



THE TEXAS A&M UNIVERSITY SYSTEM

Office of HUB & Procurement Programs

**Request for Qualifications
Programming Services
RFQ Number: RFQ01-FPC-21-116**

SUBMITTAL MUST BE RECEIVED BEFORE:

2:00 P.M. Central Time on July 15, 2021

EMAIL RFQ RESPONSES TO:

SOPROUREMENT@TAMUS.EDU

SUBJECT LINE: RFQ01-FPC-21-116

Attn: Jeff Zimmermann

Qualification submittal must be received by The Texas A&M University System, Office of Procurement & HUB Program before the date and time specified for receipt of submittal as stated within Section 2.4 of this RFQ. After the response due date, only the names of Respondents will be made public.

REFER INQUIRIES TO:

Jeff Zimmermann, Director
Procurement and Business Services | HUB Program
The Texas A&M University System
soprourement@tamus.edu

All submittals shall become the property of the State of Texas upon receipt. Submittals may be subject to public review after contracts have been executed. Refer to Section 2.8 for more information regarding public information.

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SECTION 1 GENERAL

1.1 Scope

The Texas A&M University System (A&M System), Office of Facilities Planning & Construction (FP&C), is soliciting statements of qualifications from firms with an established history of expertise and qualifications for facility programming and comprehensive Program of Requirements (POR) development services to be included in a pool as further defined in Section 3.

The A&M System is responsible for providing timely and efficient professional services in a fiscally sound manner throughout all phases of project development. The A&M System further strives to ensure that each design for a new or renovated facility provides a safe and accessible environment for the public; complies with state and federal codes and regulations; is visually attractive; adheres to the adopted architectural design policies; incorporates durable institutional quality materials and construction techniques; is functionally enduring, energy conserving and economical to construct and maintain. In addition, the A&M System is dedicated to the ongoing program to improve and expand all physical facilities in support of the teaching, research and service missions of each university and agency (collectively referred to as “Members”) within the A&M System.

These expertise and qualifications shall be administered in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ) for all the A&M System institutions/agencies that may need the stated services.

1.2 About the A&M System

The Texas A&M University System is one of the largest systems of higher education in the nation with a budget of \$6.3 billion. The System is a statewide network of 11 universities; a comprehensive health science center; eight state agencies, including the Texas Division of Emergency Management; and the RELLIS Campus. The Texas A&M System educates more than 151,000 students and makes more than 22 million additional educational contacts through service and outreach programs each year. System-wide, research and development expenditures exceeded \$1 billion in FY 2019 and helped drive the state’s economy. More information about the Texas A&M University System and all of its Members can be found at the A&M System [About](#) page.

1.3 Purpose

The purpose of this RFQ is to solicit qualifications from firms (also referred to as “Respondent” or “Respondents”) who can provide facility programming and comprehensive POR development services to the A&M System. Refer to Section 3 for the full Scope of Work and requirements.

This RFQ allows all interested firms to provide a sufficient amount of information and data that will enable the A&M System to assess the qualifications of the Respondent. To this end, each Respondent shall furnish, as a part of the qualifications, a complete general description of experience in their respective fields.

It is the intent of the A&M System to establish a master services agreement (“Agreement”) with one or more Respondent to meet the needs of FP&C. Any resultant Agreement will be between the selected Respondents and the A&M System. Execution of an Agreement as a result of this RFQ does not guarantee utilization of any awarded Respondent.

By submitting qualifications, each Respondent certifies that it understands this RFQ and has full knowledge of the scope, nature, quality, and the amount of the work to be performed, the detailed requirements of the services to be provided, and the conditions under which the services are to be performed. Each Respondent also certifies that it understands that all costs relating to preparing and responding to this RFQ will be the sole responsibility of the Respondent.

1.4 Priorities/Expectations

- (a) *Ensuring a Quality Level of Service.* This priority encompasses the quality of the level of service that can be provided to all of the A&M System members in a timely, cost effective manner. The A&M System is seeking a Respondent(s) that will ensure the provision of such quality in its delivery of service through proven techniques and established practices.
- (b) *Level of Experience and Expertise.* Respondent must demonstrate its capabilities in providing the utmost level of experience and expertise to ensure a successful project as determined by the A&M System.
- (c) *Delivery Efficiency.* Respondent must demonstrate its ability to deliver the required services in a timely manner while not sacrificing the quality required by a Tier I research System.

1.5 Performance Period

The intention of this RFQ is to qualify firms to be included in a pool for the services defined in this RFQ. Should the A&M System, in its sole discretion, enter into an Agreement with any awarded Respondent as a result of this RFQ, the Agreement shall be effective as of September 1, 2021. The A&M System anticipates that the initial term of such Agreement will extend for two (2) years, with the option to renew for up to an additional two (2) one-year terms, providing all parties mutually agree on the extension. Any extensions shall be at the same terms and conditions plus any approved changes to be determined by the A&M System and negotiated in writing with the awarded Respondent.

SECTION 2 INSTRUCTION FOR RESPONDENTS

2.1 General Information

The A&M System is soliciting submittals from qualified firms, hereafter referred to as Respondent(s) and/or Vendor(s), who have significant experience in providing facility programming and POR development services of superior quality at competitive pricing. These basic services are outlined in the Scope of Work (Section 3).

Programming services will typically be provided under the general supervision of the A&M System Office of Facilities Planning and Construction (FP&C). However, the individual A&M System Members also have authority to utilize any Agreement executed as a result of this RFQ for facility programming services to directly contract for and manage programming services.

The Respondent(s) selected to perform programming services under any resultant Agreement **are not exempt** from a formal selection process for A/E services pertaining to the programmed project.

Submittals are to be in accordance with the outline and specifications contained herein, are to remain in effect a minimum of 120 days from the date of submission, and may be subject to further extensions as negotiated. A statement to this effect should be contained in the Respondent's cover letter.

