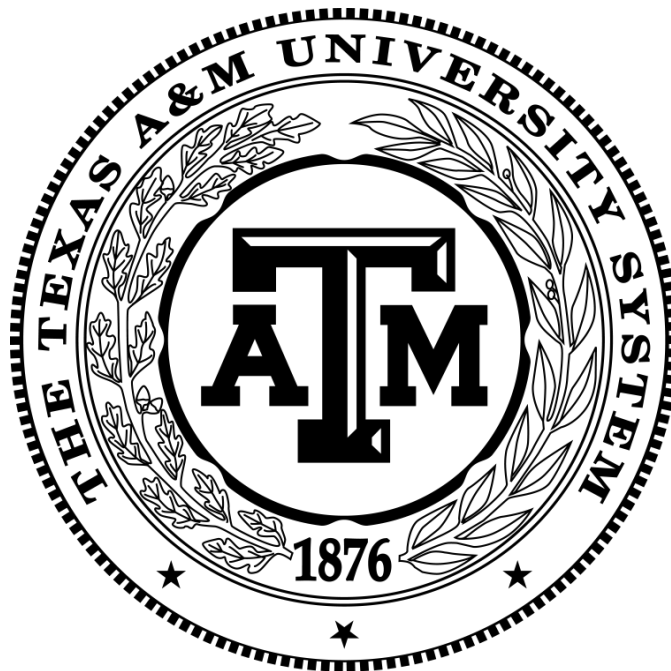


**REQUEST FOR PROPOSAL  
FOR  
DESIGN-BUILD SERVICES**

Deferred Maintenance  
Texas A&M University-Kingsville  
Kingsville, Texas  
Project No. 17-3383



DEADLINE FOR SUBMITTAL:  
**10am, Monday, October 3, 2022**

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

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## SECTION 1

### NOTICE TO RESPONDENTS

#### 1.1 General Information

The Texas A&M University System Office of Facilities Planning & Construction (FP&C) is accepting proposals for the selection process to enter into a contract with a Design-Build (DB) firm to provide pre-construction services such as constructability guidance, cost estimates, and construction schedules; provide a Guaranteed Maximum Price (GMP); and perform complete construction services consistent with the DB construction delivery process as utilized by The Texas A&M System for the Deferred Maintenance on the Texas A&M University-Kingsville, Kingsville, Texas. This document provides information for selected parties to prepare and submit a response to the Request for Proposal (RFP) for consideration by FP&C and the A&M System.

This RFP is the process for selecting a DB team for the Project as provided by Texas Education Code 51.780. The RFP provides the information necessary to prepare and submit Proposals including fee proposals and general conditions prices. The Owner will rank the Respondents in the order that they provide the “best value” for the Owner based on the published selection criteria, RFQ responses and on the ranking evaluations. Interviews of DB teams may follow at the Owner’s option.

#### 1.2 Public Information Statement

The Owner considers all information, documentation and other material submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is executed. Respondents are hereby notified that the Owner adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.

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

Further, Respondents are hereby notified that the Owner will be required to post any resultant contract from this RFP on the Internet website of Owner pursuant to Texas Government Code, Section 2261.253 (a)(1).

#### 1.3 Type of Contract

Any contract resulting from this solicitation will be in the form of the Owner's Standard DB Agreement, a copy of which was attached to the RFQ.

#### **1.4 Clarifications and Interpretations**

Respondents are required to restrict all contact and questions regarding this RFP to the named individual listed in Section 1.6 of this RFP.

Any clarifications or interpretations of this RFP that materially affect or change its requirements will be posted by the Owner as an addendum on the Owner's e-Builder website, <https://e-Builder.net>. All individuals who downloaded this RFP from e-Builder will receive an email when addendums are published. All such addenda issued by the Owner before the proposals are due shall become a part of the RFP, and respondents shall acknowledge receipt of and incorporate each addendum in its response.

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

#### **1.5 Submittal Deadline**

FP&C will accept proposals uploaded to e-Builder until **10am, Monday, October 3, 2022**.

Upload one (1) copy of the Proposals and one (1) copy of the HUB Participation and/or HUB Subcontracting Plan in "pdf" format. An original signature must appear on the Compliance Certification (ref. Section 3).

It is the complete responsibility of the Respondent to ensure that submittals are received by the submittal deadline. E-Builder will not allow uploads after the deadline.

