



THE TEXAS A&M UNIVERSITY SYSTEM

Office of HUB & Procurement Programs

Request For Qualifications for Student Housing Development

RFQ NUMBER RFQ01 SREO-16-011

**SUBMITTAL MUST BE RECEIVED BEFORE:
2:00 P.M. Central Time on February 16, 2016**

**MAIL, HAND DELIVER, AND /OR
EXPRESS MAIL SUBMITTAL TO:**

**The Texas A&M University System
Office of HUB & Procurement Programs
301 Tarrow, 3rd Floor Rm. 366
College Station, TX 77840
Attn: Jeff Zimmermann**

Show RFQ Number, Opening Date and Time on Response Envelope

NOTE: SUBMITTAL must be time stamped at **The Texas A&M University System Office of HUB & Procurement Programs** before the hour and date specified for receipt of submittal.

Pursuant to the Provisions of Texas Government Code Title 10, Chapter 2156.121-2156.127, sealed submittals will be received until the date and time established for receipt. After receipt, only the names of Respondents will be made public. Prices and other submittal details will only be divulged after the award and contract execution, if one is made.

REFER INQUIRIES TO:

Jeff Zimmermann, Director
The Texas A&M University System
Office of HUB & Procurement Programs
zimmermann@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. RESPONDENTS responding to this submittal are cautioned not to include any proprietary information as part of their submittal unless such proprietary information is carefully identified as such in writing. Notwithstanding the foregoing, the SYSTEM is subject to the Texas Public Information Act.

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SECTION 1 GENERAL

1.1 SCOPE

The Texas A&M University System (TAMUS or the A&M System) is soliciting statements of qualifications from firms (hereafter referred to individually as a RESPONDENT or collectively as the RESPONDENTS) with an established history of providing high quality and cost effective methods to plan, finance, design, construct and potentially operate student housing in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ) for all TAMUS institutions that may need the stated services. It is the intention of TAMUS to enter into a master agreement with each qualified RESPONDENT in which the RESPONDENT will agree, if selected for a particular project, to perform some or all of the services required in this RFQ. If the RESPONDENT is selected to perform services on a particular project, depending on the method of construction financing proposed by the RESPONDENT and approved by TAMUS, TAMUS will either (i) enter into a long-term ground lease with RESPONDENT or an affiliated entity for performance of the services on TAMUS land, or (ii) enter into a long-term ground lease with a nonprofit entity, which will then contract with the RESPONDENT for performance of the services on TAMUS land.

By submitting a response, each RESPONDENT certifies that it understands this RFQ and has full knowledge of the scope, nature, quality, and quantity 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.

1.2 BACKGROUND

The Texas A&M University System is one of the largest systems of higher education in the nation, consisting of eleven universities (located in College Station, Prairie View, Stephenville, Kingsville, Commerce, Corpus Christi, Laredo, Texarkana, Canyon, San Antonio and Killeen), a health science center (located in College Station), seven state agencies (located statewide) and a System Administrative Office (located in College Station).

The A&M System members educate more than 131,000 students and reach another 22 million people through service each year. With more than 24,000 faculty and staff, the A&M System has a physical presence in 250 of the state's 254 counties and a programmatic presence in every one. In 2012, externally funded research expenditures exceeded \$820 million to help drive the state's economy.

For additional information regarding the history of the A&M System and its members see the following link; <http://www.tam.us.edu/about/history/> .

1.3 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 TAMUS members in a timely, cost effective manner. TAMUS is seeking RESPONDENTS 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.* Each RESPONDENT must demonstrate its capabilities in providing the utmost level of experience and expertise to ensure a successful project as determined by TAMUS.
- (c) *Delivery Efficiency.* Each 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.

1.4 Performance Period

TAMUS, in its sole discretion, may enter into a master agreement with each qualified RESPONDENT setting forth the RESPONDENT's willingness and availability to perform requested services. The master agreement shall be effective as of the date that is agreed upon by TAMUS and the RESPONDENT. TAMUS anticipates that the initial term of such master agreement will extend for three (3) years, with the option to renew for up to an additional two (2) one-year terms upon mutual agreement. Any extensions shall be upon the same terms and conditions plus any approved changes to be determined by TAMUS and negotiated in writing with the RESPONDENT. Any resultant ground lease for student housing development services between TAMUS and a RESPONDENT and/or its affiliated entities or between TAMUS and a conduit borrower shall be for a term as negotiated by the parties.