The Respondent(s) selected shall have an excellent track record for providing these services relative to the size and scope of the A&M System projects and shall agree to provide these services to the A&M System with a top priority commitment. The A&M System may select as many Respondents as needed to ensure coverage throughout the State of Texas at the various A&M System Members' locations.

This RFQ contains specific requests for information. Respondents are encouraged to examine all sections of this RFQ carefully, in that the degree of interrelationship between sections is critical. In responding to this RFQ, Respondents are encouraged to provide any additional information they believe relevant.

Clause headings appearing in this RFQ have been inserted for convenience and ready reference. They do not purport to define, limit or extend the scope or intent of the respective clauses. Whenever the terms "must", "shall", "will", "is required", or "are required" are used in the RFQ, the subject being referred to is to be a required feature of this RFQ and critical to the resulting submittal.

In those cases where mandatory requirements are stated, material failure to meet those requirements could result in disqualification of the Respondent's qualification statement submittal. Any deviation or exception from RFQ specifications must be clearly identified by the Respondent in its submittal.

Expenses for developing and presenting submittals shall be the entire responsibility of the Respondent and shall not be chargeable to the A&M System. All documentation submitted by a Respondent as part of the RFQ qualification response will become the property of the A&M System.

2.2 Calendar of Events

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>
Release of Request for Qualifications	A&M System	June 17, 2021
Deadline to Submit Questions	Respondent	June 29, 2021

Release of Response to Questions	A&M System	by July 6, 2021
RFQ Responses Due	Respondent	July 15, 2021
Selection of Qualified Respondents	A&M System	TBD

The A&M System will make every effort to adhere to the above schedule. The schedule, however, is subject to change. This may be in the event that further clarification of responses or terms of contract are in the best interest of the A&M System and/or in the event the A&M System requires more time to assure that the selection of the Respondent is in accordance with its policies, rules and regulations, as well as actual timing needs.

2.3 Examination of the Request for Proposal

Before submitting, each Respondent will be held to have examined the the A&M System requirements outlined in Section 3, and satisfied itself as to the existing conditions under which it will be obligated to perform in accordance with specifications of this RFQ.

No claim for additional compensation will be allowed due to unfamiliarity with the specifications and/or existing conditions. It shall be understood that the Respondent has full knowledge of all of the existing and/or revised conditions and accepts them "as is."

2.4 Submittal Instructions

All qualification submittals must be received by the A&M System **no later than 2:00:00 p.m. Central Time (CDT), July 15, 2021**, electronically via email to soprocurement@tamus.edu with the subject line of "RFQ01-FPC-21-116 – Facility Programming Services". The sent time indicated within the A&M System email server shall be used for the receipt and acceptance of the response. **Late submittals will not be considered under any circumstances.**

Submittal Format: Submission shall be saved as two (2) separate files in Adobe Portable Document Format (PDF) according to the items listed below and named as such; I) "**company name – Forms, II) "company name – Qualification Statement"**.

2.5 Submittal Components

The following documents are to be returned as part of your qualification submittal (Section 3). Failure to include these documents will be basis for response disqualification.

- I. Forms
 - ✓ Signed Execution of Offer (Exhibit A)
 - ✓ Signed and notarized Non-Collusion Affidavit (Exhibit B)
 - ✓ HUB Participation Plan (Section 3.4)
- II. Qualification Statement
 - ✓ Qualification Statement (Section 3.3)
 - ✓ Service Location Matrix (Exhibit C)

Other Requirements:

- Qualification Statement shall be a MAXIMUM of forty (40) pages. The cover letter, table of contents, divider pages, HUB Subcontracting Plan, and the Exhibits do not count toward this maximum page count.
- Additional attachments shall NOT be included with the Qualification Statement. Only the responses provided by the Respondent to the questions identified in Section 3 of this RFQ will

be used by the A&M System for evaluation.

- Submittals shall include a “Table of Contents” and give page numbers for each part of the Qualifications.
- Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).

Qualification Statement shall consist of answers to questions identified in Section 3.4 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.**

Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the submittal.

Note: Additional information regarding the Execution of Offer and Non-Collusion Affidavit.

- Execution of Offer: The signature in the Execution of Offer within the electronic copy shall serve as the official signature of record. Signature can be done electronically with DocuSign, Adobe or another similar tool.
- Non-Collusion Affidavit: The Respondent signature on this document may be done electronically with DocuSign, Adobe or another similar tool. While the document must also be notarized, this may be done at a later date due to the COVID-19 pandemic. An agreement may not be executed with the awarded Respondent(s) until this document is fully signed and notarized.

2.6 Inquiries and Interpretations

All questions concerning this RFQ are to be directed to Jeff Zimmermann, Director of Procurement & Business Services, in writing, at soprocurement@tamus.edu by June 29, 2021. Respondent may not contact other individuals at the A&M System to discuss any aspect of this RFQ, unless expressly authorized by the A&M System Procurement Office to do so.

Responses to inquiries that directly affect an interpretation or change to this RFQ will be issued in writing by addendum/amendment. All addendums/amendments will be posted to the [Electronic State Business Daily \(ESBD\)](#) according to the schedule in Section 2.2. (Within the ESBD search, input Agency Number “710” and select “Posted” for the Status)

It is the responsibility of all Respondents to check the ESBD for any and all addenda issued for this RFQ. All such addenda/amendments issued by the A&M System prior to the time that qualifications are received shall be considered part of the RFQ, and the Respondent shall consider and acknowledge receipt of such in the Execution of Offer.

Only those A&M System replied to inquiries which are made by formal written addenda/amendments shall be binding. Oral and other interpretations or clarification will be without legal effect.

2.7 Selection Process

The Respondent(s) selected will be the firm(s) whose experience and qualifications, as presented in response to this RFQ, establish them, in the opinion of the A&M System, as well qualified and offering the greatest benefits, experience and best value to the A&M System. The A&M System may cancel this RFQ or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular qualification submittal was not deemed to be the most advantageous.

