

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEER
PROFESSIONAL SERVICES**

**FOR
LAMAR UNIVERSITY
BEAUMONT, TEXAS**

**NEW SCIENCE AND TECHNOLOGY
BUILDING**

RFQ No.:

758-16-05026

Submission Date:

March 14, 2016 – 2:00 p.m. (C.D.T.)

Prepared By:

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TABLE OF CONTENTS

Section 1 - General Information & Requirements

- 1.1 General Information
- 1.2 Public Information
- 1.3 Type of Contract
- 1.4 Clarifications and Interpretations
- 1.5 Submission of Qualifications
- 1.6 Point-Of-Contact
- 1.7 Evaluation of Qualifications
- 1.8 Owner’s Reservation of Rights
- 1.9 Acceptance of Evaluation Methodology
- 1.10 No Reimbursement for Costs
- 1.11 Pre-Proposal Conference
- 1.12 Eligible Respondents
- 1.13 Historically Underutilized Businesses’ Submittal Requirements
- 1.14 Certain Proposals and Contracts Prohibited
- 1.15 Sales and Use Taxes
- 1.16 Certification of Franchise Tax Status
- 1.17 Delinquency in Paying Child Support
- 1.18 State Registration of Engineering Firms
- 1.19 State Registration of Architectural Firms

Section 2 - Executive Summary

- 2.1 Historical Background
- 2.2 Mission Statement
- 2.3 Project Description, Scope and Budget
- 2.4 Facilities Program
- 2.5 Project Planning Schedule

Section 3 - Requirements for Statement of Qualifications

- 3.1 Respondent’s Statement of Qualifications and Availability to Undertake the Project
- 3.2 Prime Firm’s Ability to Provide Services

- 3.3 Project Team’s Ability to Provide Design and Construction Administration Services
- 3.4 Respondent’s Performance on Past Representative Projects
- 3.5 Respondent’s Knowledge of Best Practices
- 3.6 Respondent’s Ability to Identify and Resolve Problems on Past Projects
- 3.7 Execution of Offer

Section 4 - Format for Statement of Qualifications

- 4.1 General Instructions
- 4.2 Page Size, Binding, Dividers, and Tabs
- 4.3 Table of Contents
- 4.4 Pagination

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LAMAR UNIVERSITY
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RFQ No.: 758-16-05026**

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

- 1.1 **GENERAL INFORMATION:** The Texas State University System (“Owner”) and **Lamar University** are soliciting Statements of Qualifications for selection of an Architect/Engineer (A/E) firm for design of the **New Science and Technology Building** project (“Project”) on the **Lamar University** campus in **Beaumont, Texas** campus, in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).
- 1.1.1 Collecting Statements of Qualifications in response to this RFQ is the first step in selecting an A/E firm. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial ranking by the Owner. In the next step the Owner will determine an initial ranking of the respondents. If the initial ranking of the respondents is reasonably conclusive, the Owner may make a “most qualified” selection based upon the written Qualifications only. If not, then the Owner may conduct interviews with a “short list” of respondents.
- 1.1.2 The Owner may select up to five (5) of the top ranked qualified respondents to participate in an interview with the Owner to confirm and clarify the qualifications submitted and to answer additional questions. The Owner will then rank the interviewed respondents in order to determine a single most qualified respondent.
- 1.1.3 After selecting the most qualified respondent the Owner will negotiate the detailed professional services to be provided by the A/E and a suitable fee for those services. The Owner will request a fee proposal from the most qualified respondent, with supporting information demonstrating that the requested fee is justified by the level of effort (and related personnel costs) required to provide the services necessary for the design of the Project. Potential respondents should be aware that, except in unusual cases, the Owner does not consider billable time incurred while traveling to and from the Project site, Owner’s offices, or Board of Regents meetings as necessary to the completion of the Project. Potential respondents whose offices are located such that such time-consuming travel will be regularly required in the performance of services for the Project should consider this policy when deciding whether or not to submit their qualifications.
- 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 the solicitation is completed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information. Additionally, if required pursuant to the provisions of Senate Bill 20 (79th Legislature 2015), the contract resulting from this solicitation will be posted on the Owner’s website.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Standard Architect/Engineer Agreement, a copy of which will be provided to all firms

selected for interviews or, in the case where no interviews are conducted, to the selected most qualified respondent.

