TEXAS A&M UNIVERSITY-CORPUS CHRISTI
PURCHASING DEPARTMENT
6300 OCEAN DRIVE
CORPUS CHRISTI, TX  78412

REQUEST FOR QUALIFICATIONS

RFQ Number:
RFQ1-0001

Architect/Engineer Professional Services for the Chaparral Building Project

PROPOSAL MUST BE RECEIVED BEFORE:
2:00 p.m. Central Time on April 29, 2021

MAIL PROPOSAL TO:
Texas A&M University-Corpus Christi
Purchasing Department
6300 Ocean Drive Unit 5731
Corpus Christi TX  78412-5731

HAND DELIVER AND/OR EXPRESS MAIL TO:
Texas A&M University-Corpus Christi
Purchasing Building
6300 Ocean Drive Room 115A
Corpus Christi TX  78412

Show RFQ Number, Opening Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Texas A&M University-Corpus Christi Purchasing Department before the hour and date specified for receipt of proposal.

Pursuant to the Provisions of Texas Government Code Title 10 Subtitle D Chapter 2156.121 - 2156.127, General Services Act rules and regulations adopted there under, sealed proposals will be received until the date and time established for receipt. After receipt, only the names of proposers will be made public. Prices and other proposal details will only be divulged after the award, if one is made.

DATED: March 30, 2021

REFER INQUIRIES TO:
Will Hobart, Director of Procurement
Texas A&M University-Corpus Christi
Purchasing Department
361-825-2616
Email: will.hobart@tamucc.edu
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SECTION 1

NOTICE TO RESPONDENTS

1.1 General Information

The Texas A&M University-Corpus Christi (TAMU-CC) on behalf of the Board of Regents of The Texas A&M University System (Owner) are soliciting statements of qualifications for selection of an Architect/Engineer (A/E) firm for the Chaparral Building Project, in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).

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

1.2 Public Information

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

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

Further, Respondents are hereby notified that the Owner will be required to post any resultant contract from this RFQ on the 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 A/E Agreement.

1.4 Clarifications and Interpretations

Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the Owner’s website, http://purchasing.tamucc.edu/. All such addenda issued by the Owner before the proposals are due shall become a part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its response.
Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 Submission of Qualifications

1.5.1 Deadline: April 29, 2021 at 2:00 p.m.

Proposals shall be submitted to TAMU-CC by one of the following methods:

<table>
<thead>
<tr>
<th>U.S. POSTAL SERVICE AND/OR OVERNIGHT EXPRESS MAIL</th>
<th>HAND DELIVER TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas A&amp;M University-Corpus Christi Purchasing Department</td>
<td>Texas A&amp;M University-Corpus Christi Purchasing Building</td>
</tr>
<tr>
<td>6300 Ocean Drive, Unit 5731</td>
<td>6300 Ocean Drive, Room 115A</td>
</tr>
<tr>
<td>Corpus Christi, TX  78412-5731</td>
<td>Corpus Christi, TX  78412-5731</td>
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</tbody>
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Hours: Monday-Friday prior to 5pm

1.5.2 TAMU-CC will not accept submittals after the deadline.

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

1.5.4 Properly submitted Qualifications will not be returned to respondents.

1.6 Contacts

Any questions regarding this RFQ shall be directed to:

Will Hobart, Director of Procurement & Disbursements
Texas A&M University-Corpus Christi
Purchasing Department
6300 Ocean Drive, Unit 5731
Corpus Christi, Texas 78412-5731
Phone: 361-825-2616
e-mail: will.hobart@tamucc.edu

1.7 Evaluation of Qualifications

The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. Qualifications shall not include any information regarding respondent’s fees, pricing, or other compensation. In accordance with General Government Code, Section 2254, the Request for Qualifications (RFQ) will be a two (2) step process; (1) Technical Review, and (2) Oral Interview. The Technical Review process establishes a short-list pool of design professional firms that appear to possess the highest qualifications for a successful Project. The number of firms invited to make an Oral presentation will be
between three (3) and five (5). Selected firms will be contacted to schedule Oral presentations. Oral presentations will be held via teleconference.

1.8 Owner’s Reservation of Rights

The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

1.9 Acceptance of Evaluation Methodology

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

1.10 No Reimbursement for Costs

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

1.11 Historically Underutilized Businesses’ Submittal Requirements

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

Subcontracting opportunities are anticipated for this RFQ for Architect/Engineer Professional Services and therefore a HUB Subcontracting Plan (HSP) is required. Failure to submit a comprehensive, acceptable HUB Subcontracting Plan that identifies ALL subcontracting opportunities will be considered a material failure to comply with the requirements of the RFQ and will result in rejection of the submittal.