The A&M System, at its sole discretion, may select as many firms as deemed to be in the A&M System’s best interest to meet the needs throughout the A&M System. All Respondents selected will be required to sign an Agreement. The Agreement does not guarantee that a project assignment will

be made. Should the A&M System determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more highly qualified than the other firms under consideration, an Agreement may be negotiated and awarded to that Respondent. The award document will be an Agreement incorporating by reference all the requirements, terms and conditions of the RFQ and the Respondent's qualification submittal as negotiated.

Submission of qualifications indicates Respondent's acceptance of the evaluation techniques and the recognition that subjective judgments must be made by the A&M System during the evaluation process.

It is the intent of the A&M System to qualify multiple submissions. The selection of the successful submission(s) may be made by the A&M System on the basis of the submissions initially submitted, without discussion, clarification, or modification. In the alternative, selection of the successful submission(s) may be made by the A&M System on the basis of negotiation with any of the Respondents. The A&M System shall not disclose any information provided by competing Respondents in conducting such discussions.

All submissions must be complete and convey all of the information requested to be considered responsive. If a submission fails to conform to the essential requirements of the RFQ, the A&M System alone will determine whether the variance is significant enough to consider the submission susceptible to being made acceptable, and therefore a candidate for further consideration, or not susceptible, and therefore not a candidate considered for award.

The A&M System may perform reference checks and seek further information, as needed, from all Respondents whose submissions, the A&M System, at its discretion, considers viable, based on the initial evaluation and ranking. The Respondent's response to this requirement officially authorizes the A&M System to contact the provided references to discuss the services, and other considerations, which the Respondent has provided to such organizations and authorizes these organizations to disclose such information to the A&M System. Respondent shall, and hereby does, release and hold harmless the A&M System, the State of Texas, and the organizations of any and all liability whatsoever, in connection with providing and receiving all such information. Any negative responses received from reference checks may be grounds for disqualification of the submission.

The A&M System reserves the right to accept or reject any or all offers, to waive informalities and technicalities, to accept qualifications considered most advantageous, and/or to make the award to the most responsive Respondent(s).

2.8 Public Information Act

- (a) Respondent acknowledges that A&M System is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this RFQ, as well as any other disclosure of information required by applicable Texas law.
- (b) Upon A&M System's written request, PROVIDER will promptly provide specified contracting information exchanged or created under this Agreement for or on behalf of A&M System.
- (c) Respondent acknowledges that the A&M System may be required to post a copy of the fully executed Agreement on its website in compliance with Section 2261.253(a)(1), Texas Government Code.
- (d) The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this agreement and the Respondent agrees that the agreement can be terminated if the Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.

SECTION 3 SCOPE OF WORK

3.1 Goal

The A&M System's objective in developing this RFQ is to receive statements of qualifications from firms experienced in facility programming and development of comprehensive Programs of Requirements (POR) for institutions of higher education. The A&M System's intention, through this RFQ, is to select Respondents to be included in a pool of firms qualified to provide these services.

3.2 Services Required

Services will include the preparation of comprehensive PORs for certain construction projects for A&M System Members as assigned and authorized. In general, the programs will capture and record the requirements for each particular project, clearly define what scope is included in the project, be a basis for sign-off agreement on scope/cost/schedule between the A&M System Member and the A&M System, and present the information needed by the design architects and engineers in a concise and easily understood format.

In general, a typical program could be required to address subjects to include but not be limited to the following, as applicable to a particular project and as approved by the A&M System:

Project Description

- User justification
- System Strategic Imperative – list imperative and how the project supports
- Campus Master Plan Implementation – describe how the project complies with and supports the implementation goals of the specific member campus master plan
- Project narrative – describe scope
- Goals and Objectives
- Enrollment, faculty, and staff projections for this project
- THECB space projections, campus space utilization score
- Council on the Built Environment (CBE) project approvals (Texas A&M only) or Campus CEO approvals (All other system members)

General Requirements

- Project team members and roles, contact info
- User coordinator responsibilities provided by A&M System FP&C
- Codes and Regulations and other facility or certification requirements unique to the project
- Detailed cost estimate as coordinated with A&M System FP&C to mid-point of construction
 - Programming team estimator to provide construction estimate with base bid (90%) and alternates totaling 10%.
 - Programming team to provide estimate for movable equipment based on equipment matrix and cut sheets.
 - FPC to provide overall project budget based on these inputs.
- Project schedule as coordinated with A&M System FP&C
- Aspects used to determine success of the project
- Barriers that challenge the success of the project
- Coordination with member institution master plan priorities
- Coordination with member institution support departments – identify requirements, roles and responsibilities
- Coordination with member institution CEO/President and CFO – identify CEO/CFO goals

- Items that are *not* typically included in the project or budget (for example, computers, phones, moving/relocation expenses, desktop supplies and equipment, maintenance and custodial services, etc.)
- Building Information Modeling (BIM) requirements for the member institution
- Any sole source products required by member institution with approval documentation from the A&M System for each (sole source pricing should be reflected in the cost estimate)
- Signature page for the project
- Memorandums of understanding, agreements, easements, land ownership transfers, etc. required

Texas Higher Education Coordinating Board (THECB) Requirements

- Project's achievement of any of the THECB goals (60x30 or latest version)
- Predominant building use classification
- Required building efficiency based on primary use
- NASF and E&G SF by room
- NASF and GSF by floor, by building, and total
- Room code for each space

Site Development Requirements

- Site selection studies
- Availability, quantity and quality of existing site utilities.
- On-site utilities coordination – identify source, contact information, points of connection, etc.
- Off-site utilities coordination – identify source, contact information, points of connection, etc.
- Drainage, erosion control, and storm water detention requirements and recommendations
- Adjacent uses and buildings
- Archeological survey
- Noise Abatement
- Hazardous materials survey
- Acquisition of property requirement and agreement(s)
- Demolition of existing structures
- Natural features or trees to remain
- Campus landscape requirements
- Site security considerations
- Phasing of development activities
- Vehicular and bicycle parking requirements