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 all media channels where it was initially advertised. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due, are considered to be part of the RFQ, and respondents shall acknowledge receipt of each addendum in its Qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline (see Section 2.5 for date). 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.

1.4.1 ADDENDA AND AWARD INFORMATION WILL BE ISSUED BY THE TEXAS STATE UNIVERSITY SYSTEM FOR THIS RFQ VIA THE ELECTRONIC BUSINESS DAILY WEBSITE AT: [HTTP://ESBD.CPA.STATE.TX.US](http://ESBD.CPA.STATE.TX.US). REFERENCE THE RFP NUMBER PROVIDED IN THIS RFQ.

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 The qualifications must be received **at the address specified** prior to the deadline; please note that overnight deliveries such as FedEx and UPS arrive at a central campus location but are not usually delivered to the specified location until after the time deadline, and respondents are advised to use other methods of delivery or, if using an overnight delivery service, to send the responses a day earlier than usual. The Owner will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been received by the University.

1.5.2 DEADLINE AND LOCATION: The Owner will receive Qualifications and HSP Plans for RFQ No. 758-16-05026 at the time and location described below.

March 14, 2016 - 2:00 p.m. (C.D.T.)

Stacy Carter
Lamar University
4400 MLK Blvd.
Plummer Bldg., Room 120
Beaumont, TX 77705
(409) 880-8379 (FOR DIRECTIONS IF NEEDED)

1.5.3 Submit (2) electronic versions of the Qualification Package on CD or flash drive format.

1.5.4 Submit (6) six identical copies of the Qualifications. An original signature must be included on the Respondent's "Execution of Offer" document submitted with each copy.

1.5.5 Submit (6) six identical copies of the HUB Subcontracting Plan (HSP) as a separate attachment from the Qualifications.

1.5.6 Qualifications and HSP materials received after the deadline in 1.5.2 will be returned to the respondent unopened.

- 1.5.7 The Owner will not acknowledge or consider Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 1.5.8 Properly submitted Qualifications will not be returned to respondents.
- 1.5.9 Qualification, financial statements (see Section 3.2.2) and HSP materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; the package must clearly identify the submittal deadline, the RFQ number, and the name, return address and email address of the respondent contact on all envelopes.
- 1.6 POINT-OF-CONTACT: The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the Point-of-Contact person by email only.
- Katherine Miller, AIA
Senior Director, Facilities Planning & Design
Lamar University
4410 Jimmy Simmons Blvd
Beaumont, TX 77705
Email: Katherine.Miller@Lamar.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 a Selection Committee appointed by the President of Lamar University. Typically, that committee will include both future users of the facilities developed by the Project and facilities professionals, as well as representation from the TSUS System Office. The top five or fewer ranked respondents may be selected by the Owner for further consideration by participating in an interview wherein qualifications will be presented and examined in further detail and where questions will be posed by the Selection Committee and answered by the respondent.
- 1.7.1 Qualifications submittals should not include any information regarding respondent's proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the most qualified firm.
- 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 submissions 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 MANDATORY PRE-PROPOSAL CONFERENCE: A MANDATORY pre-submittal conference is scheduled for March 2, 2016, Time *To Be Determined in Addendum No. 1*, at:

Lamar University
Location To Be Determined in Addendum No. 1
Beaumont, Texas 77705
Email: Katherine.Miller@Lamar.edu
(409) 880-8379 (FOR DIRECTIONS IF NEEDED)

Detailed driving directions can be found on the following webpage:
<http://www.lamar.edu/about-lu/campus-map/driving-directions.html>

