

QUESTIONS AND ANSWERS
PROJECT NO. 11-12
PROJECT TITLE: Real Estate Broker Services.

Date: November 1, 2010

To: All Prospective Proposers

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 1 – Request for Qualifications (RFQ) for Real Estate Broker Services. (HCC Project No. 11-12)

The following written questions regarding the above referenced RFQ were received in Procurement Operations before the deadline for submission of questions related to HCC Project No.11-12:

Question No. 1 – The RFQ states we must limit our firm’s qualifications to ten (10) typed written pages excluding the cover page, table of contents and the required attachments. Do the resumes for the potential staff that will be assigned to the project qualify under the definition of required attachments and those pages will not be included in the total of ten pages?

HCC Answer: No. Resumes for the potential staff are excluded from the ten (10) page limit.

Question No. 2 – In addition to the ten (10) pages response; are addendums, exhibit and case studies accepted?

HCC Answer: No. Also, see answer to Question No.1

Question No.3 - Are you interested in receiving the responses by e-mail, in addition to a written response?

HCC Answer: No.

Question No.4 - Regarding Attachments No.1-11, are you asking for these forms to be completed or they examples of forms that would be required of the selected service provider?

HCC Answer: Attachment Nos. 3, 5, 6, 7, 8, 10 & 11 shall be completed and returned as part of the submittal package. The Small Business Participation Goal is **Best Effort**; Attachment Nos. 1, 2, 4, & 9 should be completed if appropriate to do so. For example, if the prime respondent to this solicitation intends to use any small business subcontractors under the resulting contract, then the name (s) of the small business subcontractors should be listed on Attachment No.4.

Question No.5 - Attachments No.1-4 mentions items or question. We did not see items or questions in the RFQ package?

HCC Answer: A corrected copy of Attachment No.1 is attached hereto.

Question No.6- The RFQ references dispositions and acquisitions, does the college also desire services related to leasing.

HCC Answer: Yes. (See Attachment No. 1 dated October 29, 2010).

Question No. 7- Does the ten (10) pages limit allow front & back? Does the ten (10) pages limit include resumes and examples of work?

HCC Answer: No. Also, see answer to Question No.1.

Question No.8- Does the ten (10) pages limit include resumes and examples of work?

HCC Answer: See answer to Question No. 1.

Question No.9- Do the resumes for the potential staff that will be assigned to the project qualify under the definition of required attachments and those pages will not be included in the total of ten (10) pages?

HCC Answer: See answer to Question No.1.

Question No.10- Can you insert the resumes as attachments?

HCC Answer: Yes. Also, see answer to Question No.1.

Question No.11- Since my company is small business with certifications do I include myself in the required attachments and do I include other SBs we use on regular bases in my business.

HCC Answer: If you intend to use other subcontractors, including Small Business Subcontractors, they should be listed on Attachment No.4.

Question No.12- How do I find out who is the various companies that was sent the RFQ?

HCC Answer: The RFQ was not sent to any companies; it was advertised in the Houston area newspapers and post on the HCC Website.