Building Requirements

- Basis of Design assumptions identifying materials, structural assumptions, mechanical, electrical, and other system requirements
- Life Cycle Cost criteria as coordinated with the A&M System FP&C
- Building maintenance plan to include operating costs/estimate of maintenance labor hours
- Rainwater, condensate, and gray water collection and reuse requirements and recommendations
- Alternative energy requirements and recommendations
- Sustainability requirements
- Hazardous materials survey (if existing building)
- Re-purposing of existing facilities (if applicable)
- Deferred maintenance evaluation (if renovation/building addition)

- Space requests and needs
- Functional relationships of departments and spaces
- Space conversion opportunities
- Room by room requirements per *Room Data Sheets*
- Matrix of existing and/or new Moveable Equipment, including anticipated future equipment needs, procurement responsibilities (procurement, installation, in/out of project budget) with cut sheets
- Matrix of existing and/or new Moveable Furnishings

Room Data Sheets

- Space use
- Test fits / Design concepts
- Finishes
- Audio-Visual equipment and infrastructure requirements
- Moveable Furnishings
- Moveable Equipment
- Casework
- Fixtures
- Security equipment and requirements
- Performance requirements of all systems and equipment
- Cut sheets for equipment
- Special sound or vibration requirements beyond the Facility Design Guidelines baselines

Building Configuration and Massing

- Space schematics and flow diagrams
- Departmental interaction matrix
- Room-by-room interaction matrix
- Diagrammatic block bubble plan (not circles)
- Horizontal and vertical block stacking diagrams with relative spatial requirements
- Optional Renderings and/or virtual animations

The more specific tasks to be performed in the development of Programs of Requirements, as applicable to the particular project, could include, but not be limited to, such items as the following:

Task 1 – Data Gathering

- Kick-off meeting (at A&M System Member campus)
 - + Meet with representatives of the A&M System Member and the A&M System to define project goals, set the direction for the project, discuss the “big picture” issues that will control program development, and discuss the organization of facility or academic departments and identify stakeholders who will participate in data gathering
 - + Develop a schedule for the Program of Requirements preparation including associated interviews and workshops
- Preparation for Workshop(s)
 - + Prepare and distribute project questionnaires to stakeholders and receive and analyze completed questionnaires prior to holding stakeholder workshops
- Workshops(s)
 - + Conduct workshop(s) (multi-day if required) at the A&M System Member campus
 - + Conduct detailed interviews with Users and meet with other stakeholders
 - + Review current space use within each academic department
 - + Review possible changes in institution and departmental organization

- + Discuss future scenarios for number of students, faculty and new programs
- + Develop appropriate space standard sizes for offices, work stations, classrooms, etc. from the A&M System Member requirements
- + Define preliminary ideal projected space requirements of each activity and the functional relationship between all activities
- + Present a summary of the projected space requirements to the A&M System Member and A&M System representatives for preliminary test of reasonability

Task 2 – Program Development

- Develop Outline Program
 - + Analyze all of the space and adjacency requirements information for each activity
 - + Prepare exhibits that describe the programmatic needs of each activity
 - + Develop a series of relationship diagrams
 - + Identify costs associated with needed improvements, using cost per square foot benchmarks
 - + Organize all of the information to date into an outline program and issue it to designated representatives of the System Member and the A&M System
- Workshop(s) – Presentation of the Outline Program Workshop (at System Member Campus)
 - + Meet with A&M System Member and A&M System representatives to review the outline program
 - + Facilitate space planning workshop to assist in prioritizing and adjusting the allocation of space within the draft program
- Workshop(s) – Additional Detailed Programming (at the A&M System Member Campus)
 - + Conduct follow-up interviews as needed with Users and meet with other stakeholders
 - + Define space allocations and adjacencies
 - + Review and document detailed room requirements including furniture, fixtures, finishes, equipment and utilities
- Site development, technical requirements and cost estimate
 - + Document a recommended site use and building configuration concept
 - + Develop blocking and stacking diagrams to illustrate the preferred space allocations
 - + Identify collateral project needs such as site related issues, infrastructure improvements, MEP designs, structural engineering issues, etc., if required by the particular assignment
 - + Incorporate guidelines, standards or specifications provided by the A&M System for items such as project administration and general project requirements, building systems, information technology, safety, code requirements, etc.
 - + Incorporate a suitable project schedule and include information concerning the delivery method all in coordination with the A&M System and the A&M System Member
 - + Develop a construction cost estimate including all requirements and agreed scope of the project for a complete and functional facility
- Prepare and present final POR
 - + Prepare a 75% draft of the program and review with the A&M System Member and A&M System representatives
 - + Refine the 75% draft program based on comments received
 - + Prepare a 95% draft of the program and review with the A&M System Member and A&M System representatives
 - + Refine the 95% draft program based on comments received
 - + Prepare and issue the final version of the program

If a particular assignment requires the use of consultant firms, the selected Respondent shall identify the consultant(s) and provide for each firm the information requested in Section 3.3.1.1 – 3.3.2.3 of

this RFQ. This information shall be provided as part of the specific proposal and for the particular assignment and **NOT** with this RFQ response. In selecting and identifying a consultant firm(s), the prime firm shall comply with the Historically Underutilized Business (HUB) process set forth in this RFQ (see Section 3.4).

The A&M System reserves the right on each assignment to authorize all or any part of the above subject areas and/or work tasks, as the A&M System deems necessary, for the individual project. The scope to be performed will be set forth in each work authorization and be based on a proposal from the VENDOR for the particular assignment. A purchase order will establish a scope of work and a lump sum or not-to-exceed fee for each assignment upon successful negotiations.

Note: e-Builder is the project management software and the selected Respondent(s) will be expected to fully utilize this program. Training in College Station will be provided at no additional cost.

3.3 Qualification Statement

RESPONDENTS SHALL CAREFULLY READ THE INFORMATION CONTAINED IN THE FOLLOWING CRITERIA AND SUBMIT A COMPLETE STATEMENT OF QUALIFICATIONS TO ALL ITEMS. INCOMPLETE QUALIFICATIONS MAY BE CONSIDERED NON-RESPONSIVE AND SUBJECT TO REJECTION.