- 1.12 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Qualification.
- 1.13 HISTORICALLY UNDERUTILIZED BUSINESSES' SUBMITTAL REQUIREMENTS: It is the policy of TSUS and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Refer to the Texas State Comptrollers website at:
<http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>
Accordingly, specific plans and representations by respondents that appear to facilitate the State's commitment to supporting HUB enterprises will be favorably considered in the selection process. Failure to submit specific plans and representations regarding HUB utilization, or failure to address the subject at all, will be interpreted by the Selection Committee as an intention not to support the program.
- 1.14 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. All vendors must certify their eligibility by acknowledging the following statement, "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." 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.
- 1.15 SALES AND USE TAXES: Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include TSUS. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."

- 1.16 CERTIFICATION OF FRANCHISE TAX STATUS: Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law (H.B. 175, Acts 70th Leg. R.S., 1987, Ch. 283, p. 3242). The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.
- 1.17 DELINQUENCY IN PAYING CHILD SUPPORT: 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.
- 1.18 STATE REGISTRATION OF ENGINEERING FIRMS: Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.
- 1.19 STATE REGISTRATION OF ARCHITECTURAL FIRMS: Respondents are advised that the Texas Board of Architectural Examiners requires that any entity (including architects, landscape architects and interior designers) providing architectural services (including architects, landscape architects and interior designers) to the public must register with the Texas Board of Architectural Examiners. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

SECTION 2 – EXECUTIVE SUMMARY

- 2.1 HISTORICAL BACKGROUND: Lamar University was founded in 1923 a few blocks from the current location as South Park Junior College and enrolled 125 students in its first fall semester. The name changed to Lamar College in 1932 in honor of Mirabeau B. Lamar, second president of the Republic of Texas and the “Father of Education” in Texas. In the early 1940s, Lamar separated from the South Park school district, which had created the college, and moved to its current location.

In 1951, the school became Lamar College of Technology, a state-supported four-year institution, the first junior college in Texas to make such a transition. Lamar experienced tremendous growth during the 1950s and 1960s in both the number of students and the number of buildings on campus.

Lamar’s stature as a research institution continued to grow with the introduction in 1970 of its first doctoral program. In 1971, the name changed to Lamar University. During the 1970s, the university began operating branch campuses in Port Arthur and Orange, which later became separate institutions. During the 1980s, the university was part of the Lamar University System.

Lamar University joined The Texas State University System in 1995. Under the leadership of President Emeritus James M. Simmons, who served from 1999 to 2013, and current President Kenneth R. Evans, the university experienced another period of significant growth adding a host of facilities to improve campus life, attracting generous donations from alumni and friends and prestigious research grants to improve scholarship and teaching, while setting repeated enrollment records.

Home to 15,000 students, Lamar University is one of the fastest growing universities in Texas and is one of eight institutions of The Texas State University System. LU offers more than 100 programs of study leading to bachelors, masters and doctoral degrees. Approximately 1,200 faculty and staff members work for the university on its 270-acre campus in Beaumont 90 miles east of

Houston and 25 miles west of Louisiana. LU has more than 85,000 alumni who live in every county in Texas, in each of the 50 states and nations around the world.

The university has been nationally recognized for the quality of its core curriculum and the diversity of its student body. Small class sizes and a 19:1 student-to-faculty ratio allow students to build meaningful relationships with expert faculty who truly care about their success. LU is designated as a Carnegie Doctoral Research University, one of only 29 public schools in the nation to receive this honor.

LU stresses academic achievement by emphasizing hands-on learning at all levels, providing ample opportunities for undergraduate research and supporting an excellent program through the Reaud Honors College. The university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and several LU colleges and programs hold additional specialized certifications recognizing their quality and expertise.

More than 2,200 students live on campus in modern, apartment-style residence halls known as Cardinal Village, which feature private bedrooms and furnished living areas. All Lamar University students have access to the Brooks-Shivers Dining Hall and the spacious Sheila Umphrey Recreational Sports Center.