Prepare the HUB Subcontracting Plan according to Attachment A at the end of this document and submit with Respondent’s proposal by the submittal deadline given in Section 1.5.1 above.

For information regarding TAMU-CC HUB Program and HUB Subcontracting requirements, please contact Mr. Ruben Gonzalez, HUB Coordinator, Procurement & Disbursements, ruben.gonzalez@tamucc.edu, (361) 825-2616. We encourage all respondents to submit a draft HUB Plan to the email address listed herein for our review at least two days prior to the due date.

1.12 Certain Proposals and Contracts Prohibited
Under Section 2155.004, Texas Government Code, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.

1.13 **Required Notices of Workers' Compensation Insurance Coverage**

Section 406.096, *Texas Labor Code*, and the rules of the Texas Workers’ Compensation Commission, require workers’ compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity.

1.14 **State Registration of Engineering Firms**

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

1.15 **State Registration of Architectural Firms**

Section 1051, Texas Occupations Code, provides that a business entity may not engage in the practice of architecture in this state unless the business entity is registered with the Texas Board of Architectural Examiners. A business is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.
SECTION 2
EXECUTIVE SUMMARY

2.1 Project Description, Scope and Budget

Texas A&M Corpus Christi recently acquired the former Corpus Christi J. C. Penney’s located at 223 N. Chaparral in 2020. The building was constructed over 70 years ago, and the frames, walls and flat plate slabs are constructed on cast-in-place concrete. The building is five-story tall and approximately 79,000 square feet of conditioned space with each floor plate approximately 14,000 square feet. The slab thickness vary from 6.92 inches to 7.62 inches. The roofing is a coal tar pitch built-up roofing membrane installed directly over the structural concrete roof deck. The four (4) passenger elevator systems are comprised of fully original equipment with all components were manufactured 1947 or earlier. The freight elevator is still operational where the four (4) passenger elevators are not operational.. The building is currently being conditioned by one dual compressor 50-ton R-22 air cooled chiller with a roof top mounted remote condenser. The chilled water is distributed by one small circulating pump serving the eight (8) total air handling units (AHUs); four (4) AHUs serving level one; two (2) AHUs serving level two; and one (1) serving level three (located on level four), and one (1) serving level four. They all are dated 1995 based on the equipment serial numbers. There is also three (3) original AHUs on level five not in service. Plumbing sanitary sewer service is through an existing 6 inch sanitary sewer service. Storm water service is through existing 6 inch roof drains. The existing roof doesn’t have an overflow drainage and has an approximately 3 feet high parapet wall. Water service is through the existing 3 inch water main and may require resizing to accommodate the prosed building use. Fire suppression service is provided. Electrical switchgear and electrical service is through the original equipment with the exception of the existing service entrance switchgear replaced in 1995 and the service feeders which have also been replaced. The existing panelboards and motor control center are long past their expected service life. The current size of the exiting service is 1500A at 208Y/120V and typically smaller than a normal building of this size. The existing wiring and wiring devices do not meet current code and must be replaced. Exiting lighting is also old and requires replacing building wide. The existing stairwells measure between 43.5 and 44 inches which is undersized for the required 44-inch minimum standard.

This project consists of new construction to repair and replace the existing roofing, bringing at least two (2) passenger elevators operational and code compliant, replace the mechanical system, electrical and plumbing to accommodate the new proposed functions described below, as well as catering support, food preparation and food warming support. In addition, the individual floors will need to be capable to be developed incrementally and separately as program funding is realized from the affected organizations. Some basic conditions must be met.

Roof:
The roofing must be modified to accommodate a roof top assembly and entertainment venue with elevator access by two (2) passenger elevators.

Mechanical:
Evaluation and proposal for the either a Variable Refrigerant Flow (VRF) or Air Cooled Chiller system service capable of incremental buildout by floor.

**Electrical:**
Evaluation and proposal for the either replacing the 208Y/120V service in kind or replacing it with a 480Y/277V service capable of incremental buildout by floor.

**Plumbing:**
Evaluation and proposal for the installation of a male and female restroom per floor and all associated interior plumbing to accommodate the fixtures count required based on assigned staffing numbers and surge use.