3.3.1 CRITERION ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE SERVICES

- 3.3.1.1 Provide a statement of interest including a narrative describing the firm's qualifications and availability.
- 3.3.1.2 Provide a brief history of the firm including all office location(s), legal status and officers.
- 3.3.1.3 Address the firm's "Specific Qualifications" for, and ability to perform, the "Scope of Services" in the specific area of expertise.

3.3.2 CRITERION TWO: COMPANY PROFILE

- 3.3.2.1 Identify key personnel who will negotiate for the firm and who will be assigned to manage an agreement and describe their respective roles and locations.
- 3.3.2.2 Provide a resume for each individual identified, along with three key programming managers, to demonstrate relevant experience in the level of quality for higher education projects required at our member universities and agencies.
- 3.3.2.3 Provide the firm's organization chart to demonstrate how project personnel will be organized to fulfill requirements under an agreement.
- 3.3.2.4 Provide evidence that the firm is legally capable of performing the stated services in Texas. Provide any details of all past or pending litigation or claims filed against the firm that would affect the firm's performance under a Contract with the A&M System.
- 3.3.2.5 Is the firm currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.3.2.6 Does any relationship exist by relation, business association, capital funding agreement, or any other such kinship between the firm and any A&M System employee, officer or regent? If so, please explain.

3.3.3 CRITERION THREE: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

- 3.3.3.1 List a minimum of five (5) examples of relevant, previous projects undertaken within the last five (5) years by the firm that best demonstrate the firm's capacity and expertise to fulfill the requirements of the stated services. Each example should be well

organized and shall identify key personnel proposed for the A&M System contract who worked on the example project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, and description.
- Estimated total cost.
- Estimated project size in gross square feet.
- Type of construction (new, renovation, or expansion).
- Actual start and finish dates for construction.
- Description of services the firm provided for the project
- Name and phone number of the Project Manager or the firm’s individual responsible for the overall success of the project.
- Name of Key Individuals and their Role on each Project; highlight those individuals being proposed for the upcoming Agreement.
- Key subcontractors, if used.
- The name of the owner’s representative(s) who would be most familiar with the planning/programming phases of the project, and contact information including telephone number.

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

Note: Examples that involve public higher education institutions are preferred. Past experience in the State of Texas and demonstrated knowledge and understanding of Texas markets is also preferred. Demonstrated experience with a variety of building and construction types and with campuses in various stages of development is also useful.

3.3.3.2 Provide a matrix of relevant previous projects undertaken within the last five (5) years by the firm that best demonstrates the firm’s expertise to fulfill the requirements of the stated services, utilizing the following project types and criteria:

<i>Project Type</i>	<i>Year</i>	<i>Area (GSF)</i>	<i>Cost</i>	<i>Owner & Contact</i>	<i>Name of Key Individual from Respondent Team</i>
Academic/Classroom					
1. Project Name #1					
2. Project Name #2					
3. Project Name #3					
Laboratory-Academic					
1. Project Name #1					
2. Project Name #2					
3. Project Name #3					
(Typ.-Provide for all Categories)					
Laboratory-Research					
Sports/Recreational					
Residential					
Student Life/Food Service/Student Ctr.					
Office Building					
Parking/Transportation					

Library/Study Facilities					
Health Care/Clinical					
Physical Plant/Utilities					
Facility Condition Assessments					

3.4 HUB Subcontracting Plan

It is the policy of the A&M System to involve qualified HUBs to the greatest extent allowed by law in the A&M System's construction contracting, professional services, and purchase, lease, or rental of all supplies, materials, services and equipment. All A&M System members are responsible for making a good faith effort of ensuring that HUBs are afforded an equitable opportunity to compete for all procurement and contracting activities of the System.

Subcontracting opportunities are possible for the scope of this RFQ and therefore submission of a **HUB Subcontracting Plan (HSP) is required**. Failure to submit an HSP will constitute an irregular response, which will be rejected. The instructions for completing the HSP are provided below. The HSP submitted with this RFQ shall become part of any master agreement resulting from this RFQ.

A. RFQ Submission Requirements

The following items (1-3) must be submitted with your RFQ response in order to meet the HUB Subcontracting Plan requirements.

- 1) Letter of transmittal attesting that the respondent has read and understands the Policy on Historically Underutilized Businesses (see Exhibit D)
- 2) State of Texas Historically Underutilized Business Subcontracting Plan (HSP): Complete the A&M System HSP form by submitting Sections 1, Section 2, Section 4, and Method A or Method B as applicable based on the response to Section 2c-d. If subcontracting, **the applicable HUB participation goal for this RFQ is 11% (Other Services) and every effort shall be made to obtain this goal**. The opportunities listed in Section 2b shall be those that you anticipate on a typical project of A&M System including estimated percentages.
- 3) Supporting Documentation (if applicable): If Method B is utilized based on the response to Section 2c-d, inclusion of supporting documentation is required as stated within Method B, Section B-3.

Please contact Mr. Keith Williams, A&M System HUB Coordinator, at soprocurement@tamus.edu or (979) 458-3265 for assistance in identifying available HUB subcontractors and proper completion of the HSP. Respondents have the opportunity to submit a draft of the HSP, prior to submittal of their response to the RFQ, for review by Mr. Williams.

B. Awarded Respondents

If awarded a project as a result of an Agreement, the VENDOR will be required to complete a revised HSP in full to identify the subcontractors needed for specific assigned projects and the applicable scope. The revised HSP shall include applicable percentages for each opportunity listed.

SECTION 4 GENERAL TERMS AND CONDITIONS

4.1 Dispute Resolution

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by the A&M System and Respondent to attempt to resolve any claim for breach of contract made by Respondent that cannot be resolved in the ordinary course of business. Respondent shall submit written notice of a claim of breach of contract under this Chapter to the Executive Vice Chancellor and Chief Financial Officer for the A&M System, who shall examine the Respondent's claim and any counterclaim, and negotiate with Respondent in an effort to resolve the claim.