SECTION 2 INSTRUCTIONS FOR RESPONDENTS

TAMUS is soliciting submittals from qualified firms that have experience in the planning, financing, design, construction and operation of student housing for institutions of higher education (the "Services"). TAMUS may enter into a master agreement with each qualified RESPONDENT in which the RESPONDENT will agree, if selected for a particular project, to perform some or all of the Services required in this RFQ. If the RESPONDENT is selected to perform Services on a particular project, depending on the method of construction financing proposed by the RESPONDENT and approved by TAMUS, TAMUS will either (i) enter into a long-term ground lease with the RESPONDENT or an affiliated entity for performance of the Services on TAMUS land, or (ii) enter into a long-term ground lease with a nonprofit entity, which will then contract with the RESPONDENT for performance of the Services on TAMUS land. Additional contracts may be required in connection with the Services to be performed by the RESPONDENT.

This RFQ outlines requirements as specified in Section 3. 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 each RESPONDENT's cover letter.

Each RESPONDENT selected shall have an excellent track record for providing the Services and shall agree to provide the Services to TAMUS with a top priority commitment. TAMUS may select as many RESPONDENTS as needed to ensure coverage throughout the State of Texas at the various 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 response. 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 TAMUS. All supporting documentation and manuals submitted with this submittal will become the property of TAMUS unless otherwise requested by the RESPONDENT, in writing.

All technical and scope of work questions concerning this RFQ are to be directed to Jeff Zimmermann, Director of Procurement & Business Services, in writing, at jjzimmermann@tamus.edu. RESPONDENTS may not contact other individuals at TAMUS to discuss any aspect of this RFQ, unless expressly authorized by the TAMUS Procurement Office to do so. TAMUS will publish questions with responses according to the calendar below.

2.1 Calendar of Events *

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>
Release of Request for Qualifications	TAMUS	January 27, 2016
Deadline to Submit Questions	Respondent	February 3, 2016
Release of Response to Questions	TAMUS	February 5, 2016
Responses Due	Respondent	February 16, 2016
Selection of Qualified Respondents	TAMUS	by April 1, 2016

* TAMUS 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 TAMUS and/or in the event TAMUS 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.

2.2 Examination of the Request for Proposal

Before submitting, each RESPONDENT will be held to have examined the TAMUS 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."

2.3 Submittal Instructions and Delivery of Submittals

All submittals must be received by TAMUS, no later than **2:00 p.m. Central Time, February 16, 2016**, in a sealed envelope or box marked "**RFQ01 SREO-16-011.**"

Submittals are to be submitted to:

**MAIL, HAND DELIVER, AND /OR
EXPRESS MAIL SUBMITTAL TO:**

**The Texas A&M University System
Office of HUB & Procurement Programs
301 Tarrow, 3rd Floor Rm. 366
College Station, TX 77840
Attn: Jeff Zimmermann**

Late submittals will not be considered under any circumstances. Late submittals properly identified may be returned to RESPONDENTS unopened.

Telephone and/or facsimile (Fax) submittals are not acceptable under any circumstance.

2.4 Proposal 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.

- ✓ Qualification Statement (Section 3.3)
- ✓ HUB Participation Plan (Section 2.8)
- ✓ Signed Execution of Offer (Exhibit A)
- ✓ Service Location Matrix (Exhibit B)

RESPONDENT shall provide one (1) original, one (1) additional hard copy, and one (1) electronic copy of the complete RFQ response as specified above.

All electronic copies must either be in Microsoft Office software or Adobe Portable Document Format (PDF). All image files must be in one of the following formats: .jpg, .gif, .bmp, or .tif and submitted on a CDROM or thumb drive. We prefer image files to already be inserted as part of a document such as a PDF. Individual image files on the electronic media must be clearly named and referenced in your proposal response.

NOTE: The original signature on ONE (1) hard copy will serve as the official signature of record for all electronic copies.

Submittal response package (envelope/box/carton) must indicate on the lower left-hand corner the RESPONDENT's company name and address, and the RFQ number and opening date.

Submittals are to be submitted as a booklet or in notebook form with appropriate indices. Each submittal should be prepared simply and economically, providing a straightforward concise description of the RESPONDENT's services, approach and ability to meet TAMUS' needs as stated in this RFQ.

2.5 Inquiries and Interpretations

Responses to inquiries that directly effect an interpretation or change to this RFQ will be issued in writing by addendum/amendment and posted on the Electronic State Business Daily (ESBD). All such addenda/amendments issued by TAMUS prior to the time that proposals are received shall be considered part of this RFQ, and each RESPONDENT shall consider and acknowledge receipt of such in the Execution of Offer.

