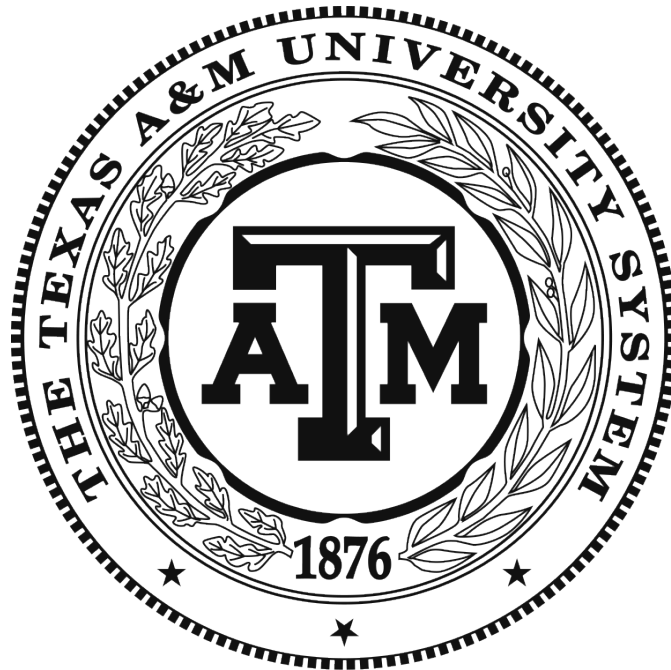


**REQUEST FOR QUALIFICATIONS
FOR
DESIGN-BUILD SERVICES**

Multipurpose Field, Competition Track & Softball Field Upgrades
Texas A&M University-San Antonio
San Antonio, Texas
Project No. 25-3421



DEADLINE FOR SUBMITTAL:
2pm, Tuesday, December 12, 2023

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

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SECTION 1

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-San Antonio, are soliciting statements of qualifications for selection of a Design-Build (DB) firm for the Multipurpose Field, Competition Track & Softball Field Upgrades (Project) at Texas A&M University-San Antonio, San Antonio, Texas, in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).

This RFQ is the first step of a two-step selection process for selecting a Design-Build firm. The RFQ provides the information necessary to prepare and submit Qualifications for consideration by the Owner. The Owner may select up to five (5) of the top qualified Respondents to respond to a Request for Proposals.

In the second step of the process, Request for Proposals (RFP), the top qualified Respondents will be required to submit additional information to the Owner. The second step may also include 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 which is submitted by respondents 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 the website of Owner pursuant to Texas Government Code, Section 2261.253 (a)(1).

1.3 Type of Contract

Any contract resulting from this solicitation will be in the form of the **Owner's DB Agreement specific to this project** (Attachment C – DB Services Agreement).

1.4 Clarifications and Interpretations

Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner 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 addendum are 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 its 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 proposals uploaded to e-Builder until **2pm, Tuesday, December 12, 2023.**

Upload one (1) copy of the Qualifications and one (1) copy of the HUB Subcontracting Plan 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 that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

1.6 Contacts

Any questions regarding this RFQ shall be directed to:

Robert Evans
The Texas A&M University System
Office of Facilities Planning & Construction
301 Tarrow Street, 2nd Floor
College Station, Texas 77840-7896
Phone: (979) 458-7035
e-mail: REvans@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, evaluated, and ranked 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 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 Businesses’ Submittal Requirements

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, and to contract directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F and 34 TAC Section § 20.285. The purpose of the Historically Underutilized Business (“HUB”) Program is to promote full and equal business opportunities for all businesses in State contracting. A HUB is described as a business that meets the parameters outlined within 34 TAC §20.282.

The HUB Submittal Requirements for this RFQ are specific to the two-step process for a Design-Build project, and the HUB plan shall address the design team only. Construction services will be addressed in the subsequent RFP. As such, subcontracting opportunities are anticipated for the Architect/Engineer design team and therefore a HUB Subcontracting Plan (HSP) is required. **Failure to submit a comprehensive, acceptable HSP that identifies ALL subcontracting opportunities will be considered a material failure to comply with the requirements of the RFQ and will result in rejection of the submittal.**

Prepare the HSP according to Attachment A at the end of this document and upload to eBuilder by the submittal deadline given in Section 1.5.1 above.