4.2 Insurance

Respondent shall obtain, and maintain for the duration of this Agreement or longer, the minimum insurance coverage set forth below. With the exception of Professional Liability (E&O), all coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code and have a financial strength rating of A- or better and a financial strength rating of VII or better, as measured by A.M. Best Company or otherwise acceptable to A&M System. By requiring such minimum insurance, the A&M System shall not be deemed or construed to have assessed the risk that may be applicable to Respondent under this Agreement. Respondent shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Respondent is not relieved of any liability, or other obligations assumed pursuant to this Agreement, by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. No policy will be canceled without unconditional written notice to the A&M System at least ten days before the effective date of the cancellation.

<u>Coverage</u>	<u>Limit</u>
A. <u>Worker's Compensation</u>	
Statutory Benefits (Coverage A)	Statutory
Employers Liability (Coverage B)	\$1,000,000 Each Accident
	\$1,000,000 Disease/Employee
	\$1,000,000 Disease/Policy Limit

Workers' Compensation policy must include under Item 3.A. on the information page of the workers' compensation policy the state in which work is to be performed for A&M System. Workers' compensation insurance is required, and no "alternative" forms of insurance will be permitted.

B. Automobile Liability

Business Auto Liability Insurance covering all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 Single Limit of liability per accident for Bodily Injury and Property Damage;

If a separate Business Auto Liability policy is not available, coverage for hired and non-owned auto liability may be endorsed on the Commercial General Liability policy.

C. Commercial General Liability

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products / Completed Operations	\$1,000,000
Personal / Advertising Injury	\$1,000,000
Damage to rented Premises	\$300,000

Medical Payments \$5,000

The required commercial general liability policy will be issued on a form that insures Respondent's or its subcontractors' liability for bodily injury (including death), property damage, personal and advertising injury assumed under the terms of this Agreement.

Additional Endorsements

The Auto and Commercial General Liability Policies shall name The Texas A&M University System Board of Regents, for and on behalf of The Texas A&M University System, as additional insured's.

- D. Professional Liability (Errors & Omissions)** Insurance with limits of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. Such insurance will cover all professional services rendered by or on behalf of Respondent and its subcontractors under this Agreement. Renewal policies written on a claims-made basis will maintain the same retroactive date as in effect at the inception of this Agreement. If coverage is written on a claims-made basis, Respondent agrees to purchase an Extended Reporting Period Endorsement, effective for two (2) full years after the expiration or cancellation of the policy. No professional liability policy written on an occurrence form will include a sunset or similar clause that limits coverage unless such clause provides coverage for at least three (3) years after the expiration of cancellation of this Agreement.

E. Respondent will deliver to the A&M System:

Evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all insurance after the execution and delivery of this Agreement and prior to the performance of any services by Respondent under this Agreement. Additional evidence of insurance will be provided on a Texas Department of Insurance approved certificate form verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal.

All insurance policies, with the exception of worker's compensation, employer's liability and professional liability will be endorsed and name The Texas A&M University System Board of Regents, for and on behalf of The Texas A&M University System, and The Texas A&M University System as Additional Insureds up to the actual liability limits of the policies maintained by Respondent. Commercial General Liability and Business Auto Liability will be endorsed to provide primary and non-Contributory coverage. The Commercial General Liability Additional Insured endorsement will include on-going and completed operations and will be submitted with the Certificates of Insurance.

All insurance policies will be endorsed to provide a waiver of subrogation in favor of The Board of Regents of The Texas A&M University System and The Texas A&M University System. No policy will be canceled without unconditional written notice to the A&M System at least ten days before the effective date of the cancellation. **All insurance policies** will be endorsed to require the insurance carrier providing coverage to send notice to the A&M System ten (10) days prior to the effective date of cancellation, material change, or nonrenewal relating to any insurance policy required in this Section.

Any deductible or self-insured retention must be declared to and approved by A&M System prior to the performance of any services by Respondent under this Agreement. Respondent is responsible to pay any deductible or self-insured retention for any loss. All deductibles and self-insured retentions will be shown on the Certificates of Insurance.

Certificates of Insurance and Additional Insured Endorsements as required by this Agreement will be mailed, faxed, or emailed to the following A&M System contact in Section 4.

The insurance coverage required by this Agreement will be kept in force until all services have been fully performed and accepted by the A&M System in writing, except as may be noted.

4.3 Terms and Conditions

- 4.3.1 **Indemnification.** Respondent agrees to indemnify and hold harmless the A&M System from any claim, damage, liability, expense or loss to the extent arising out of Respondent's negligent or willful errors or omissions under a resultant agreement.
- 4.3.2 **Independent Contractor.** Respondent is an independent contractor, and neither Respondent nor any employee of Respondent shall be deemed to be an agent or employee of the A&M System. The A&M System will have no responsibility to provide transportation, insurance or other fringe benefits normally associated with employee status. Respondent shall observe and abide by all applicable laws and regulations, policies and procedures, including but not limited to those of the A&M System relative to conduct on its premises.
- 4.3.3 **Not Eligible for Rehire.** PROVIDER is responsible to ensure that employees participating in work for any A&M System member 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.
- 4.3.4 **Payment of Debt or Delinquency to the State.** Pursuant to Section 2252.903, Texas Government Code, Respondent agrees that any payments owing to Respondent under any resultant agreement may be applied directly toward certain debts or delinquencies that Respondent owes the State of Texas or any agency of the State of Texas regardless of when they arise, until such debts or delinquencies are paid in full.
- 4.3.5 **State Auditor's Office.** Respondent understands that acceptance of funds under a resultant agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Section 51.9335(c), Texas Education Code. Respondent agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. Respondent will include this provision in all contracts with permitted subcontractors.
- 4.3.6 **Entire Agreement.** Any resultant agreement constitutes the sole agreement of the parties and supersedes any other oral or written understanding or agreement pertaining to the subject matter of a resultant agreement. A resultant agreement may not be amended or otherwise altered except upon the written agreement of both parties.
- 4.3.7 **Severability.** If any provisions of a resultant agreement are rendered or declared illegal for any reason, or shall be invalid or unenforceable, such provision shall be modified or deleted in such manner so as to afford the Party for whose benefit it was intended the fullest benefit commensurate with making a resultant agreement, as modified, enforceable, and the remainder of a resultant agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but shall be enforced to the greatest extent permitted by applicable law.
- 4.3.8 **Force Majeure.** Neither party will be in breach of its obligations under this agreement or incur any liability to the other party for any losses or damages of any nature whatsoever incurred or suffered by that other party if and to the extent that it is prevented from carrying out those obligations by, or such losses or damages are caused by, a Force Majeure event (as defined below), except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure event had not occurred. "Force Majeure event" is defined as: 1) acts of God; 2) war; 3) act(s) of terrorism; 4) fires; 5) explosions; 6) natural disasters, to include without limitation, hurricanes, floods, and tornadoes; 7) failure of transportation; 8) strike(s); 9) loss or shortage of transportation facilities; 10) lockout, or commandeering of materials, products, plants or facilities by the government or other order (both federal and state); 11) interruptions by government or court