**Accessibility Requirements:** Accessibility to persons with disabilities shall be required throughout the common areas accessible to the public in accordance with the Architectural Barriers Act Accessibility Standard (ABAAS)

**Acoustical Requirements:**
Reverberation control for offices and conference rooms using suspended acoustical ceilings shall have a noise reduction coefficient (NRC) of not less than 0.65 in accordance with ASTM C 423. Open offices using suspended acoustical ceiling tiles shall have an NRC of not less than 0.75. Private offices, conference rooms open offices and other general space requirements using acoustical cloud or acoustical wall panels with a minimum of 70% coverage shall have an NRC of not less than 0.85.

Ambient noise control from mechanical equipment shall not exceed noise criteria curve (NC) 35 in accordance with the ASHRAE Handbook of Fundamentals in offices, conference rooms and general assembly space; NC 40 in corridors, eating areas, lobbies, and toilets; NC 50 in all other general spaces.

Noise isolation for adjacent spaces by ceiling high partitions (not including doors) shall not be less than the following noise isolation class (NIC) standards when tested in accordance with ASTM E 336: a. Conference rooms NIC 40, b. Offices NIC 35.

**Ceilings:**
Shall be no lower than 8 feet and zero inches and no more than 12 feet, 0 inches measured from finished floor to the lowest ceiling obstruction, which is the current hard ceiling height. Areas with raised flooring shall maintain these ceiling height limitations above the finished raised flooring. Bulkheads and hanging or surface mounted light fixtures which impede pedestrian traffic ways within the space shall be avoided. Ceilings shall be uniform in color and appearance throughout the space, with no obvious damage.

Ceilings shall be a flat plane in each room and shall be suspended where applicable and with ample light fixtures and finished as follows unless alternate equivalent has been pre-approved by AVP for Operations. Restrooms will be plastered or spackled and taped gypsum board; Offices, Conference Rooms, Library Research Rooms and Classrooms will be mineral and acoustical tile or lay-in panels textured or patterned surface and tegular edges or equivalent unless pre-approved otherwise by the AVP for Ops. Tiles or panels shall contain recycled content; Corridors and eating/galley areas shall be plastered or spackled and taped gypsum board or mineral acoustical tile.
Doors:
Doors shall be solid core doors with ball-bearing hinges. Doors shall have door handles or door pulls with heavyweight hinges. All doors shall have corresponding doorstops (wall or floor mounted) and silencers. All public use doors and toilet room doors shall be equipped with kick plates. Exterior doors and all common area doors shall have automatic door closers. All building exterior doors shall have a locking devices installed to reasonably deter unauthorized entry. Properly rated and labeled fire door assemblies shall be installed on all fire egress doors.

Partitions:
Permanent partitions shall extend from the structural floor slab to the structural ceiling slab where possible, but some proposed spaces will be open office configuration. The wall panels shall have a flame spread rating of 25 or less and a smoke development rating of 50 or less (ASTM E 84). Stairs, elevators, and other floor openings shall be enclosed by partitions and shall have the fire resistance required by the applicable building code, fire code and ordinances adopted by the Authority Having Jurisdiction (AHJ).

Prior to occupancy, all areas will be painted or otherwise finished with an acceptable wall finish applicable for the functionals use. Restrooms will be finished with either 1) ceramic tile in splash areas and 2) semi-gloss or satin paint on remaining wall areas.

Flooring:
Exposed interior floors in primary entrances and lobbies shall be a hard finish such as polished concrete, marble, granite or terrazzo. Exposed interior floors in secondary entrances, elevator lobbies, and primary corridors shall be polished concrete, high grade carpet, marble, granite or terrazzo. Floor perimeters at partitions shall have a rubber, vinyl, marble or carpet base. Terrazzo, unglazed ceramic tile, recycled glass tile and/or quarry tile shall be used in all toilet and service areas.

Interior flooring for all classroom, office, library or conference area will be either polished concrete, high grade carpet, marble, granite or terrazzo.

Lighting:
Interior lighting, as part of the building shell cost, as follows: a. Unless alternate lighting is approved by the university authority, deep cell parabolic louver 2’0” X 2’0” (or building standard that meets or exceeds this standard) or modern, diffused fluorescent fixtures (or LED substitution) using no more than 2.0W per ANSI/BOMA office square foot. Such fixtures shall be capable of producing a light level of 50 average maintained foot candles at working surface height throughout the space.

30 foot candles in portions of work areas other than work surfaces and 1 foot candle to 10 foot candles, or minimum levels sufficiently for safety, in non-working areas. When the space is not in use by the occupant or for safety and security purposes, shall be turned off automatically or manually.