Respondents are highly encouraged to submit a draft HSP to email address SO-HUBProgram@tamus.edu for review by the A&M System HUB Program Office at least ten days prior to the due date.

Construction services will be addressed in the subsequent RFP.

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 as 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 Texas A&M University-San Antonio intends to construct a multipurpose competition field for soccer and intramurals with an 8-lane NCAA-compliant track, 500-seat grandstand and press box, scoreboard, site work and utilities, pedestrian walkways, pedestrian lighting, and field lighting. Additionally, the existing softball field will replace the turf grass with synthetic turf and add two dugouts, 500-seat bleachers, safety netting, ADA walkways, a press box, an AV speaker system, and a scoreboard.

The Planning Amount for this project is \$10,000,000. The Planning Amount includes an Amount Available for Construction Contract (AACC) of \$8,209,161. Fees, furnishings, other work, miscellaneous expenses, and contingencies make up the balance of the Planning Amount.

2.2 Program of Requirements

The Owner has included a Program of Requirements (POR) for the project.

2.3 Project Planning Schedule

Key Project planning schedule milestones are:

- Owner receives Request For Qualifications Refer to Section 1.5
- Owner announces Respondents qualified for further consideration Week of 12.18.2023
- Owner receives Request for Proposals 01.04.2024
- Owner interviews Respondents Week of 01.08.2024

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: Information is also being sought at this stage on the Architect, AV & IT, Civil, Fire & Life Safety, MEP, Structural consultants. The same information requested below for the Prime Firm is also requested for the named consultant firm(s) unless specifically 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 Respondent's and consultant's unique qualifications as they pertain to this particular project.
- 3.1.2 Provide a statement on the availability and commitment of the Respondent's 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 Respondent's 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 name or ownership within the last three (3) years indicate the former name.
- 3.1.4 Provide an Organization Chart for the team proposed for the project.
- 3.1.5 Provide resumes of key personnel from the respondent's and consultants who will be assigned to this Project. Resumes limited to two (2) pages per person.

3.2 Criteria Two: Respondent's Ability to Provide Services

- 3.2.1 Describe your management philosophy for the Design-Build construction delivery method.
- 3.2.2 Identify the total number and dollar amount of contracts you currently have in progress.
- 3.2.3 Identify the percent of work and trades you normally perform with your own forces.
- 3.2.4 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.

- 3.2.5 Identify if your company has ever defaulted, failed to complete any work or otherwise been discharged prior to completion of the project? If yes, stipulate when, where and why.
- 3.2.6 Identify if your company has ever paid liquidated damages or a penalty for failure to complete a contract on time. If yes, stipulate for which project, when and why.
- 3.2.7 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.
- 3.2.8 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.

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 named 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 the Section 3 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)
 - Date project was completed
 - 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 Respondent's past experience on Texas A&M University System or peer institutions of higher education projects, 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 with 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 achieved percentages

3.5 Criteria Five: Respondent's Knowledge of Best Practices

3.5.1 Describe your fiduciary responsibilities as a Design-Build contractor using GMP contracts for publicly funded projects.

3.5.2 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 3.3 and 3.4, provide examples of how these techniques were used and what degree of accuracy was achieved.

3.5.3 The Owner intends to accept a Guaranteed Maximum Price prior to commencement of Construction Documents. Describe 1) Your process for ensuring that the Design Documents provide the information necessary to arrive at a complete GMP, including all Owner requirements with reasonable contingencies, and 2) Your process for subsequently ensuring that the 100% Construction Documents align with the project scope in the previously accepted GMP proposal documents.

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

- 3.6.1 What do you perceive are the critical issues for this project? Identify any difficulties or unique challenges that you anticipate in the DB process for this project. How does this team intend to manage and resolve these issues? What assistance will you require from the Owner?
- 3.6.2 For any three (3) of the projects listed in response to Criteria 3.3 and 3.4, describe any conflicts with the Owner, Consultants or subcontractors, and describe the methods your firm used to resolve those conflicts.
- 3.6.3 Describe your procedures, objectives, and personnel responsible for reviewing design and construction documents and for providing feedback regarding cost, schedule, and constructability to the A/E and the Owner on this project.
- 3.6.4 Provide an example of a successful constructability program used to maintain project budgets without sacrificing quality.
- 3.6.5 Describe your Bid/Proposal package strategy for completion of the Construction Documents and for procuring Cost of the Work subcontractors, vendors, suppliers, etc.
- 3.6.6 Describe your process for attracting qualified and experienced mechanical, electrical, and plumbing subcontractors to submit proposals for this project.