#### **1.6 Contact**

Any questions regarding this Request for Proposals shall be directed to:

Andrew Lange  
The Texas A&M University System  
Office of Facilities Planning & Construction  
301 Tarrow Street, 2nd Floor  
College Station, Texas 77840-7896  
Phone: (979) 458-7061  
e-mail: [andrew.lange@tamus.edu](mailto:andrew.lange@tamus.edu)

#### **1.7 Respondent's Acceptance of Evaluation Methodology**

Submission of a Proposal indicates Respondent's acceptance of the evaluation techniques and the recognition that subjective judgments must be made by the Owner during the evaluation process.

## **1.8 Definitions**

As used in this RFP, the terms have the meanings set forth below:

“Design-Build (DB) Services” means a single contract with a firm to complete the design and construction of the facility.

“Contractor” means the individual, corporation, company, partnership, firm or other organization that has contracted to perform the Work under a DB Services with the Owner.

“Owner” shall mean The Board of Regents of The Texas A&M University System or its designated representative which is Facilities Planning & Construction (FP&C).

## **1.9 Direction and Management**

The work of this project is under the direction and management of the Texas A&M University System Office of Facilities Planning & Construction with offices in College Station, Texas.

## **1.10 Obligations of Parties**

Respondent understands and acknowledges by submitting a Proposal that the Proposal presented is based on assumed requirements for the proposed project; and, that the Owner has made no written or oral representations that any such assumed requirements are endorsed or accepted should a contract arise from the presented Proposal.

Furthermore, Respondent understands and acknowledges by submitting a Proposal that any and all costs incurred by the Respondent as a result of the Respondent's efforts to participate in this selection process shall be at the sole risk and obligation of the Respondent.

The Owner will not provide compensation to Respondents for any expenses incurred for proposal preparation or for any presentations made.

The Owner makes no guarantee that an award will be made as a result of this RFP, and reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in the Owner's best interest. Representations made within the Proposal response will be binding on responding firms.

## **1.11 Completeness of Proposal**

Respondent should carefully read the information contained herein. It is the responsibility of the Respondent to submit a complete response to all requirements and questions.

Proposals which are qualified with conditional clauses, or alterations, or items not called for in the RFP documents, or irregularities of any kind are subject to disqualification at the option of the Owner.

Each Proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements of the RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Failure to comply with the requirements contained in this RFP may cause rejection of the Proposal.

The Owner will not acknowledge or receive Proposals that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

### **1.12 Withdrawal or Modification**

A Proposal may be withdrawn and resubmitted any time prior to the time set for receipt of Proposals. No Proposal may be changed, amended, or modified after the submittal deadline. No Proposal may be withdrawn after the submittal deadline without approval by the Owner which shall be based on Respondent's written request stating reasons for withdrawing the proposal that are acceptable, in the Owner's opinion.

### **1.13 Ownership of Proposals**

Proposals and any other information submitted by Respondents shall become the property of The Texas A&M System (the Owner); however, the Owner may return all other Proposal information once a contract award is made.

### **1.14 Validity Period**

Proposals are to be valid for the Owner's acceptance for a minimum of 90 days from the submittal deadline date to allow time for evaluation and selection. A Proposal, if accepted, shall remain valid for the life of the Contracts resulting from this selection process.

### **1.15 General Conditions**

By signing and submitting a Proposal, Respondent certifies that any attached or referenced conditions or documents are applicable to this procurement only to the extent that they do not conflict with the statutes or Administrative Code of the State of Texas, or the advertised contract conditions, and that they do not impose additional requirements on the Owner. Respondent further certifies that the submission of a Proposal is Respondent's good faith intent to contract with the Owner as specified herein and that such intent to contract is not contingent upon the Owner's acceptance or execution of any such attached or referenced conditions, or other documents.

### **1.16 Historically Underutilized Businesses' Submittal Requirements**

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

### **HUB Participation Plan**

All Respondents. Each respondent is required to submit a HUB Participation Plan (“Plan”) with the proposal submission that details HUB outreach and recruitment efforts during construction. Failure to submit a comprehensive, acceptable Plan will be considered a material failure to comply with the requirements of the RFP and will result in rejection of the response.