Exterior building lighting must have emergency power backup to provide for safe evacuation of the building in case of natural disaster, power outage, or criminal/terrorist activity.

Elevators:
The building shall provide suitable passenger and freight elevator when required for areas without direct ground level access. Service shall be available during the normal operating hours (8:00 am to 5:00 pm). One passenger elevator and one freight elevator shall be available at all times. When required, the TAMUCC facilities office will be given 24 hours advance notice if the service is to be interrupted for more than 1 1/2 hours. Normal service interruption shall be scheduled outside of the normal working hours. The passenger elevators shall have a capacity to transport in 5 minutes 15 percent of the normal population of all upper floors (based on 150 square feet per person). Further, the dispatch interval between elevators during the up peak demand period shall not exceed 35 seconds.

Elevators shall conform to the current requirements of the American Society of Mechanical Engineers (ASME) A17.1, Safety Code for Elevators and Escalators (current). Where provided, elevator lobby and elevator machine room smoke detectors shall activate the building alarm system, provide Phase 1 automatic recall of the elevator(s), and automatically notify the local fire department or approved central station. The elevator shall be inspected and maintained in accordance with the current edition of the ASME A17.2, Inspectors’ Manual for Elevators. Except for the reference to ASME A17.1 in ABAAS Section F105.2.2, all elevators must meet ABAAS requirements for accessibility in Sections 407, 408, and 409 of ABAAS.

Elevators shall be equipped with telephones or other communication systems. The system used shall be marked and shall reach an emergency communication location staffed 24 hours per day, 7 days per week.

Safety and Environmental Management:
A building-wide fire alarm system shall be installed in buildings in which any portion of the space is located 2 or more stories in height above the lowest level of exit discharge. The fire alarm system shall meet the installation and operational requirements of the applicable local codes and ordinances adopted by the jurisdiction in which the building is located.

The fire alarm system shall be maintained in accordance with the requirements of the applicable local codes or National Fire Protection Association (NFPA) 72 The National Fire Alarm Code (current). The fire alarm system wiring and equipment shall be electrically-supervised and shall automatically notify the local fire department or approved central station. Emergency power shall be provided for the fire alarm system.

Automatic sprinkler system(s) shall be designed and maintained in accordance with the requirements of NFPA 25, Standards for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems (current) or applicable local codes.

Toilet Rooms:
Separate toilet facilities for men and women shall be provide on each floor. The facilities shall be located so that occupants will not be required to travel more than 200 feet, on one floor to reach the toilet facilities. Each toilet room shall have sufficient water closets enclosed with modern stall partitions and doors, urinals (in men’s room), and hot (set in accordance with applicable building codes) and cold water. Water closets and urinals shall not be visible when the exterior door open.
Each main toilet room shall contain the following: a) a mirror and self above the lavatory; b) a toilet paper dispenser in each water closet stall, that will hold at least two (2) rolls and allow easy, unrestricted dispensing; c) a coat hook on the inside face of the door to each water closet stall and on several wall locations by the lavatories; d) at least one (1) handsfree paper towel dispenser, one (1) handsfree soap dispenser, and waste receptacle for every two (2) laboratory; e) a disposable toilet seat cover dispenser; f) ceramic tile floor-to-ceiling or at east 6 feet 0 inches from the finished floor; g) a floor drain h) a counter area of at least 2 feet, 0 inches in length, exclusive of the lavatories (however, it may be attached to the lavatories) with a mirror above and ground fault interrupt type convenience outlet located adjacent to the counter area. The counter should be installed to minimize pooling or spilling of water at the front edge.

**Janitor Closets:**
Janitor closets with service sink, hot and cold water, and ample storage for cleaning equipment, materials, and supplies shall be provided on all floors. Each janitor closet door shall be fitted with an automatic deadlocking latch bolt with a minimum throw of ½ inches.

When not addressed by the local building code, provide containment drains plumbed for appropriate disposal of liquid wastes in spaces where water and chemical concentrate mixing occurs for maintenance purposes. Disposal is not permitted in restrooms.

**Means of Egress:**
Offered space shall provide unrestricted access to a minimum of two remote exits on each floor of university occupancy. Stares shall only be counted as one such approved exit. Open air exterior fire escapes shall not be counted as an approved emergency exit. In addition, the requirements for exit remoteness and discharge from exits shall meet the requirements in NFPA 101, Life Safety Code (current) or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable to the Authority Having Jurisdiction (AHJ).