3.7 Criteria Seven: Execution of Offer

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

This execution of offer must be completed, signed, and returned with the respondent's qualifications. Failure to complete, sign and return this execution of 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, which may result from the submission of respondent’s qualifications. A false certification shall be deemed a material breach of contract and, at owner's option, may result in 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 space provided and indicating 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 to 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 which may result from the submission of the Response.

(iv) No relationship, whether as a relative, 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 2276.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Owner. Contractor acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate.

Contractor represents and warrants that the goods it provides to Owner under this Agreement, if any, are not produced in or exported from the Gaza Strip or from any organization or state actor with ties to Hamas.

Submitted by:

(Company Name)

(Authorized Signature)

(Printed Name/Title)

(Date)

(Email)

(Street Address)

(Mailing Address)

(City, State, Zip Code)

(Telephone Number)

(Facsimile Number)

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 the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of 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, HUB Subcontracting Plan (Section 1.11), and Execution of Offer do not count as pages. The HUB Subcontracting Plan shall be uploaded as a separate PDF file.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions 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 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 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.
- 4.1.7 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 Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.
- 4.1.10 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

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

4.1.12 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the HUB Subcontracting Plan.

Attachment A
HUB Subcontracting Plan for
Professional Services

I. HUB PROGRAM

The purpose of the Historically Underutilized Business (HUB) Program is to promote full and equal business opportunities for all businesses in State contracting. A historically underutilized business (HUB) is described as a business that meets the parameters outlined within 34 TAC §20.282(7).

In accordance with 34 TAC §20.285(d), a Respondent may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities by utilizing one of four methods: (1) Solicitation Method, (2) All-HUB-Subcontractors Method, (3) Meeting-or-Exceeding-HUB-Goal Method, or (4) Self-performing Method.

The A&M System has established agency-specific goals and therefore the Respondents are required to use the following unless a different goal is specified within the RFQ.

1. 10% for heavy construction other than building contracts;
2. 30% for all building construction, including general contractors and operative builders contracts;
3. 11% for all other services contracts;
4. 10% for all special trade construction contracts;
5. 35% for professional services contracts; and,
6. 44% for all commodities contracts.

The HUB participation goal for this RFQ and any project awarded as a result of this RFQ is 35%. This goal shall take precedence over any standard HUB goal for this procurement category.

The Respondent shall make a good faith effort to meet or exceed the agency's goal, and to assist HUBs in receiving a portion of the total contract value of all contracts that the agency expects to award in a fiscal year. It is the policy of the A&M System to contract directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F and 34 TAC Section § 20.285.

The total expected value of this contract is \$100,000 or more and the A&M System has determined that subcontracting opportunities are probable for this contract. Therefore, the Respondent is required to develop and submit a HUB Subcontracting Plan (HSP) form with their proposal. A subcontracting opportunity is defined as any portion or lot of work that the Respondent cannot complete with its own equipment, supplies, materials, and/or employees. The Respondents will use the procedures prescribed in Section II below when completing the HSP form.

All Respondents must give clear evidence that a good faith effort was made to comply with the HUB requirements identified in 34 TAC, Section §20.285, and the HUB Subcontracting Plan shall include the information required and documentation as stated within the HSP form and its applicable attachments.

The A&M System HUB Program Office will review the information and documentation submitted and use it as a basis to determine if a good faith effort was made by the Respondent to utilize HUB subcontractors and/or suppliers on this project. If it is determined that a good faith effort was not made, the Respondent's qualification submittal will be determined to be non-responsive, and the submittal shall be rejected and the reasons for rejection recorded in the project files. An accepted HSP form will become a part of any contract with the Respondent resulting from this solicitation and then can only be modified by a contract change order.

For information regarding the A&M System HUB Program and HUB subcontracting plan requirements, please contact the HUB Program Office at SO-HUBProgram@tamus.edu.

II. HUB SUBCONTRACTING PLAN (HSP) PROCEDURES

The procedures for the Good Faith Effort (GFE) submittal requirements of this Request for Qualifications are stated below. An HSP form is required as part of bids, proposals, offers, or other applicable expression of interest valued at \$100,000 or more. Responses that do not include the HSP form, or if the agency determines that the HSP form was not developed in good faith, shall be rejected as a material failure to comply with the advertised specifications.

