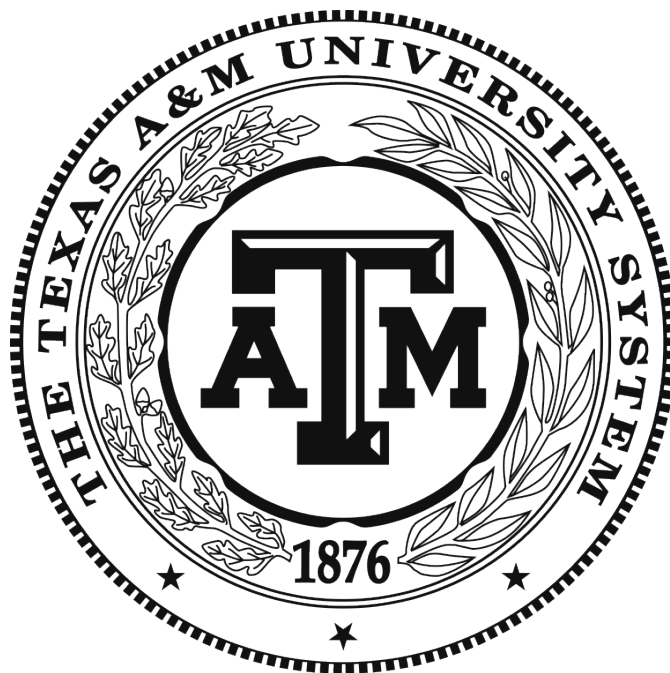


**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECT/ENGINEER PROFESSIONAL SERVICES**

Aplin Center  
Texas A&M University  
College Station, Texas  
Project No. 02-3420



DEADLINE FOR SUBMITTAL:  
**2:00pm, Friday, September 13, 2024**

OFFICE OF FACILITIES PLANNING & CONSTRUCTION  
THE TEXAS A&M UNIVERSITY SYSTEM  
COLLEGE STATION, TEXAS

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## **NOTICE TO RESPONDENTS**

### **1.1 General Information**

The Texas A&M University System Office of Facilities Planning & Construction (FP&C), on behalf of the Board of Regents of The Texas A&M University System (Owner) and Texas A&M University, is soliciting statements of qualifications for the selection of an Architect/Engineer (A/E) firm for the Aplin Center (Project) at Texas A&M University, College Station, Texas, in accordance with the terms, conditions, and requirements outlined in this Request for Qualifications (RFQ).

This RFQ is the first step in selecting an A/E firm. It provides the information necessary to prepare and submit Qualifications for consideration by the Owner. The Owner may select three (3) or more of the top-qualified Respondents to present their qualifications during an interview.

### **1.2 Public Information**

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is executed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

Information in any tangible form that Respondents submit will be treated as confidential until such time as a contract is executed. After that time, the information may be disclosed to requestors under the Texas Public Information Act, Chapter 552, Texas Government Code. If a Respondent believes all or a portion of the information submitted is proprietary and confidential and should, therefore, be exempt from disclosure, they must clearly designate the specific item(s), and the proper statutory citation must be provided in each instance.

Further, Respondents are hereby notified that the Owner will be required to post any resultant contract from this RFQ on its Internet website pursuant to Texas Government Code, Section 2261.253 (a).

### **1.3 Type of Contract**

Any contract resulting from this solicitation will be in the form of the Owner's standard A/E Services Agreement (Attachment C - A/E Services Agreement).

### **1.4 Clarifications and Interpretations**

The Owner will post any clarifications or interpretations of this RFQ that materially affect or change its requirements as an addendum on the Owner's e-Builder website, <https://e-Builder.net>. All individuals who downloaded this RFQ from e-Builder will

receive an email when an addendum is published. All such addenda issued by the Owner before the proposals are due shall become a part of the RFQ, and Respondents shall acknowledge receipt of and incorporate each addendum in their response.

Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

## **1.5 Submission of Qualifications**

### **1.5.1 Deadline:**

FP&C will accept Qualifications uploaded to e-Builder until **2:00pm, Friday, September 13, 2024.**

Upload one (1) copy of the Qualifications and one (1) copy of the Historically Underutilized Business (HUB) Subcontracting Plan (HSP) described in Attachment A as separate files in PDF format.