**Indoor Air Quality:**
The space shall be controlled for contaminants at the source and/or operate the space in such a manner that the indicator levels for carbon monoxide (CO), carbon dioxide (CO2), and formaldehyde (HCHO) are not exceeded. The indicator levels for office areas shall be: CO 9 ppm time weighted average (TWA 8 hour sample); CO2 1,000 ppm (TWA); HCHO 0.1 ppm (TWA).

TAMUCC shall be able to provide the material safety data sheets (MSDS) upon request for the following products prior to their occupancy and use: adhesives, caulking, sealants, insulating materials, fireproofing or firestopping materials, paints, carpets, flooring, floor and wall patching or leveling materials, lubricants, clear finish for wood surfaces, janitorial cleaning products, pesticides, rodenticides, and herbicides.

TAMUCC reserves the right to review such products used by contractors and facilities department within the 1) occupied demised area; 2) common building areas; 3) ventilation systems and zones serving the occupied space; and 4) the area above suspended ceiling and engineering space in the same ventilation zone.
Where hazardous gasses or chemicals (any products with data in the Health and Safety section of the MSDS sheets) may be present or used, including large-scale copying and printing. Segregated areas with deck-to-deck partitions with separate outside exhausting at a rate of at least 0.5 cubic feet per minute per square foot, no air recirculation.

The mechanical system must operate at a negative pressure compared with the surrounding spaces of at least an average of 5 Pa (pascal) (0.02 inches of water gauge) and with a minimum of 1 Pa (0.004 inches of water gauge) when the doors to the rooms are closed.

Key Program Components:

Master of Fine Arts studio/gallery/lecture space  
Library Archives and Research Activity  
Institute for Port Studies offices and  
Harte Research Institutes’ Center for the Environment and Economy  
Business Incubator  
Texas Division of Emergency Management (TDEM)

The project will be delivered using either the Construction Manager at Risk (CMAR) or Competitive Sealed Proposal (CSP) contracting method.

The Planning Amount for this project is based on Amount Available for Construction Contract (AACC) of $10,000,000. Fees, furnishings, other work, miscellaneous expenses, and contingencies make up the balance of the Planning Amount.

2.2 Program of Requirements

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

2.3 Project Planning Schedule

Key Project planning schedule milestones are:

- Owner receives Request For Qualifications  Refer to Section 1.5  
- Owner announces Respondents qualified for further consideration  
- Owner interviews Respondents  
- Owner executes Agreement  
- Start of Schematic Design  
- Owner approves Schematic Design Documents  
- Owner approves Design Development Documents  
- Owner approves Construction Documents
SECTION 3

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

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

Note: Information is also being sought at this stage on the consultants. The same information requested below for the Prime Firm is also requested for the named consultant firm(s) unless specifically noted otherwise.

3.1 CRITERIA ONE: RESPONDENT’S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm’s and consultant’s unique qualifications as they pertain to this particular project.

3.1.2 Provide a statement on the availability and commitment of the Prime Firm and consultant’s assigned principal(s) and professionals to undertake the project in accordance with the project planning schedule.

3.1.3 Provide a brief history of the Prime Firm and consultant(s) proposed for the project including when the firms were established, type of ownership and office locations. If more than one office is listed indicate the office that will manage the project. If the firm has changed name or ownership within the last three (3) years indicate the former name.

3.1.4 Provide a listing of number of professional staff by discipline located in the office that will manage the project.

3.1.5 Provide an Organization Chart for the team proposed for the project.

3.1.6 Provide resumes of key personnel from the Prime Firm and consultants who will be assigned to this Project. Resumes limited to two (2) pages per person.

3.2 CRITERIA TWO: PRIME FIRM’S ABILITY TO PROVIDE SERVICES

3.2.1 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

3.2.2 Provide any details of all past or pending litigation or claims filed against your company that would affect your company’s performance under a Contract with the Owner.
3.2.3 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

3.2.4 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.

3.2.5 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

3.3 CRITERIA THREE: RESPONDENT’S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

3.3.1 List a maximum of five (5) recent projects for which you have provided services that are most related to this project. List a maximum of three (3) projects for each named consultant at the beginning of this section. List the projects in order of priority, with the most relevant project listed first. For all consultants named in the response indicate the projects they also worked on. Provide the following information for each project listed:

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

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

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

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.
3.4 CRITERIA FOUR: RESPONDENT’S PAST PERFORMANCE ON A&M SYSTEM PROJECTS

3.4.1 Identify and describe the Prime Firm’s past experience on Texas A&M University System projects, up to a maximum of five (5) projects within the last five (5) years. For all consultants named in the response, indicate the projects they also worked on. Projects may repeat with Section 3.3 above.