1. The A&M System requires the Respondent to submit an HSP form for Design-Build RFQ that addresses the A/E design team only. The HSP must include the prime A/E selected and all subconsultants, suppliers, subcontractors, and vendors intended to be included as part of the design team. Below are the instructions for proper completion of the HSP form.

- a. State of Texas Historically Underutilized Business Subcontracting Plan (HSP) form that shows how the Respondents made a good faith effort by completing sections 1 thru 4 and one of the approved methods as described within 34 TAC §20.285(d).

The A&M System HSP form to be used is located at the following site and the HUB utilization goal stated within this RFQ shall take precedence over any standard goal stated on the HSP form:

<https://www.tamus.edu/business/hub-procurement/hub-programs/>

2. To meet the A&M System's good faith effort requirements, the Respondent shall follow, but is not limited to, procedures listed below when developing an HSP form:

- a. Divide the contract work into reasonable lots or portions consistent with prudent industry practices and state these in Section 2b of the HSP form.

b. Seek and solicit a diverse group of Historically Underutilized Businesses for each subcontracting opportunity using the State Comptrollers Centralized Master Bidders List website.

- c. The Respondent shall use the Historically Underutilized Business (HUB) Directory published on the comptroller's website when searching for HUB subcontractors. **If the Respondent uses any alternate source, it accepts the risk that its HUB subcontracting plan may be noncompliant due to inaccurate HUB certification information.** The HUB Directory can be accessed via the following site:

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>

d. When using Method B on the HSP form:

- i. Notify, in writing, at least three HUBs of the subcontracting opportunities that the Respondent intends to subcontract. The Respondent shall provide the notice described in this section to three or more HUBs per subcontracting opportunity that provide the type of work required.
- ii. Notify, in writing, at least two trade organizations or development centers that serve economically disadvantaged persons, of the subcontracting opportunities that the Respondent intends to subcontract.

- iii. The notices required by subsections 2.d.i. and 2.d.ii shall identify a contact person, and shall include:
 - the scope of work,
 - information regarding location to review plans and specifications,
 - information about bonding and insurance requirements,
 - required qualifications and other contract requirements.
 - iv. The Respondent shall provide the notices required by subsections 2d and 2e at least seven working days prior to submission of the response. **Neither the day on which the notice is sent nor the day on which the response is due count as one of the required seven working days.** The A&M System may determine that circumstances require a time period other than seven days but shall notify potential vendors of the requirement and document the justification in the contract file.
 - v. Submit documentation of having provided the notices required by subsections 2d and 2e, including copies of relevant correspondence with the recipients, as an attachment with its HSP form.
 - vi. Include a written justification for the selection of a non-HUB business to perform a subcontract instead of a HUB that bid for the same subcontract work.
3. The A&M System HUB Program Office shall review the Respondent's HSP form prior to bid opening to determine if the Respondent made a good faith effort. The A&M System and Respondent may agree, at the discretion of the A&M System, to revise the submitted HSP form if it contains minor deficiencies, such as failure to sign or date the plan or failure to submit already-existing evidence that a good faith effort was completed. **Per 34 TAC § 20.285(b)(4), the A&M System may not allow the Respondent to cure material deficiencies, including completion of a good faith effort after the response deadline (such as contacting minority trade organizations or producing the statement of how the Respondent intends to self-perform the work that is required).**
 4. **If the A&M System determines that an HSP form was not developed in good faith or the good faith effort was incomplete, that A&M System shall reject the response and document the reasons for rejection in the contract file.**
 5. If accepted, the HSP form shall become a provision of the contract.
 6. Any change in a subconsultant, supplier, subcontractor, or vendor, as requested by the awarded Respondent, shall not reduce the HUB participation level presented in the initial proposal offering without prior approval from the HUB Program Office.
 7. If at any time during the term of the contract, the awarded Respondent determines it is necessary to make a change to the approved HSP form, it shall submit an amended HSP form to the A&M System HUB Program Office for its review and approval. The awarded Respondent shall demonstrate good faith by complying with the requirements of 34 TAC §20.285(d) in the development of the amended HSP form. Per 34 TAC §20.285(i)(1), failure to comply may be deemed a breach of the contract subject to any remedies provided by Government Code, Chapter 2161, and other applicable law.
 8. If the scope of work expands through a change order or contract amendment, including a renewal that expands the scope of work, the A&M System shall determine if the additional scope of work contains additional probable subcontracting opportunities. If the A&M System determines probable subcontracting opportunities exist, the A&M System shall require the awarded Respondent to submit for its review and approval an amended HSP form for the additional probably subcontracting opportunities. The awarded

Respondent shall demonstrate good faith by complying with the requirements of 34 TAC §20.285(d) in the development of the amended HSP form.