#### **The Plan shall include at a minimum the following:**

- The Respondent shall state whether it is a Texas certified HUB.
- The Respondent shall state that it intends to meet or exceed the stated A&M System HUB goal of 26% for building construction. Based on the scope of this project discuss in detail how this goal can be met or exceeded. Include specific examples of areas/opportunities/roles that may include HUB participation, any challenges you foresee in achieving this goal, and any assistance you might require of the A&M System. **Note: This will be a topic for discussion if selected for an interview.**
- Provide the name and title/role for the individual responsible during the project for all HUB related efforts.
- Provide at least two examples of HUB participation achievement on completed similar projects to include the project HUB goal, actual HUB participation achieved, and any other information available that demonstrates the level of effort made on each project. Note that example projects are preferred to be for agencies and institutions within the state of Texas that required participation from certified Texas HUB vendors.
- Provide a sample solicitation notice to show what will be sent to certified HUB vendors as well as trade organizations and/or development centers 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. A commended list for inclusion can be found at the following site; [HUB Programs - Office of Business Affairs \(tamus.edu\)](https://www.tamus.edu/hub-programs)
- Provide information that describes how you intend to locate HUB vendors for solicitation – Will you use the CMBL/HUB Directory listings? Will you advertise in trade organization newsletters or newspapers? Will you host events to encourage HUB participation? Etc.
- Pre-construction Services. If self-performing pre-construction services, provide a statement to include an explanation as to how your company will perform this entire

scope with its own employees, supplies, materials and/or equipment. In the event that the respondent determines a subcontractor(s) will be used for preconstruction services, the respondent will be required to make a good faith effort and complete the A&M System HUB Subcontracting Plan (HSP) form available on the following website: [HUB Programs - Office of Business Affairs \(tamus.edu\)](https://www.tamug.edu/hub). Failure to submit a comprehensive, acceptable HSP (only if subcontractors will be used by respondents for pre- construction services) will be considered a material failure to comply with the requirements of the RFP and will result in rejection of the response.

### **Contractor Buyout Requirements**

**Awarded Respondent Only.** With each contractor buyout package (CBO) a complete HUB Subcontracting Plan (HSP) must be submitted in e-Builder for review and approval. Note that Method B is required for all CBO packages. More information and direction will be provided to the awarded respondent upon execution of the agreement.

### **HUB Program Office**

For information regarding The Texas A&M University System HUB Program and HUB Subcontracting requirements, please contact Ms. Porschia Tolbert, HUB Program Director, [soprocurement@tamus.edu](mailto:soprocurement@tamus.edu). **We encourage all respondents to submit a draft HUB Participation Plan to the email address listed herein for our review at least two days prior to the due date.**

## SECTION 2

### EXECUTIVE SUMMARY

#### 2.1 Scope of Work

The oldest continuously operating public institution of higher learning in South Texas, Texas A&M University-Kingsville, was chartered in 1917 and opened its doors to the community in 1925. The University grew out of the teacher college or "normal school" movement. The University evolved over the next several decades and experienced a few name changes to reflect its program growth and mission. In 1993 the University experienced its final name change, Texas A&M University-Kingsville to reflect its membership with the Texas A&M University System.

Having been established in 1925, the campus is nearing 100 years old. Two of the original 1925 buildings are still in operation on the campus with an additional (16) buildings built on or before 1950 also in operation. While the above ground expansion in the form of new facilities has kept pace with campus growth, the campus underground utility tunnel, direct bury utility lines, and utility generation capacity have not kept up as well both in size and maintenance. In addition, several of the older facilities require new roofs, floors, fire alarm panels, and other life safety maintenance and upgrades. With all these existing needs in mind, as the campus prepares for the next 50 years, the campus proposes to complete utility and infrastructure projects to properly continue to support the educational mission to the students of South Texas.

The projects proposed in the POR continues work previously identified in earlier planning efforts through the work of the Texas A&M University-Kingsville (TAMUK) facilities team and Gordian, a contractor working with TAMUK. These infrastructure projects outlined in the project were identified, described, and costed based on need and their relationship to one of the (3) following categories.

1. Fire
2. Life Safety
3. Air Quality

The project elements identified in the POR will complete a portion of the deferred maintenance and utility infrastructure needs at the campus. The prioritization of the work is outlined by immediate needs and life safety concerns.

#### 2.2 Project Delivery

The completion date for construction is anticipated to be no later than 01.05.2026. Please see the Program of Requirements (attached to RFQ) or project schedule for anticipated

deadlines.

### **2.3 Tentative Schedule of Actions**

Proposal Submittal Deadline  
Interviews for DB

Refer to Section 1.5  
10.11.2022

### **2.4 Preparation and Submittal Instructions**

Respondents must complete, sign and return Section 3 (3.1 through 3.5) as part of its Proposal response. Failure to sign and return these forms may cause the Proposal to be rejected.

