deployment.
2. Financing Structure: Firm must demonstrate a flexible financing structure, including flexibility regarding debt prepayment.
3. Financing Structure Efficiency: Firm must demonstrate the efficiency of its financing structure.

D. Project Understanding. Demonstrate:

1. Knowledge and experience of project requirements.
2. Firm's construction philosophy and methodology.
4. The methods used and how the firm maintains quality and cost controls.
5. Techniques or procedures used on previous projects.

E. Past Performance. Demonstrate:

1. Past performance on meeting schedules and/or timelines.
2. Past performance in the undertaking of similar projects for public/private sector clients.
3. Past performances in providing parking services in educational environments.

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

Sound Financial Status based on review of Firm's Financial Statement including an income statement and balance sheet for the past two years of operation.

G. Small Business Commitment. Demonstrate:

1. Firm's commitment to meeting the small business participation goal of 20% for this project.
2. Firm's experience at successful completion of small business participation goals on other projects and percentage of participation achieved.
3. Firm's methods, techniques, and procedures for meeting participation goals for first and second tier contractors and subcontractors.

H. Student Internship Program. Demonstrate:

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

X. 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.*

<u>Factor</u>	<u>Weight</u>
• Qualifications and Experience of Firm:	
a. Parking Facility/Lot Development/Construction Services.	15%
b. Parking Management Services.	15%
c. Parking Financing Services.	15%
• Project Understanding	30%
• Firm's Financial Status.	10%
• Small Business Commitment	15%
Total Weight:	100 %

XI. 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 20% participation.

XII. Internship Program

HCCS is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCCS student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor(s) will be expected to pay the student(s) at least the minimum wage required by law. HCCS will provide the selected contractor(s) with the name of student(s) eligible to participate in the internship program.

XIII. Performance and Payment Bonds for Construction Services

- a. Payment Bond: The Consultant/Contractor shall furnish a Payment Bond in the amount equal to one hundred percent (100%) of the contract amount if the contract is in excess of \$25,000.00
- b. Performance Bond: The Contractor shall furnish a Performance Bond 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 Purchasing Department 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

PROJECT NO. 06-03

HOUSTON COMMUNITY COLLEGE SYSTEM

DETERMINATION OF GOOD FAITH EFFORT

Qualifier _____

Vendor Identification Number _____

Address _____

Phone _____ Fax Number _____

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

- _____ (1) Whether the firm 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 firm divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the firm documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the firm negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

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

(Signature)

(Title)

Date

ATTACHMENT NO. 2

SMALL BUSINESS UNAVAILABILITY CERTIFICATE

I, _____, _____,
 (Name) (Title)

Of _____, certify that on the date shown below, I contacted the following small
 (Business name) business(es) to obtain a Bid for Materials or Services to be utilized on
 HCC Project No. 06-03

DATE CONTACTED	SMALL BUSINESS	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I was unable to award a subcontract(s) or supply orders(s) to the small business listed above.

NOTE: This form to be submitted with all firm's documents for Waiver of small business participation.

Signature: _____

ATTACHMENT NO. 3

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	
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: _____

ATTACHMENT NO. 4

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. 5

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCCS 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 _____, 2005

Notary Public for the State

Of _____

ATTACHMENT NO. 6

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 _____, 2005.

Notary Public for the State

Of _____

**ATTACHMENT NO. 7
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 is 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, HCCS Website, Chamber of Commerce, etc.)

ATTACHMENT NO. 8

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 = 20 percent

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. 9

VENDOR APPLICATION

The 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 HCCS 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 HCCS to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within the Houston Community College System. 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. 10

HOUSTON COMMUNITY COLLEGE SYSTEM

INSURANCE REQUIREMENTS

The following coverage and limits are the minimum limits that the Vendor is required to carry for Project No. 06-03, Design-Build-Financing of Parking Facilities:

1. Commercial General Liability for Bodily Injury / Property Damage

Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000
Annual Aggregate	\$2,000,000
Products Aggregate	\$2,000,000
Fire, Legal Liability	\$1,000,000
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:

Occurrence/Aggregate	\$1,000,000.
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5. Umbrella Liability:

Umbrella Liability with a minimum limit of \$1,000,000.

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 Project No. and/or Purchase Order Number.

The Original Certificate of Insurance shall be mailed to Houston Community College System Risk Management Office, Post Office Box 667517 (MC-1119), Houston, TX 77266, indicating the limits, coverage and endorsements as outlined above within 14 calendar days after receipt of a written purchase order or some other duly executed contract document.

**ATTACHMENT NO. 12
HOUSTON COMMUNITY COLLEGE SYSTEM**

PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED

Reporting Period: From _____ To _____

Consultant / Contractor _____

Project No. _____

Contract Amount \$ _____

Project No. 06-03

Subconsultant / Subcontractor / Supplier	Total Subcontract Amount	Vendor Number	Amount Paid This Period \$	Total Paid to Date \$

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will make payments within five (5) calendar days of receipt of funds now due from HCCS to our subcontractors and suppliers in accordance with contractual arrangements with them.

(Form to be submitted with each invoice for payment.)

Mail Completed Form To:

Name: _____

Signature: _____

Title: _____

Phone: _____

Date: _____

HOUSTON COMMUNITY COLLEGE SYSTEM
Purchasing Department
3100 Main (11th floor)
Houston, Texas 77002
Attn: Georgia Coats, Senior Buyer

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