9. During the term of the contract, the A&M System shall determine whether the value of the subcontracts to HUBs meets or exceeds the HSP provisions specified in the contract.

III. AWARDED RESPONDENT REQUIREMENTS

The awarded Respondent shall maintain, compile, and submit a progress assessment report (PAR) to A&M System with each invoice. The PAR shall document the payment of all subcontractors, subconsultants, supplier, and vendor, including lower tier subcontractors, and shall include for each, whether HUB or non-HUB, the following: (1) the company name, (2) HUB status, (3) HUB classification (include “N/a” for non-HUBs), (4) Texas VID # (when applicable), (5) total contract value, (6) total amount invoiced during the month, and (6) total amount invoiced over the life of the project for each subcontractor. This information shall be submitted in a format acceptable to the A&M System HUB Program Office. (See the current reporting form, the Prime Contractor Progress Assessment Report form at the following site: <https://www.tamus.edu/business/hub-procurement/hub-programs/>.)

(Note: Per 34 TAC §20.287(g)(2), when the prime contractor/Respondent is a HUB, it must perform at least 25% of the total value of the contract with its own or leased employees, as defined by the Internal Revenue Service, in order for the A&M System to report all payments to the prime contractor/Respondent as HUB expenditures.

If a HUB prime contractor/Respondent performs less than 25% of the total value of the contract with its employees or leased employees, the A&M System shall only report as HUB expenditures the value of the contract that was actually performed by the prime contractor/Respondent and its HUB subcontractor.

Therefore, if the HUB prime contractor/Respondent shall perform less than 25% of the total value of the contract with its own or leased employees, then the prime HUB contractor/Respondent must report to the Owner the value of the contract that was actually performed by their company, in addition to the value of the contract to be performed by its HUB subcontractors.)

The A&M System may request supporting documentation of subcontractor payments to fulfill the requirements of 34 TAC Part 1, Chapter 20, Subchapter D, Division 1 HISTORICALLY UNDERUTILIZED BUSINESSES.

The HUB Program Office shall audit the awarded Respondent’s compliance with the HSP form. If the awarded Respondent fails to fulfill the contract value specified within the approved HSP form, the HUB Program Office shall notify the awarded Respondent of any deficiencies and the awarded Respondent shall be required to submit documentation explaining why the failure to fulfill the contract amount on the approved HSP form should not be attributed to a lack of good faith effort by the awarded Respondent. If a determination is made that the awarded Respondent failed to implement the plan in good faith, the A&M System, in addition to any other remedies, may bar the awarded Respondent from further contracting opportunities with the A&M System

IV. ADDITIONAL INFORMATION & ASSISTANCE

For more information or assistance in properly completing this requirement of this RFQ, the Respondent may contact the HUB Program Office at SO-HUBProgram@tamus.edu. Each Respondent is highly encouraged to submit a draft of their HSP form prior to submittal of their response to the RFQ for review by the HUB Program Office. All drafts must be submitted at least ten business days prior to the RFQ due date.

(Attachment A1)

(SUBMIT ON YOUR BUSINESS LETTERHEAD)

The Texas A&M University System
Moore/Connally Building
301 Tarrow, Suite 273
College Station, Texas 77840
Attn: Porschia Tolbert

Subject: HSP Letter of Transmittal
Project No. _____

Dear Ms. Tolbert:

I am pleased to forward this HUB Subcontracting Plan as an integral part of our written response submitted in connection with your professional services solicitation for Project Number _____.

This letter shall attest that (company name) has read and understands The Texas A&M University System's Policy on Utilization of Historically Underutilized Businesses (HUBs) as stated within the solicitation. (Company name) also understands the HUB participation goal for this solicitation is as stated within Attachment A and will make a full good faith effort to obtain that goal. For any questions regarding this HUB Subcontracting Plan my contact information is below.

Sincerely,

(Signature)

(Printed Name)

(Printed Title)

(Email)

(Phone)