### **1.5.2 E-Builder will not allow uploads after the deadline.**

### **1.5.3 The Owner will not acknowledge or receive Qualifications delivered by telephone, facsimile (fax), or electronic mail (e-mail).**

## **1.6 Contacts**

Any questions regarding this RFQ shall be directed to:

Joseph Maytum  
The Texas A&M University System  
Office of Facilities Planning & Construction  
301 Tarrow Street, 2nd Floor  
College Station, Texas 77840-7896  
Phone: (979) 458-7067  
E-mail: [jmaytum@tamus.edu](mailto:jmaytum@tamus.edu)

## **1.7 Evaluation of Qualifications**

The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed and evaluated by the Owner. Qualifications shall not include any information regarding Respondent's fees, pricing, or other compensation.

## **1.8 Owner's Reservation of Rights**

The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of

agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

## **1.9 Acceptance of Evaluation Methodology**

By submitting its Qualifications in response to this RFQ, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the “most qualified” firm(s) will require subjective judgments by the Owner.

## **1.10 No Reimbursement for Costs**

Respondent acknowledges and accepts that any costs incurred from the Respondent’s participation in this RFQ shall be at the sole risk and responsibility of the Respondent.

## **1.11 Historically Underutilized Business Program**

It is the policy of the State of Texas and the A&M System to encourage the use of Historically Underutilized Businesses (HUBs) in our prime contracts, subcontractors, and purchasing transactions. The goal of the HUB program is to promote equal access and equal opportunity in A&M System contracting and purchasing.

Please refer to Attachment A – HUB Subcontracting Plan for Professional Services for information regarding the documents required as part of a response to this RFQ. Failure to comply with the requirement of Attachment A will result in the rejection of the submittal.

Respondents are highly encouraged to submit a draft HSP to the email address, SO-HUBProgram@tamus.edu, for review by the A&M System HUB Program Office according to the review period identified in Attachment A.

## **1.12 Required Notices of Workers' Compensation Insurance Coverage**

The Texas Department of Insurance Division of Workers' Compensation has adopted a rule, 28 Texas Administrative Code, Section 110.110, relating to Reporting Requirements for Building or Construction Projects for Governmental Entities. The rule applies to all building or construction contracts advertised for bid on or after September 1, 1994. The rule implements Texas Labor Code Section 406.096, which requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity.

## **1.13 State Registration of Engineering Firms**

Texas Occupations Code Section 1001.405 provides that a business entity may not engage in the practice of engineering in this state unless the business entity is registered with the Texas Board of Professional Engineers. A business is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

## **1.14 State Registration of Architectural Firms**

The Texas Board of Architectural Examiners has adopted a rule, 22 Texas Administrative Code Section 1.124, relating to Business Registration. The rule requires that any firm or business entity providing architectural services to the public, other than a sole proprietor doing business under his/her name, must annually register information regarding the firm or business entity with the Texas Board of Architectural Examiners.

## **EXECUTIVE SUMMARY**

### **2.1 Project Description, Scope and Budget**

The proposed Aplin Center will be a multidisciplinary hub, bringing together experts, students, and industry leaders from various fields to foster collaboration and innovation. It will house advanced laboratories and interactive classrooms, creating an environment where learning and research intersect seamlessly. The center's facilities are programmed to support groundbreaking research in areas such as enology, fermentation, coffee production, meat science, dairy production, floral design, food safety, product development and retail.

The multipurpose facility will have approximately 200,000 gross square feet, with nearly 120,000 assignable square feet. On the almost 8-acre site, there will also be two covered pavilions for outdoor activities.

The facility will have seven classroom kitchens, ranging in size from 30 to 300 students equipped with demonstration kitchens for food preparation, cooking, sampling, or beverage tasting, multi-stations for group instruction, a product development kitchen for food science experiments, and a sensory kitchen to serve products and conduct sampling research.

The facility will also house spaces for the Aggieland Visitor Center, the Benz School of Floral Design, and the Center for Retailing Studies in the Mays Business School. Complimentary to these spaces will be conference and event spaces, a microbiology lab, a group tasting room and a virtual reality room.

The Planning Amount for this project is \$250,000,000. The Planning Amount includes an Amount Available for Construction Contract (AACC) of \$187,411,000. The balance of the planning amount is made up of fees, furnishings, other work, miscellaneous expenses, and contingencies.

### **2.2 Program of Requirements**

The Owner has included the project's Program of Requirements (POR).