If the Prime Firm has not previously provided services for The Texas A&M University System, then identify and describe the Prime Firm’s past performance on projects for “major” institutions of higher education (or similar) within the last five (5) years.

In either case above, provide the following information for each project listed:

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

3.5 CRITERIA FIVE: RESPONDENT’S KNOWLEDGE OF BEST PRACTICES

3.5.1 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to Criteria 3.3 and 3.4, provide examples of how these techniques were used and what degree of accuracy was achieved.

3.5.2 Describe the project team’s experience in sustainable design and designing a LEED certifiable facility.

3.6 CRITERIA SIX: RESPONDENT’S ABILITY TO IDENTIFY AND RESOLVE CRITICAL ISSUES FOR THIS PROJECT.

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

3.6.2 For any three (3) of the projects listed in response to Criteria 3.3 and 3.4, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.
3.7 CRITERIA SEVEN: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

This execution of 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 ______

Representations

By signing below, Respondent represents and warrants that:

(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 Texas A&M University 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) 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.;

(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; and

(xi) Respondent certifies it does not and will not, during the performance of any resulting contract from this RFQ, boycott Israel.

(xii) 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 RFQ may be terminated if this certification is inaccurate.

(xiii) Respondent certifies that it is not involved in human trafficking. Respondent acknowledges that any Agreement resulting from this RFQ may be terminated if this certification is inaccurate.

(xiv) Respondent certifies that the requirements of Subchapter J, Chapter 552, and Texas Government Code, (added by SB 943 during the 86th Legislative Session) may apply to this RFQ 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.

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

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

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

Under Section 2155.004, 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.
Submitted by:

(Company Name)

(Authorized Signature)

(Printed Name/Title)

(Date)

(Email)

(Street Address)

(Mailing Address)

(City, State, Zip Code)

(Telephone Number)

(Facsimile Number)
SECTION 4

FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.

4.1.2 Qualifications response shall be a MAXIMUM OF FIFTY (50) PAGES and uploaded as one PDF file. The cover, table of contents, divider sheets, HUB Subcontracting Plan (Section 1.11), and Execution of Offer do not count as pages. The HUB Subcontracting Plan shall be uploaded as a separate PDF file.

4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.

4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.

4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.

4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.

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

4.1.10 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.
4.1.11 Separate and identify each criteria response to Section 3 of this RFQ.

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

HUB SUBCONTRACTING PLAN
FOR
PROFESSIONAL SERVICES

I. The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting.

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent’s subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

Texas A&M University-Corpus Christi (TAMUCC) has determined that the agency’s goals differ from the State’s goals. Therefore, respondents are required to use the following:

1. 16.19% for all building construction, including general contractors and operative builders contracts;
2. 16.49% for all special trade construction contracts;
3. 14.46% for professional services contracts;
4. 9.89% for all other services contracts; and
5. 23.76% for commodities contracts.

A Historically Underutilized Business (HUB) is defined by statute as an entity with its principal place of business in this state that is: (a) a corporation formed for the purpose of making a profit in which at least 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons who are economically disadvantaged because of their identification as members of certain groups, including Black Americans, Hispanic Americans, women, Asian Pacific Americans, Native Americans and Service Disabled Veterans and have suffered the effects of discriminatory practices or similar insidious circumstances over which they have no control; and have a proportionate interest and demonstrate active participation in the control operation and management of the corporation’s affairs; (b) a sole proprietorship created for the purpose of making a profit that is 100% owned, operated, and controlled by a person described in subdivision (a) of the subsection; (c) a partnership formed for the purpose of making a profit in which 51% of the assets and interest in the partnership is owned by one or more persons and demonstrate active participation in the control, operation and management of the partnership’s affairs; (d) a joint venture in which entity in the joint venture is a HUB under this subsection; or, (e) a supplier contract between a HUB under this subsection and a
prime contractor under which the HUB is directly involved in the manufacture or distribution of the supplies or materials or otherwise warehouses and ships the supplies.