The university also offers the Texas Academy of Leadership in the Humanities, which is a highly selective, early college entrance program for gifted and talented students eager for an enriched intellectual program enhanced by the disciplines of the humanities. The academy is one of only two residential programs for gifted and talented high school-aged students recognized by the Texas State Legislature. TALH students reside in Lamar University's Cardinal Village and take the courses from LU faculty.

Beyond the classroom, Lamar University students develop leadership skills and lifelong friendships in more than 200 campus clubs and organizations. Students make an impact through nationally affiliated fraternities and sororities, professional associations, cultural groups, religious clubs and service organizations.

2.2 MISSION STATEMENT: Lamar University engages and empowers students with the skills and knowledge to thrive in their personal lives and chosen fields of endeavor. As a doctoral granting institution, Lamar University is internationally recognized for its high quality academics, innovative curriculum, diverse student population, accessibility, and leading edge scholarly activities dedicated to transforming the communities of Southeast Texas and beyond.

2.3 DESCRIPTION, SCOPE AND BUDGET: The new Science and Technology building will be constructed on a site located on the southern portion of campus. The new building is sited to take advantage of a future pedestrian corridor planned for Cunningham Street and new campus entry off Rolfe Christopher Drive. The site is a prominent location and will be a highly visible as Lamar University continues to grow. As a platform for research creativity, this new facility will embody a new paradigm for interaction, instruction, and research at the University. Allotting over three-fourths of assignable square footage to instructional laboratories for upper-level biology, interdisciplinary flex research laboratories, and an innovation space, the new facility will allow the University to better serve students and faculty across all science disciplines and form strategic partnerships for various research initiatives. Upper level biology instruction will focus on experimental methods, systematics and technology, cell/molecular biology, organisms, and botany. An exterior, prefabricated greenhouse is included in the project for additional instructional purposes. Flexible research labs will serve organic/wet chemistry, cell/molecular biology, biochemistry, computation, and engineering. The innovation space will provide necessary

capabilities to build and prototype special design and interdisciplinary research projects focused on energy, sustainability, medical devices, and global health at the undergraduate and graduate level. The new Science and Technology building will also include a multipurpose space, faculty offices, a senior leadership suite, and required building support spaces. These spaces will support the University’s growing demand for science instruction and research, reflect a high level of quality instruction, and ensure faculty presence within the new facility. As currently programmed, the building totals approximately 78,400 gross square feet (gsf), which translates to approximately 46,500 assignable square feet (asf) at a 60% efficiency factor.

Accessible parking, a service drive to the exterior yard and loading dock area, a limited number of service vehicle parking spaces and a drive for pick up and drop off are envisioned to be located on the immediate building site. Outside of the scope of this project, a new parking lot will be constructed to replace the 250 spaces that will be displaced by the new building.

An upgrade and/or expansion to the South Central Plant is anticipated to provide chilled water and electrical service to the new building site and is part of the project scope. A tunnel extension will be required from the Speech and Hearing building to the new building site to distribute these utilities. Domestic water, natural gas, sanitary sewer and fiber runs will likely be tied into existing utilities along Rolfe Christopher Drive. A study of existing campus utilities is currently underway to assess current and future capacities and will be shared with the project team when it is available. Many goals and priorities guided the building committee during the programming phase for the new Science and Technology building. Some of the key principles are as follows: showcase Lamar’s commitment to education and research; create a collaborative and innovative place to be; replace substandard upper level biology instructional labs; create interdisciplinary instructional and research lab space; provide unique capabilities and flex space to facilitate innovative research; serve as a recruitment tool for faculty, students, professionals, research, industry, funding opportunities, and potential donors; showcase research on display; incorporate sustainable design principles; be flexible, modular, reconfigurable, adaptable; feel: light, bright, and modern, but also timeless in its design.