### **2.3 Project Planning Schedule**

Key Project planning schedule milestones are:

- |   |                      |
|---|----------------------|
| ▪ Owner receives Request For Qualifications | Refer to Section 1.5 |
| ▪ Owner announces short list                | Week of 09.16.2024   |
| ▪ Owner interviews Respondents              | Week of 09.23.2024   |

## REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and subject to rejection.

**Note: At this stage, the requested information should be provided for the Prime Firm and consultants in these specialties – Acoustical Engineer, Architect, AV & IT, Civil, Fire & Life Safety, Food Service, MEP, Security, Structural, unless expressly noted otherwise.**

### **3.1 Criteria One: Respondent's Statement of Qualifications and Availability to Undertake the Project (Maximum of two (2) printed pages per statement)**

- 3.1.1 Provide a statement of interest for the project, including a narrative describing the Prime Firm's and consultants' unique qualifications as they pertain to this project.
- 3.1.2 Provide a statement on the availability and commitment of the Prime Firm and consultant's assigned principal(s) and professionals to undertake the project in accordance with the project planning schedule.
- 3.1.3 Provide a brief history of the Prime Firm and consultant(s) proposed for the project, including when the firms were established, type of ownership and office locations. If more than one office is listed, indicate the office that will manage the project. If the firm has changed its name or ownership within the last three (3) years, indicate the former name.
- 3.1.4 Provide a listing of the number of professional staff by discipline located in the office that will manage the project.
- 3.1.5 Provide an Organization Chart for the team proposed for the project.
- 3.1.6 Provide resumes of key personnel from the Prime Firm and consultants who will be assigned to this Project. Limit resumes to one (1) page per person.

### **3.2 Criteria Two: Prime Firm's Ability to Provide Services**

- 3.2.1 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.2.2 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 3.2.3 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify the date(s), details, circumstances, and prospects for resolution.



- 3.2.4 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any employee, officer or Regent of the Owner? If so, please explain.
- 3.2.5 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

### **3.3 Criteria Three: Respondent's Performance on Past Representative Projects**

- 3.3.1 List a maximum of five (5) recent projects for which you have provided services that are related to this project. For all consultants listed in this response, indicate if they provided services on any of these projects. Additionally, list a maximum of three (3) projects for each named consultant identified in Section 3's note above. List projects in order of relevance, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Actual Notice To Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Architect (individual responsible for coordinating the day-to-day work)
- Name of Project Designer (individual responsible for design concepts)
- Consultants

References (for each project listed above, identify the following):

- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
- Contractor's name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

### **3.4 Criteria Four: Respondent's Past Performance on Higher Education Projects**

- 3.4.1 Identify and describe the Prime Firm's past experience on projects for the A&M System or peer institutions of higher education, up to a maximum of five (5) projects within the last five (5) years. For all consultants named in the response, indicate the projects they also worked on. Projects may repeat Section 3.3 above.

Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Actual Notice To Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Architect (individual responsible for coordinating the day-to-day work)
- Name of Project Designer (individual responsible for design concepts)
- Consultants
- Project HUB goal and actual percentages achieved

References (for each project listed above, identify the following):

- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
- Contractor's name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

- 3.4.2 Provide a Proposed Team Experience Matrix following the format and notes below to summarize the project information provided in Criteria Three and Four and up to two additional projects from team member resumes from Criteria One. Limit the Team Experience Matrix to a single page.

### Proposed Team Experience Matrix

Role <sup>(1)</sup>	Name <sup>(2)</sup>	Years with Firm	Years of Experience	Project 1	Project 2	Project 3	Project 4	Project 5	Project 1	Project 2	Project 3	Project 4	Project 5	Project 1	Project 2
				Relevant Experience – Firm <sup>(3)</sup>					Higher Ed Experience – Firm <sup>(4)</sup>					Other <sup>(5)</sup>	
<i>Example:</i>				(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)
<i>Project Manager</i>	<i>John Doe</i>	<i>18</i>	<i>26</i>	<i>PM</i>	<i>PA</i>		<i>CA</i>	<i>PM</i>	<i>PM</i>	<i>PM</i>	<i>PM</i>	<i>PA</i>	<i>PA</i>		<i>PM</i>
<i>Project Architect</i>	<i>Jane Smith</i>	<i>12</i>	<i>30</i>	<i>PA</i>	<i>CA</i>	<i>CA</i>		<i>PA</i>			<i>PA</i>	<i>CA</i>		<i>PA</i>	
<i>MEP Consultant</i>	<i>Firm XYZ Engineering</i>	<i>-</i>	<i>-</i>	<i>X</i>		<i>X</i>			<i>X</i>		<i>X</i>				
<b>Principal in Charge (PIC)</b>															
<b>Project Manager (PM)</b>															
<b>Project Architect (PA)</b>															
<b>Project Designer (PD)</b>															
<b>Subject Matter Expert (SME)</b>															
<b>Construction Admin. (CA)</b>															
<b>Consultant Firm</b>															
<b>Consultant Firm</b>															