## **SECTION 3**

### **PROPOSAL REQUIREMENTS**

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

The Respondent selected to be the DB will be the firm whose experience and qualifications, as presented in response to this RFP, establish it, in the opinion of the Owner, as well qualified and offering the greatest benefits and experience to The Texas A&M University System.

The criteria for evaluation of proposals, and selection of the successful respondent, will be based on the following criteria:

#### **3.1 CRITERIA ONE: QUALIFICATIONS OF DESIGN-BUILD TEAM**

**3.1.1** Describe your management philosophy for the Design-Build construction delivery method.

**3.1.2** Describe your construction management and execution plan for providing Pre-Construction Services for this Project.

**3.1.3** Attach your Project Organization Chart for your complete team and resumes of key individuals that will be assigned to this project for Pre-Construction Services and Construction Services for your firm. (See Special Conditions, for minimum on-site construction team). Include personal references with phone numbers for each. Confirm in graphic form the lines of authority and communication, and the estimated percent of time these individuals will be involved in this project for Pre-Construction Services.

#### **3.2 CRITERIA TWO: RESPONDENT'S ABILITY TO MEET SCHEDULES**

**3.2.1** Describe how you will develop, maintain and update the project schedule during design and construction.

**3.2.2** Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any of the projects listed in response to this RFP, provide one (1) example of how these techniques were used, including specific scheduling challenges/requirements and actual solutions.

**3.2.3** Provide a sample Work Progress Schedule (bar chart acceptable) for all phases of this project including pre-construction services and milestones as they may be understood at this time. Should no overall program or schedule be included in this RFP provide a sample from a similar project your firm has recently been involved with.

**3.2.4** Describe your experience with CPM scheduling. From any of the projects listed in response to this RFP, provide one (1) sample of the monthly schedule reports, including identified milestones, assignment of float and schedule recovery plans.

### **3.3 CRITERIA THREE: RESPONDENT'S ABILITY TO MANAGE CONSTRUCTION SAFETY AND QUALITY**

**3.3.1** Briefly describe the firm's approach for anticipating, recognizing and controlling safety risks and note the safety resources that the firm provides for each project's Safety program.

**3.3.2** Identify the firm's Experience Modification Rate (EMR) for the five (5) most recent annual insurance-year ratings.

**3.3.3** Identify the firm's annual OSHA Recordable Incident Rate (RIR) for all work performed during the past five (5) calendar years.

**3.3.4** Identify the firm's annual OSHA Days Away From Work Incident Rates (DAFW) for all work performed during the past five (5) calendar years.

**3.3.5** List any OSHA reports/citations your firm has been issued during the last five (5) years and final outcome of each.

**3.3.6** Describe your quality assurance program. Explain the methods used to ensure quality control during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used from any one (1) of the projects listed in response to this RFP.

**CRITERIA FOUR: RESPONDENT'S PRICING AND PROJECT DELIVERY PROPOSAL**

**THIS SECTION MUST BE COMPLETED AND RETURNED WITH RESPONDENT'S PROPOSAL. FAILURE TO RETURN THIS SECTION WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Proposal of: \_\_\_\_\_  
(Company Name)

To: The Texas A&M University System

Ref.: Deferred Maintenance  
Texas A&M University-Kingsville  
Kingsville, Texas  
Project No. 17-3383

Having carefully examined all of the requirements of this RFP and any attachments thereto, the undersigned proposes to furnish DB services as required at the terms stated herein.

Pricing Schedule and Costing Methodologies

Include all fees and costs of the Contractor associated with the Pre-Construction Phase and Construction Phase Services for this project. Identify fee and costs based upon the AACC as stated in the Program of Requirements or the Scope of Work listed in Section 2.1 of this RFP.

**PART 1, PRE-CONSTRUCTION PHASE FEE**

Contractor's fee for the Construction Contractor's Participation in the Pre-Construction Phase (Includes All Design Phases but **DOES NOT include the design fee**)  
**Enter your number online**

**PART 2, CONSTRUCTION PHASE FEE**

A. For Construction Phase Services, based on the anticipated GMP established at the time of this Agreement, Owner shall pay Contractor a stipulated Construction Phase Fee  
**Enter your number online**