TAMUCC shall make a good faith effort to meet or exceed either the State of Texas Disparity Study goals or the agency’s goal and to assist HUBs in receiving a portion of the total contract value of all contracts that the agency expects to award in a fiscal year. It is the policy of to contract directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F and Comptroller of Public Accounts HUB Rules, TAC Section § 20.14.

The total expected value of this contract is $100,000 or more and Texas A&M University-Corpus Christi has determined that subcontracting opportunities are probable for this contract. Therefore, the Respondent is required to submit a HUB Subcontracting Plan (HSP) with their proposal. The Respondents will use the procedures prescribed in Article II when developing the HSP.

All Respondents must submit a HUB Subcontracting Plan according to the procedures and steps listed below.

The Owner will review the information/documentation submitted and use it as a basis to determine if the Respondent’s Plan provides evidence that a good faith effort will be made as required. If it is determined that the submitted Plan is not sufficient, the Respondent’s submittal/proposal will be considered non-responsive and shall be rejected for the reasons recorded in the project files. An accepted HSP Subcontracting Plan will become a part of any contract with the Respondent resulting from this solicitation and then can only be modified by contract change order.

For information regarding Texas A&M University-Corpus Christi’s HUB Program and HUB subcontracting requirements, please contact Ruben Gonzalez, HUB Coordinator, ruben.gonzalez@tamucc.edu, (361) 825-5822.

II. HUB SUBCONTRACTING PLAN (HSP) PROCEDURES

An HSP is required as part of bids, proposals, offers, or other applicable expression of interest valued at $100,000 or more. Responses that do not include the HSP or if the agency determines that the HSP was not developed in good faith, shall be rejected as a material failure to comply with the advertised specifications.

The procedures for the HSP requirements of this Request for Proposal are a two-step process as follows; 1) Initial HSP to be submitted with this RFP, and 2) Complete HSP to be submitted within sixty (60) days of award. These two steps are defined below.

1) The following items must be submitted with your RFP response to meet the HUB Subcontracting Plan requirements.
   a. Cover sheet, Page 1
   b. Letter of transmittal attesting that the respondent has read and understands the Policy on Historically Underutilized Businesses (see Attachment A)
   c. State of Texas Historically Underutilized Business Subcontracting Plan: Complete the HSP form by submitting Sections 1, Section 2-a. & b. and Section 4 ONLY. The State of Texas HUB Subcontracting Plan forms shall be accessed on the following website:

https://purchasing.tamucc.edu/assets/HUBForms/hsp-rev.pdf
d. Participation Plan explaining how the Respondent intends to make a good faith effort for each subcontracting opportunities they identify in Section 2 of the State of Texas HSP Form. This plan shall include the following:

- The Respondent shall state whether it is a Texas certified HUB.
- Provide a sample solicitation notice letter that will be sent to HUB vendors 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 sample solicitation letter that will be sent to trade organizations 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.
- 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.

2) A complete HSP must be submitted within sixty (60) calendar days from the date of contract award. The following items must be submitted with this revised HSP in order to meet the full HUB Subcontracting Plan requirements.

a. Complete Section 1, page 1 of the HSP form.

b. Complete Section 2a through d. Any changes to 2b shall be noted accordingly. Note that Method B is required so “No” should be checked on both 2c and d.

c. Complete Section 3 (if you are self-performing all of the work)

d. Complete Section 4 (must be signed)

e. Complete Method B attachment for each opportunity listed in Section 2b. Reminder that all supporting documentation listed in Section B-3 shall be provided as part of this attachment. The following are additional items of note as part of the good faith effort required:

Complete either Method A or Method B (only one method can be used per HSP Plan) for each opportunity listed in Section 2b. Reminder that all supporting documentation shall be provided as part of this plan. The following are additional items of note as part of the good faith effort required:

- The respondent shall provide potential HUB subcontractors reasonable time to respond to the respondent’s notice. “Reasonable time to respond” in this context is no less than seven (7) working days from receipt of notice, unless circumstances require a different time period, which is determined by the agency and documented in the contract file.

- The respondent shall use the State of Texas Centralized Master Bidders List (CMBL), HUB Directory, internet resources, and/or other directories as identified by the State of Texas or the Texas A&M University-Corpus Christi HUB Program Office when searching for HUB subcontractors.
NOTE: A complete list of all certified HUBs may be electronically accessed through the Internet at https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

- The respondent shall provide the notice described in this section to three (3) or more HUBs for each subcontracting opportunity as stated in Section B3a. Texas A&M University-Corpus Christi encourages respondents to seek and find a “Diverse Group” of Historically Underutilized Businesses in each category in which a subcontract of services is solicited.
- The respondent shall provide notice to trade organizations or development centers that assist in identifying HUBs by disseminating opportunities to their membership/participants.
- The respondent shall negotiate in good faith with qualified HUBs, not rejecting qualified HUBs who were also the best value responsive bidder.
- Provide written justification of the selection process if a non-HUB subcontractor is selected in Section B-4c.