Notes:

1. Identify the proposed role for team members, including **Principal-In-Charge, Project Manager, Project Architect, and other subject matter experts and/or consultants most appropriate for the project.** Consultant firms can be listed as a firm rather than an individual.
2. Name of the individual assigned to this role on the project.
3. Firm's relevant experience with this project type from Criteria Three above.
4. Firm's experience with institutions of Higher Education from Criteria Four above.
5. This category is for any individual team member's relevant experience with another firm, based on resumes in Criteria One above, a maximum of two projects total.
6. In each square, list the experience of the individual for each listed project using the code indicated (PIC, PM, PA, etc.).

### **3.5 Criteria Five: Respondent's Knowledge of Best Practices**

3.5.1 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates, and how often are they updated? For any combination of three (3) projects listed in response to Criteria Three and Four, provide examples of how these techniques were used and what degree of accuracy was achieved.

3.5.2 Describe your experience with energy-conscientious and sustainable design.

### **3.6 Criteria Six: Respondent's Ability to Identify and Resolve Critical Issues for this Project**

3.6.1 What do you perceive to be the critical issues for this project?

3.6.2 For any three (3) projects listed in response to Criteria Three and Four, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and explain the methods your firm used to resolve those conflicts.

### 3.7 Criteria Seven: Execution of Offer

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

This execution of the offer must be completed, signed, and returned with the Respondent's qualifications. Failure to complete, sign and return this execution of the offer with the qualifications may result in rejection of the qualifications.

Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements that may result from submitting the Respondent's qualifications. A false certification shall be deemed a material breach of contract and, at the Owner's option, may result in the termination of any resulting contract or purchase order.

#### Addenda Acknowledgment

Receipt is hereby acknowledged of the following addenda to this RFQ by entering yes or no in the space provided and indicating the date acquired. Enter "0" if none received.

No. 1 \_\_\_\_\_ Date \_\_\_\_\_ No. 3 \_\_\_\_\_ Date \_\_\_\_\_

No. 2 \_\_\_\_\_ Date \_\_\_\_\_ No. 4 \_\_\_\_\_ Date \_\_\_\_\_

#### Representations

By signing below, Respondent represents and certifies each of the following statements.

- (i) The Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct.
- (ii) Respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualification.
- (iii) The individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract that may result from the submission of the Response.
- (iv) No relationship, whether as a relative or business associate, by capital funding agreement or by any other such kinship, exists between Respondent and an employee of the A&M System.
- (v) In accordance with Section 2252.901 of the Texas Government Code, Respondent represents and warrants that for professional services contracts as described by Chapter 2254 of the Texas Government Code, if a former employee of the A&M System was employed by Respondent within one year of the employee's leaving the A&M System,

then such employee will not perform services on projects with Respondent that the employee worked on while employed by the A&M System.

(vi) All services to be provided in response to this RFQ will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health law (Public Law 91-596) and its regulations in effect as of the date of this solicitation.

(vii) Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

(viii) Each person signing on behalf of Respondent certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of the A&M System or the A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by the A&M System, has direct or indirect financial interest in the award of this RFQ, or in the services to which this RFQ relates, or in any of the profits, real or potential, thereof.

(ix) Each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of engineering or architecture will be selected based on demonstrated competence and qualifications only.

(x) Pursuant to Section 2271.002 of the Texas Government Code, Respondent certifies that either (i) it meets an exemption criteria under Section 2271.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. Respondent shall state any facts that make it exempt from the boycott certification in its Response.