- orders (both federal and state); 12) present and future orders of any regulatory body having proper jurisdiction; 13) civil disturbances, to include without limitation, riots, rebellions, and insurrections; 14) epidemic(s), pandemic(s), or other national, state, or regional emergency(ies); and 15) any other cause not enumerated in this provision, but which is beyond the reasonable control of the party whose performance is affected and which by the exercise of all reasonable due diligence, such party is unable to overcome. Such excuse from performance will be effective only to the extent and duration of the Force Majeure event(s) causing the failure or delay in performance and provided that the affected party has not caused such Force Majeure event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such Force Majeure event(s) and to perform its obligation(s). Written notice of a party's failure or delay in performance due to Force Majeure must be given within a reasonable time after its occurrence and must describe the Force Majeure event(s) and the actions taken to minimize the impact of such Force Majeure event(s). For the avoidance of doubt, the COVID-19 pandemic and any governmental changes or closures related thereto shall be deemed Force Majeure events, even to the extent reasonably foreseeable by either party as of the Effective Date of any resultant agreement, **Loss of Funding**. Performance by the A&M System under a resultant agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature"). If the Legislature fails to appropriate or allot the necessary funds, the A&M System will issue written notice to Respondent and the A&M System may terminate a resultant agreement without further duty or obligation hereunder. Respondent acknowledges that appropriation of funds is beyond the control of the A&M System.
- 4.3.9 **Governing Law.** The validity of a resultant agreement and all matters pertaining to a resultant agreement, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the Constitution and the laws of the State of Texas.
- 4.3.10 **Venue.** Pursuant to Section 85.18, Texas Education Code, venue for any suit filed against the A&M System shall be in the county in which the primary office of the chief executive officer of the A&M System is located, which is Brazos County, Texas.
- 4.3.11 **Non-Discrimination.** The parties agree that in the performance of any contract they shall not discriminate in any manner on the basis of race, color, national origin, age, religion, sex, sexual orientation, disability, genetic information, veteran's status or gender identity as protected by law. Such action shall include, but is not limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation. By submitting a submittal, Respondents certify that they will conform to the provisions of the Federal Civil Rights Action of 1964, as amended.
- 4.3.12 **Conflict of Interest.** By executing a resultant agreement, Respondent and 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.
- 4.3.13 **Prohibition on Contracts with Companies Boycotting Israel.** To the extent that Texas Government Code, Chapter 2271 is applicable to a resultant agreement, the Respondent certifies it does not and will not, during the performance of the agreement, boycott Israel. Respondent acknowledges any resultant agreement may be terminated if this certification is or becomes inaccurate.
- 4.3.14 **Certification Regarding Business with Certain Countries and Organizations.** Pursuant to

Subchapter F, Chapter 2252, Texas Government Code, Respondent certifies it is not engaged in business with Iran, Sudan, or a foreign terrorist organization. Respondent acknowledges that any resultant agreement may be terminated if this certification is or becomes inaccurate.

- 4.3.15 **Prohibition on Contracts Related to Persons Involved in Human Trafficking.** Under Section 2155.0061, Government Code, the vendor certifies that the individual or business entity named in this 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.
- 4.3.16 **Records Retention.** PROVIDER will preserve all contracting information, as defined under Texas Government Code, Section 552.003 (7), related to any resultant agreement for the duration of the agreement and for seven years after the conclusion of the agreement.
- 4.3.17 **Immigration Reform and Control Act of 1986.** By submitting a statement of qualification, the Respondent certifies that it does not and will not, during the performance of the resulting agreement, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- 4.3.18 **Debarment Status.** By submitting a statement of qualification, Respondent certifies that it is not currently debarred from submitting submittals on contracts nor is it an agent of any person or entity that is currently debarred from submitting bids on contracts.
- 4.3.19 **Modification of Service.** The A&M System reserves the right to modify the services during the course of any resultant Agreement. Any changes in pricing and rates proposed by the Respondent resulting from such changes are subject to acceptance by the A&M System. In the event prices and rates cannot be negotiated to the satisfaction of both parties, any resultant agreement may be awarded by the A&M System.
- 4.3.20 **Publicity.** Respondents must refrain from giving any reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcements, without specific written approval from the A&M System.
- 4.3.21 **Ownership of Documents.** Upon completion or termination of any resultant agreement, all documents prepared by the Respondent for the benefit of the A&M System shall become the property of the A&M System. The A&M System acknowledges that the documents are prepared only for the contracted services specified. Prior to completion of the contracted services, the A&M System shall have a recognized proprietary interest in the work product of the Respondent
- 4.3.22 **Early Termination.** The A&M System shall have the right to terminate the contract with the Respondent without penalty after the A&M System's (30) days written notice of termination to the Respondent under the following circumstances:
1. Default of Respondent - It shall be considered a default whenever the Respondent shall:
 - a. Disregard or violate material provisions of the contract documents or the A&M System instructions, or fail to execute the work according to the agreed upon schedule of completion and/or time of completion specified, including extensions thereof, or fail to reach agreed upon performance results.
 - b. Declare bankruptcy, become insolvent, or assign company assets for the benefit of creditors.
 2. Convenience of the A&M System - Termination of the contract services is construed by the A&M System to be in its best interest for serving the community and its students, faculty, and staff.