Only those responses to inquiries that are made by TAMUS in a formal written addendum/amendment shall be binding. Oral and other interpretations or clarifications will be without legal effect.

2.6 Selection Process

TAMUS will base its selections on demonstrated competence, knowledge, and qualifications of each RESPONDENT.

The RESPONDENTS selected will be those whose experience and qualifications, as presented in response to this RFQ, establish them, in the opinion of TAMUS, as well qualified and offering the greatest benefits, experience and value to TAMUS. TAMUS may cancel this RFQ or reject submittals at any time prior to selection, and is not required to furnish a statement of the reasons why a particular submittal was not deemed to be advantageous to TAMUS.

TAMUS, at its sole discretion, may select as many firms as deemed to be in TAMUS' best interest to meet the needs throughout The Texas A&M University System. All RESPONDENTs selected will be required to sign a master agreement. The master agreement does not guarantee that a project(s) will be assigned to the RESPONDENT.

Submission of qualifications indicates RESPONDENT's acceptance of the evaluation techniques and the recognition that subjective judgments must be made by TAMUS during the evaluation process.

It is TAMUS' intent to qualify multiple submissions. The selection of the successful submission(s) may be made by TAMUS on the basis of the submissions initially submitted, without discussion, clarification, or modification. In the alternative, selection of the successful submissions may be made by TAMUS on the basis of negotiation with some or all of the RESPONDENTS. TAMUS shall not disclose any information derived from the submissions 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 this RFQ, TAMUS 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 considered for award.

TAMUS reserves the right to check references prior to selection. Any negative responses received may be grounds for disqualification of the submission.

TAMUS reserves the right to accept or reject any or all submissions, to waive informalities and technicalities, to accept qualifications considered most advantageous, and/or to make the award to the most responsive RESPONDENT(S).

2.7 Public Information Act

- (a) RESPONDENT acknowledges that TAMUS 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 Agreement, as well as any other disclosure of information required by applicable Texas law.
- (b) Upon a TAMUS written request, RESPONDENT will provide specified public information exchanged or created under this Agreement that is not otherwise excepted from disclosure under chapter 552, *Texas Government Code*, to TAMUS in a non-proprietary format acceptable to TAMUS. As used in this provision, "public information" has the meaning assigned Section 552.002, *Texas Government Code*, but only includes information to which TAMUS has a right of access.
- (c) RESPONDENT acknowledges that TAMUS may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), *Texas Government Code*.

2.8 The Texas A&M University System HUB Policy and Participation 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 to ensure that HUBs are afforded an equitable opportunity to compete for all procurement and contracting activities of the A&M System.

It is the policy of the State of Texas and The Texas A&M University System (TAMUS) to encourage the use of Historically Underutilized Businesses (HUBs) both directly and indirectly in our prime

contracts. The goal of the HUB Program is to promote equal access and equal opportunity in TAMUS contracting and purchasing.

Subcontracting opportunities are defined as those opportunities contracted with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Respondents are required to submit a HUB Participation Plan describing in detail how they will commit to a “Good Faith Effort” to attract and use State of Texas certified HUB vendors.

A HUB Participation Plan is **required** to be submitted by each respondent. Failure to submit a comprehensive, acceptable HUB Participation Plan will be considered a material failure to comply with the requirements of RFQ01 SREO-16-011 and may result in rejection of the response.

Respondents shall address the following four (4) while developing your HUB Participation Plan.

- The Respondent shall state whether it is a Texas certified HUB.
- Provide documentation that describes how you intend to locate the HUB vendors for solicitation – Will you use the CMBL listings? Will you advertise in trade organization newsletters or newspapers? Etc.
- Provide a sample solicitation notice letter that will be sent to HUB vendors and trade organizations for the subcontracting opportunities. The notice shall, in all instances, include the scope of work, information regarding location to review plans and specifications, information about bonding and insurance requirements, and identify a contact person.
- Provide a list of the trade organizations or development centers that you intend to work with in your outreach efforts.

Submit the HUB Participation Plan with your RFQ response separately in a sealed envelope and labeled “HUB Participation Plan.” The respondent shall include the RFQ number and respondent’s name on the envelope. The HUB Participation Plan is due at the same time respondent submits the proposal.

Keep in mind as you develop your HUB Participation Plan that this is a very detailed plan outlining your methodology of HUB Participation – a blue print that accurately represents your company’s strategy for evaluation of intent.