B. If the Owner agrees to an increase or decrease in the GMP, the Construction Phase Fee shall be equitably adjusted.

**PART 3, LIMITATION ON GENERAL CONDITIONS COSTS**

A. **Enter your answers online.** No Exceptions.

### Addenda Acknowledgment

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

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

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

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

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

## **CRITERIA FIVE: RESPONDENT'S COMPLIANCE CERTIFICATION**

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

- 3.5.1 By signature hereon, Respondent offers and agrees to furnish all services to construct the project at the prices quoted and comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.
- 3.5.2 By signature hereon, Respondent affirms that it has 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 Proposal. Failure to sign hereon, or signing a false statement, may void the proposal or any resulting contracts at the Owner's option, and the Respondent may be removed from all proposal lists at this Agency.
- 3.5.3 By signature hereon, a corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or that the corporation is exempt from the payment of such taxes, or that the corporation is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable. A false certification shall be deemed a material breach of contract and, at the Owner's option, may result in cancellation of any resulting contract.
- 3.5.4 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or institution represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, et. seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.
- 3.5.5 By signature hereon, Respondent certifies that all statements and information prepared and submitted in response to this RFP are current, complete and accurate.
- 3.5.6 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.
- 3.5.7 By signature hereon, Respondent certifies as follows:

“Under Section 231.006, Texas Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, is not ineligible to receive

payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.”

“Under Section 2155.004, Texas Government Code, the vendor or applicant 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.”

“Under Section 2254.004, Texas Government Code, the vendor or applicant certifies that each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of engineering or architecture was selected based on demonstrated competence and qualifications only.”

- 3.5.8 By signature hereon, 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 RFP, or in the services to which this RFP relates, or in any of the profits, real or potential, thereof.
- 3.5.9 By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP. (Ref. Texas Government Code, Section 2155.004.)
- 3.5.10 Respondent represents and warrants that all services to be provided in response to this RFP 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.
- 3.5.11 By signature hereon, Respondent signifies its compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 3.5.12 Respondent certifies it does not and will not, during the performance of any resulting contract from this RFP, boycott Israel.
- 3.5.13 Respondent certifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization. Respondent acknowledges that any Agreement resulting from this RFP may be terminated if this certification is inaccurate.
- 3.5.14 Respondent certifies that it or the individual named below is not involved in human trafficking. Respondent acknowledges that any Agreement resulting from this RFP may be terminated & payment withheld if this certification is inaccurate.
- 3.5.15 Respondent certifies that In accordance with Section 552.372 of the Texas Government Code, Respondent agrees to (1) preserve all contracting information

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

- 3.9.16 Respondent 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.
- 3.9.17 Under Chapter 2274, Texas Government Code (enacted by SB 19, 87th Texas Legislature, Regular Session (2021)), Respondent verifies (1) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) it will not discriminate during the term of this contract against a firearm entity or firearm trade association. Respondent acknowledges this contract may be terminated and payment withheld if this verification is inaccurate. **[Note:** This provision does not apply to: (1) contracts below \$100,000; (2) contracts with a sole-source provider; and (3) contracts with a non-profit entity, sole proprietorship, or a for-profit entity that has less than 10 full time employees.
- 3.9.18 Respondent certifies that it does not require its customers to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery on entry to, to gain access to, or to receive service from the Respondent's business. Respondent acknowledges that such a vaccine or recovery requirement would make Respondent ineligible for a state-funded contract.
- 3.9.19 Respondent represents and warrants that: (1) it does not, and will not for the duration of the contract, boycott energy companies or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Owner.

Compliance Certification Signature:

Submitted By:

---

(Company Name)

---

(Authorized Signature)

---

(Printed Name/Title)

---

(Date)

---

(Email)

---

(Street Address)

---

(Mailing Address)

---

(City, State, Zip Code)

---

(Telephone Number)

---

(Facsimile Number)

## **SECTION 4**

### **PROPOSAL FORMAT**

#### **4.1 Content**

Proposals shall consist of Responses (certifications, answers to questions, and information) to requirements and questions identified in Section 3 of this RFP. It is not necessary to repeat the question in your Response; however, it is essential that you reference the question number with your corresponding response. In cases where a question does not apply or if you are unable to respond, reference the question number and indicate N/A (Not Applicable) or N/R (No Response) as appropriate.

#### **4.2 Additional Information**

Additional attachments shall not be included in the Response. Only the Responses provided by the Respondent to the questions identified in Section 3 of this RFP will be used by the Owner for evaluation.

#### **4.3 Table of Contents**

Include a Table of Contents that includes page number references. The Table of Contents should be in sufficient detail to facilitate easy reference of the sections of the Proposal as well as any separate attachments which should also be listed in the Table of Contents.

#### **4.4 Divider Tabs**

Separate and identify each criteria response to Section 3 of this RFP by use of a divider tab for ready reference.

#### **4.5 Pagination**

All pages of the Proposal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.).