III. HSP CHANGES

If at any time during the term of the contract, it becomes necessary to make a change to the approved HSP, such proposed change must be received for review and approval by the TAMUCC HUB Program Office before the change will be effective under the contract. The contractor must comply with provisions of TAC §20.14 relating to development and evaluation of HSP, in order to substitute or subdivide the work and/or substitute or add subcontractors prior to any alteration of the HSP. TAMUCC shall document changes to the HSP by contract change order. The reasons for proposed change(s) shall be requested on a Form C-27b Consultant/Subcontractor Substitution Form and recorded in the procurement file. In the event that a change is necessary, the requested changes shall not reduce the level of HUB participation that was a part of the proposal at the time of construction contract award unless approved by the TAMUCC HUB Program Office.

The contractor will be required to submit a revised HSP for additional subcontracting opportunities that were not identified in the original HSP and created when the original scope of work expands through a change order, contract amendment or a contract renewal.

TAMUCC requires a respondent to whom a contract has been awarded, to report to TAMUCC the identity and the amount paid to its subcontractors, HUBs and non-HUBs. If the contractor fails to fulfill the HSP specified in the contract, TAMUCC shall notify the contractor of any deficiencies. TAMUCC shall require the contractor to submit documentation and explain why the failure to fulfill the HUB Subcontracting Plan should not be attributed to a lack of good faith effort by the contractor.

If a determination is made that the contractor failed to implement the HSP in good faith, TAMUCC, in addition to any other remedies, may report nonperformance to the Comptroller of Public Accounts in accordance with 34 TAC, Chapter §20.105 (relating Debarment).

During the term of the contract, TAMUCC shall determine whether the value of the subcontracts to HUBs meets or exceeds the HSP provisions specified in the contract.
IV. REPORTING REQUIREMENTS

Each contractor that enters into a contract shall report to Texas A&M University-Corpus Christi all subcontracting/supplier payments. The report will include the volume of work performed under the contract, the portion of the work that was performed with its own employees/resources, HUB and Non-HUB subcontractors and suppliers (See HSP Prime Contractor Progress Assessment Report Form (PAR) located at the following link under HUB Subcontracting Plan (HSP) Forms:

https://comptroller.texas.gov/purchasing/vendor/hub/forms.php

Texas A&M University-Corpus Christi may request payment documentation in accordance with the Comptroller of Public Accounts HUB Rules that confirms the performance of the contractor. During the course of the contract, TAMUCC shall discuss the performance of the contractor and document the contractor performance in the contract file.

Note: When the prime contractor/vendor is a HUB, it must perform at least 25% of the total value of the contract with its own or leased employees, as defined by the Internal Revenue Service, in order for the Owner to receive 100% HUB credit for the entire contract.

If a HUB prime contractor's HSP identifies that it is planning to perform less than 25% of the total value of contract with its own or leased employees, the HUB contractor must report to the Owner the value of the contract that was actually performed by the HUB prime contractor and the amount to be performed by its HUB subcontractors.

The HUB Office shall audit the contractor's compliance with the HSP. If the contractor is found deficient, TAMUCC shall give the contractor an opportunity to submit documentation and explain to TAMUCC why the failure to fulfill the HSP should not be attributed to a lack of good faith effort by the contractor.
(SUBMIT ON YOUR BUSINESS LETTERHEAD)

Mr. Ruben Gonzalez  
Texas A&M University-Corpus Christi  
6300 Ocean Drive., Unit 5731  
Corpus Christi, Texas 78412-5731

Subject: HUB Subcontracting Plan  
Project Number: RFQ1-0001  
Architect/Engineer Professional Services  
Corpus Christi, Texas

Dear Mr. Gonzalez:

I am pleased to forward this HUB Subcontracting Plan as an integral part of our written response submitted in connection with your Construction Services solicitation for Project Number RFQ1-0001.

I have read and understand Texas A&M University-Corpus Christi’s Policy on Utilization of Historically Underutilized Businesses (HUBs) and the goals for HUB participation.

Sincerely,

(Signature)  
(Printed Name)  
(Printed Title)