Respondents may obtain a list of State of Texas certified HUB vendors that may be capable of performing subcontracting opportunities from the Texas Procurement and Support Services (TPASS) Centralized Master Bidders List (CMBL) at the website:

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

Please contact Jeff Zimmermann, at zimmermann@tamus.edu for assistance with completion of requirements as stated.

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 the planning, financing, design, construction and/or operation of student housing for institutions of higher education.

As a result of this RFQ, the A&M System intends to select one or more firms to enter into a multiyear master agreement to undertake some or all of the Services for TAMUS and its member universities.

If selected to perform Services for a specific project, depending on the method of construction financing proposed by the RESPONDENT and approved by TAMUS, TAMUS will either (i) enter into a long-term ground lease with the RESPONDENT or an affiliated entity for performance of the Services on TAMUS land, or (ii) enter into a long-term ground lease with a nonprofit entity, which will then contract with the RESPONDENT for performance of the Services on TAMUS land.

3.2 Services Required of a Respondent Chosen for a Particular Project

Specific requirements include, but are not limited to, the following activities:

- **Planning Phase**

Preparation of a market analysis to establish the viability and financial parameters for a specific project. The planning phase would also include analysis of various strategic options and site feasibility studies necessary to provide the client institution with alternatives to consider in the development of specific student housing solutions. Options would be priced by the RESPONDENT to verify feasibility and risk. The determination of terms and the execution of a ground lease may occur during this phase.

In preparing its market analysis, the RESPONDENT shall take the following TAMUS requirements into consideration:

- a. TAMUS shall require the RESPONDENT to carry Builder's Risk Insurance on each project.
- b. Unless waived by TAMUS, RESPONDENT will be required to provide a completion guaranty to ensure the project is completed as required by the ground lease and related documents.
- c. TAMUS will require RESPONDENT to agree to payment of liquidated damages, as negotiated, should the project fail to reach substantial completion as required by the ground lease and related documents.
- d. TAMUS reserves the right to reject, at its discretion, architect or general contractor firms selected by RESPONDENT.

- **Design Phase**

The selected RESPONDENT must engage design professionals during the design phase as necessary to prepare in cooperation with institutional representatives a specific design solution. Solutions would be priced to verify feasibility and risk throughout the design phase. The objective at the conclusion of the design phase is the development of a detailed set of plans and specifications for a specific student housing solution that can be used to obtain construction pricing for the project.

- **Financing & Construction**

This phase includes the selected RESPONDENT contracting with a construction firm to construct the student housing project, as well as securing the necessary financing for the construction. As part of the construction phase, RESPONDENT will be required to ensure that its contract with a construction firm includes requirements for publicly advertising all major trade contracts and subcontracts, with review of the proposals and selections being provided to TAMUS in a form acceptable to TAMUS.

- **Operations Phase**

The selected RESPONDENT may be responsible for entering into an agreement during the operations phase to manage, operate and maintain the constructed facility for the life of the ground lease.

- Interim Services

TAMUS and the RESPONDENT may enter into a Predevelopment Agreement to provide interim services to TAMUS.

A detailed description of the Services which the RESPONDENT and/or its affiliated entities may be requested to perform has been attached as **Exhibit C**.

3.3 Requirements for Qualification

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 Respondent's Statement of Qualifications and Availability to Undertake the Services

- Provide a statement of interest including a narrative describing the firm's qualifications and availability.
- Provide a brief history of the firm including all office location(s), legal status and officers.
- Address the firm's ability to perform the Services in the attached Exhibit C.

3.3.2 RESPONDENT's Team Profile

- 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.
- Provide a resume for each individual identified to demonstrate their relevant experience to fulfill requirements under an agreement.
- Provide the firm's organization chart to demonstrate how project personnel will be organized to fulfill requirements under an agreement.
- Provide evidence that the firm is legally authorized to perform the Services in Texas.
- Provide a list, description and qualifications of all entities (including general contractor, architect, and engineer(s)) that may/will be entering into agreements with RESPONDENT or TAMUS to provide the Services.

3.3.3 Previous Development Experience

List a minimum of three (3) examples of relevant, previous projects undertaken by the firm that best demonstrates the firm's capacity and expertise to fulfill the requirements of the stated services. Each example should be well organized, and identify key personnel proposed for the A&M System project 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.
- 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 construction.
- Description of services the firm provided for the project (financing, construction, management, maintenance, etc).
- Name and phone number of the Project Manager or the firm's individual responsible for the overall success of the project.
- Key subcontractors (financial partner, architect, general contractor, manager, etc.)
- The owner's name and representative(s) who would be most familiar with the construction and management phases of the project, including telephone number.
- Detailed pro-forma statements clearly identifying the structure of the financing, interest rate and financing cost assumptions, rental rates, occupancy levels, operating expenses, management fees, other on-going expenses, capital renewal reserves, and other pertinent financial information.