Note: Any contract cancellation notice shall not relieve the Respondent of the obligation to deliver and/or perform prior to the effective date of cancellation.

4.3.23 **Cancellation by Respondent.** Respondent must provide a minimum of ninety (90) days written notice of cancellation of contract to the A&M System regardless of the reason for said termination. Such notification must be sent to:

The Texas A&M University System
301 Tarrow St., Suite 273
College Station, Texas 77840
Attention: Jeff Zimmermann
Phone: (979) 458-6410
E-mail: jzimmermann@tamus.edu

**EXHIBIT A
EXECUTION OF OFFER**

RFQ01 FPC-21-116

DATE: _____

In compliance with this RFQ, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services.

A.1 Respondent Affirmation

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. 2 _____ Date _____

A.2 Signature

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

- (i) the Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;
- (ii) it is not given, 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 Qualifications or any subsequent proposal. Failure to sign below, or signing a false statement, may void the Response or any resulting contracts at the Owner's option, and the Respondent may be removed from all future proposal lists at this state agency;
- (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 Texas A&M University System;
- (v) Respondent has not been an employee of the A&M System within the immediate twelve (12) months prior to the RFQ response;
- (vi) no compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);
- (vii) 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;
- (viii) Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;

- (ix) to the best of its knowledge, no member of the Board of Regents of The Texas A&M University System, or the Executive Officers of the Texas A&M University System or its member institutions or agencies, has a financial interest, directly or indirectly, in the Project;
- (x) 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;
- (xi) 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;
- (xii) 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; and,
- (xiii) under Section 2155.006, Government Code, the vendor certifies that the individual or business entity named in this bid 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.
- (xiv) the requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this bid and resultant agreement and the Respondent agrees that the resultant agreement can be terminated if the Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.

Respondent should give Payee Identification Number (PIN) (Formally Vendor ID), full firm name and address of Vendor (enter in block provided if not shown). Failure to manually sign submittal will disqualify it. The person signing the submittal should show title or authority to bind his/her firm in contract. The Payee Identification Number is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas. Enter this number in the spaces provided on the Execution of Offer.

Federal EIN/Tax ID: _____

Vendor/Company Name: _____

Authorized Signature: _____

Name: _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

E-mail: _____

<p>* By signing this RFQ, Respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Government Code, § 2252.001(4)</p>
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**EXHIBIT B
NON-COLLUSION AFFIDAVIT**

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Qualifications (such persons, firms and corporations hereinafter being referred to as the "Respondent"), being duly sworn, on his or her oath, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Qualifications, has directly or indirectly entered into any agreement or arrangement with any other Respondents, or with any official of the A&M System or any employee thereof, or any person, firm or corporation under contract with the A&M System whereby the Respondent, in order to induce acceptance of the foregoing Qualifications by said TAMUS, has paid or is to pay to any other Respondent or to any of the aforementioned persons anything of value whatever, and that the Respondent has not, directly or indirectly entered into any arrangement or agreement with any other Respondent or Respondents which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Qualifications.

The Respondent hereby certifies that neither it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, potential Respondent, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Respondents or potential Respondents, or to obtain through any unlawful act an advantage over other Respondents or the A&M System.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the Respondent without consultation with other Respondents or potential Respondents or foreknowledge of the prices to be submitted in response to this solicitation by other Respondents or potential Respondents on the part of the Respondent, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

CONFLICT OF INTEREST

The undersigned Respondent and each person signing on behalf of the Respondent certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the A&M System, nor any employee, or person, whose salary is payable in whole or in part by the A&M System, has a 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, except as noted otherwise herein.

Signature _____

Company Name _____

Date _____

Subscribed and sworn to before me this

_____ day of _____, 2021.

Notary Public in and for the County of _____, State of

_____. My commission expires: _____

EXHIBIT C
SERVICE LOCATION MATRIX

Please indicate by an "X" under "Availability", the locations the firm is willing to provide services, and the City under "Office Location", where the office that will provide these services is located.

SERVICE LOCATIONS	AVAILABILITY	OFFICE LOCATION
College Station/Bryan, Texas		
Prairie View, Texas		
Galveston, Texas		
Stephenville, Texas		
Commerce, Texas		
Texarkana, Texas		
Canyon ,Texas		
Kingsville, Texas		
Corpus Christi, Texas		
Laredo, Texas		
San Antonio, Texas		
Killeen, Texas		
Dallas/Ft Worth, Texas		
Houston, Texas		
McAllen, Texas		
McAllen, Texas		
Austin, Texas		

EXHIBIT D
HSP Letter of Transmittal

(SUBMIT ON YOUR BUSINESS LETTERHEAD)

Mr. Jeff Zimmermann
The Texas A&M University System
Moore/Connally Building
301 Tarrow, Suite 273
College Station, Texas 77840-7896

Subject: HUB Subcontracting Plan
RFQ 01 FPC-21-116:

Dear Mr. Zimmermann:

I am pleased to forward this HUB Participation Plan as an integral part of our written response submitted in connection with your solicitation for Facility Programming Services.

I have read and understand The Texas A&M University System's Policy on Utilization of Historically Underutilized Businesses (HUBs) and the stated goals for HUB participation as part of this RFQ and any resultant Agreement.

Sincerely,

(Signature)
(Printed Name)
(Printed Title) [