(xi) Respondent represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

(xii) Under Section 2155.0061 of the Texas Government Code (Related to Persons Involved in Human Trafficking), the Respondent certifies that the individual or business entity named in this Response or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

(xiii) In accordance with Section 552.372 of the Texas Government Code, Respondent agrees to (1) preserve all contracting information related to the contract that may result from this solicitation as provided by the records retention requirements applicable to the Owner for the duration of the contract, (2) promptly provide to the Owner any contracting information related to the contract that is in the custody or possession of the Respondent on request of the Owner, and (3) on termination or expiration of the contract, either provide at no cost to the Owner all contracting information related to the contract that is in the custody or possession of the Respondent or preserve the contracting information related to the contract as provided by the records retention requirements applicable to the Owner. Except as provided by Section 552.374(c) of the Texas Government Code, the requirements of Subchapter J, Chapter 552, Government Code, may apply to the contract that may result from this solicitation, and the Respondent agrees that the contract can be terminated if the Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.

(xiv) Respondent accepts responsibility to ensure that employees participating in work resulting from this solicitation have not been designated by the A&M System as Not Eligible for Rehire as defined in System policy 32.02, Section 4. Non-conformance to this requirement may be grounds for termination of any resultant agreement.

(xv) In accordance with Section 669.003 of the Texas Government Code, relating to contracting with the executive head of a state agency, Respondent certifies that it is not (1) the executive head of the Agency, (2) a person who at any time during the four years before the date of the contract was the executive head of the Agency, or (3) a person who employs a current or former executive head of the Agency.

By signing below, the Respondent hereby certifies as follows and acknowledges that such certifications will be included in any resulting contract:

If the Respondent is subject to the Texas franchise tax, it is not currently delinquent in the payment of any franchise tax due under Chapter 171, Texas Tax Code, or is exempt from the payment of such taxes. A false certification may result in the Respondent's disqualification.

Under Section 231.006 Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

Pursuant to Section 2155.004(a) of the Texas Government Code, Respondent certifies that neither Respondent nor any person or entity represented by Respondent has received compensation from Owner to participate in the preparation of the specifications or solicitation on which this Response or contract is based. Under Section 2155.004(b) of the Texas Government Code, Respondent certifies that the individual or business entity named in this Response or contract is not ineligible to receive the specified contract and acknowledges that the contract may be terminated and payment withheld if this certification is inaccurate.

Under Section 2274.002, Texas Government Code (enacted by SB 19, 87th Texas Legislature, Regular Session (2021)), Respondent verifies (1) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) it will not discriminate during the term of this contract against a firearm entity or firearm trade association. Respondent acknowledges this contract may be terminated and payment withheld if this verification is inaccurate.

Respondent certifies that it does not require its customers to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery on entry to, to gain access to, or to receive service from the Respondent's business. Respondent acknowledges that such a vaccine or recovery requirement would make Respondent ineligible for a state-funded contract.

Respondent represents and warrants that: (1) it does not, and will not for the duration of a contract, boycott energy companies or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the contract. If circumstances relevant

to this provision change during the course of the contract, the Respondent shall promptly notify the Owner.



Submitted by:

---

(Company Name)

---

(Authorized Signature)

---

(Printed Name/Title)

---

(Date)

---

(Email)

---

(Street Address)

---

(Mailing Address)

---

(City, State, Zip Code)

---

(Telephone Number)

---

(Facsimile Number)

## SECTION 4

### FORMAT FOR STATEMENT OF QUALIFICATIONS

#### 4.1 General Instructions

- 4.1.1 Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the Owner's needs.
- 4.1.2 Qualifications response shall be a MAXIMUM of fifty (50) PAGES and uploaded as one PDF file. The cover, table of contents, divider sheets, and Execution of Offer do not count as pages. A separate PDF file should be uploaded to comply with the HUB submittal requirements from Attachment A.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 4.1.4 Qualifications and any other information submitted by Respondents in response to this RFQ shall become the property of the Owner.
- 4.1.5 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner at its option.
- 4.1.6 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the Owner's best interest.
- 4.1.7 Qualifications shall consist of responses to the criteria identified in Section 3 of the RFQ. It is not necessary to repeat the criteria details in the Qualifications; however, it is essential to reference the criteria number with the corresponding response.
- 4.1.8 Failure to comply with all requirements contained in this RFQ may result in the rejection of the Qualifications.
- 4.1.9 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the Respondent to the criteria identified in Section 3 of this RFQ will be used by the Owner for evaluation.

4.1.10 Separate and identify each response to Section 3 criteria of this RFQ.

4.1.11 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).