References shall be considered relevant based on specific project participation by the RESPONDENT. TAMUS may contact references during any part of this process. TAMUS reserves the right to contact any other references at any time during the RFQ process.

Note: Examples that involve public higher education student housing solutions 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 student housing development is also useful.

3.3.4 Financial Capability

- Provide evidence of RESPONDENT's financial capability including company and, if relevant, personal financial statements and a statement detailing proposed methods of financing. This would include two copies of financial statements for the past two years submitted as separate bound documents with the RFQ response.
- Provide financial and banking references.
- Provide evidence of the general contractor's financial capability as requested by TAMUS.

3.3.5 Student Housing Management Experience

- Provide evidence of prior property management experience and expertise, including experience renting to college students and the RESPONDENT's ability to maintain properties to a high standard while maintaining market competitive rental rates.
- Describe examples of successful long-term relationships with higher education clients.

EXHIBIT A

EXECUTION OF OFFER

RFQ01 SREO-16-011

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.

RESPONDENT should give Payee Identification Number (PIN) (Formally Vendor ID), full VENDOR 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.

Payee Identification Number (PIN): _____

Sole Owner should also enter Social Security Number: _____

Vendor/Company: _____

Signature (INK): _____

Name: _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

E-mail: _____

* 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)

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S SUBMISSION. FAILURE TO SIGN AND RETURN THIS SHEET WILL RESULT IN THE REJECTION OF YOUR SUBMISSION.

EXHIBIT B
SERVICE LOCATION MATRIX

Please indicate by an "X" locations the firm is willing to provide services.

SERVICE LOCATIONS		AVAILABILITY
	College Station 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	

EXHIBIT C

STUDENT HOUSING DEVELOPMENT SERVICES

In an effort to secure professional Planning, Development, Design, Estimating, Construction and/or Management of New Student Housing on campuses throughout the TAMU System, the following non-exclusive services may be sought, either in part or whole:

OBJECTIVE #1 – Due diligence and Feasibility completion

Carry out the following tasks and present the noted deliverables:

A. Project Planning

- Market Demand Analysis
- Student Preference Analysis
- Enrollment Trend and Projection Analysis
- Student, Faculty, Staff and Stakeholder Surveys
- Program Development – Determine building site, massing, bed count, unit type, construction type, parking and amenity requirements
- Campus and/or Housing Master Plan – review and update where requested
- Develop all Legal Documentation for University, A/E and CM/GC contracts
- Review of ground lease terms and conditions

B. Due Diligence

- Environmental Site Assessment – Engage a qualified firm to prepare an Environmental Site Assessment Study.
- Geotechnical Site Study – Engage a qualified firm to prepare a Geotechnical Site Study.
- Site Survey – Engage a qualified consulting firm to prepare a survey.
- Utilities Assessment – Determine the locations, conditions, capacities and conflicts with existing campus utilities. Coordinate Utility infrastructure requirements with Campus Utilities Plans and Upgrade timetables.
- Traffic Study – Engage a qualified consultant to study vehicular and pedestrian traffic flows/conflicts.
- Conceptual Project Budget – provide a project cost estimate based on the project Program
- Financial Feasibility Analysis – conduct financial modeling of conceptual program to determine the economic viability and sustainability of the project.
- Facility Condition Assessment – Determine the condition of existing housing structures that may be planned for renovation, or demolition.
- Project Schedule

DELIVERABLES

- ✓ Market Study
- ✓ Program Management Agreement, Development Agreement, A/E and CM/GC contracts
- ✓ Environmental Site Assessment Study
- ✓ Geotechnical Site Study
- ✓ Boundary & topographic survey
- ✓ Utilities Plan
- ✓ Traffic Study
- ✓ Conceptual Project Budget
- ✓ Financial Modeling
- ✓ Facilities Condition Assessment
- ✓ Project Schedule

C. Feasibility Report

Review and confirm the following with the University;

- University space programs
- Student housing program
- Sustainability strategy
- List of tenants and their space programs (if University requires ancillary spaces for offices, retail or other campus functions)
- Design concept requirements
- Cost estimates
- Funding type(s), structures /or sources preferred by the University
- Strategy to match project scope with funding
- Pro-forma
- Cash flow requirements
- Authority Having Jurisdiction regulatory requirements
- Time schedule
- Design delivery method

DELIVERABLE

- A Basis for Design document that contains the RESPONDENT's position on each of the above bulleted items after they have been reviewed and confirmed. Report to University to explain reasons for any deviation from direction given in Feasibility Report.

OBJECTIVE #2 – Pre-construction Development

Carry out the following tasks and present the following deliverables:

A. Design

- Design facilities consistent with the TAMUS Developer Project Guidelines
- Assist architect and CM/GC with the creation of a Fast-Track project delivery strategy
- Lead the architectural and engineering design and construction documentation process
 - Conceptual Design and University Approval
 - Schematic Design and University Approval
 - Design Development and University Approval
 - Construction Documents and University Approval
- Conduct design and constructability reviews
- Assist Commissioning Agent with taking steps toward obtaining LEED certification if required
- Attend University meetings to present project and solicit feedback
- Obtain all necessary entitlement approvals from Authority Having Jurisdiction (AHJ)
- Assist with preparation of schedules for furnishings, fixtures and equipment throughout building
- Assist with preparation of a room and building signage schedule
- Assist in the development, revision and continual monitoring of project schedule

B. Financing

- Manage overall project budget
- Review CM/GC Guaranteed Maximum Price prior to submitting to University
- Continuous review and adjusting of costing and cash flow analysis
- Continually revise and update the proforma
- Arrange for and make funding structure a reality with University input and approvals
- Develop all necessary closing documents
- Manage all Draw requests
- Identify and coordinate construction and permanent financing acceptable to TAMUS

- C. Estimating
 - Prequalification of Subcontractors
 - Develop Bid Packages
 - Create and Execute HUB/M/WBE Procurement Plan
 - Solicit and Scope Bids
 - Select and Contract with Subcontractors
- D. Pre-Construction Planning
 - Develop staffing plan
 - Develop mobilization plan
 - Develop Storm Water Pollution Prevention Plan (SWPPP)
 - Develop project safety plan
 - Finalize project schedule
 - Conduct Line Locate Testing
 - Plan for Utility relocation if necessary
 - Manage the Buy-out process
- E. Student Housing and Tenant Arrangements
 - Determine the property management plan and staffing structure for the facility with University input
 - Make arrangements for management, custodial and maintenance of housing
 - Create Leasing and Marketing Plan

DELIVERABLES

- ✓ Completed sets of contract documents for each Fast –Track package
- ✓ Building permits for each Fast –Track package
- ✓ A description of funding structure providing the sources and conditions for each contributor
- ✓ A Guaranteed Maximum Price from the CM/GC
- ✓ An overall project budget
- ✓ A time schedule showing construction and Move-in periods
- ✓ A cash flow schedule
- ✓ An up-dated proforma
- ✓ Fully executed tenant leases and housing management agreement

OBJECTIVE #3 – Building Construction

Carry out the following tasks and present the noted deliverables

- A. Building Construction
 - Permit and Construct facilities consistent with TAMUS Developer Project Guidelines
 - Manage, supervise and provide executive oversight of the entire construction process
 - Attend Owner/Architect/Contractor (OAC) meetings
 - Assist CM/GC with obtaining building permits
 - Assist Commissioning Agent
 - Make periodic inspections of construction to confirm conformance to contract documents
 - Work with CM/GC to manage and track design changes
 - Arrange for ordering, storage, assembling and installation of new furniture, equipment and fixtures
 - Monitor ongoing time schedule and conduct weekly project budget review
 - Monitor status of cash flow
 - Review and verification of monthly pay applications
 - Monthly accounting of all costs

B. Project close-out

- Assist architect and CM/GC to prepare Substantial Completion documentation
- Assist with preparation and completion of punchlist
- Assist Commissioning Agent as required
- Assist with arrangements to train University maintenance workers in all mechanical, electrical, plumbing and renewable energy systems

DELIVERABLES

- ✓ Complete set of As-built drawings, specifications and list of installed equipment
- ✓ Complete set of Operating and Maintenance Manuals
- ✓ Complete set of construction management records
- ✓ TAMUS permit to occupy building

OBJECTIVE #4 – Move in

Carry out the following tasks and present the noted deliverables

A. Move arrangements

- Assist University to identify room occupants, furniture and equipment
- Arrange designated furniture, equipment and fixtures to be moved
- Work with University to arrange for connection of all communication equipment.
- Arrange for testing and calibration of equipment.