Total Construction Cost Limitation for the project is \$46,300,000.

2.4 FACILITY PROGRAM: The Facility Program for this Project is in progress and will be completed prior to the announcement of the short-listed firms. This document will be shared with those firms selected to participate in the interview stage of the selection process, or in the absence of interviews, to the selected, most qualified respondent prior to any detailed discussions of design services scope or related fee

2.5 PROJECT PLANNING SCHEDULE: Key Project planning schedule milestones are:

2.5.1	Mandatory Pre-Submittal Meeting	Wednesday, March 2, 2016
2.5.2	RFQ Submittal Questions Deadline (12:00 p.m.)	Monday, March 7, 2016
2.5.3	Owner receives Request For Qualifications	Monday, March 14, 2016
2.5.4	Owner announces “short list” of firms selected for interviews ..	Monday, March 21, 2016
2.5.5	Owner selects most qualified respondent	Tuesday, March 22, 2016
2.5.6	Owner negotiates fee and executes Agreement	Tuesday, April 5, 2016
2.5.7	Schematic Design begins	Tuesday, April 5, 2016
2.5.8	Owner selects Construction Manager at Risk	Friday, April 8, 2016
2.5.9	Owner Executes CMR Agreement	Monday, May 9, 2016
2.5.10	NTP for Pre-Construction Services	Monday, May 9, 2016
2.5.11	A/E completes Schematic Design	Wednesday, August 3, 2016
2.5.12	Design Development begins	Wednesday, August 3, 2016
2.5.13	A/E completes Design Development Binder for BOR	Thursday, October 6, 2016
2.5.14	Board of Regents Approval of DDs	Thursday, November 17, 2016

2.5.15	Owner Approves GMP	Friday, December 16, 2016
2.5.16	NTP is issued and Construction begins	Tuesday, February 14, 2017
2.5.17	A/E completes Construction Documents	Thursday, March 16, 2017
2.5.18	Owner accepts Substantial Completion of Construction	Wednesday, August 8, 2018
2.5.19	Furniture and Special Equipment Move-In Complete	Wednesday, August 22, 2018
2.5.20	Final Completion	Friday, September 7, 2018
2.5.21	Occupancy	Wednesday, August 22, 2018

The schedule of events presented above represent a basic timeline for the project. A final project timeline will be developed with the Owner at a later time. The Owner can be expected to work with the A/E and the CM@R to validate and improve on this initial schedule.

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 responding to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and are subject to rejection.

3.1 **CRITERION 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 Project Team’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 its principal(s) and assigned professionals, including all consultants to undertake the project.
- 3.1.3 Provide a brief history of the Prime Firm and each consultant proposed for the project.
- 3.1.4 Provide a graphic representation of the project team, identifying the Prime Firm and each consultant proposed for the project. The graphic representation shall depict current workloads and commitments for other projects for the prime and its consultants as well as the time resource and commitment for the prime and its consultants for this project for the time line noted in Article 2.5.

3.2 **CRITERION TWO: PRIME FIRM’S ABILITY TO PROVIDE SERVICES**

- 3.2.1 Provide the following information for the Prime Firm:
 - Legal name of the company as registered with the Secretary State of Texas
 - Address of the office that will be providing services
 - Number of years in business
 - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
 - Number of Employees by skill group
 - Annual revenue totals for the past ten (10) years
- 3.2.2 Provide the three (3) most recent audited financial statements documenting your firm’s financial stability. If audited statements are not available, so state and provide recent financial statements with a cover letter from your CPA. Provide this information in a separate sealed envelope marked “Confidential Financial Information.”

3.2.2.1 This will not be counted as part of the 50-page limit referenced in Section 4.1.2. Do not include this information in the electronic file submission.

- 3.2.3 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.
- 3.2.4 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.
- 3.2.5 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.
- 3.2.6 Does any family, business or financial relationship exist between your firm and any Owner employee, officer or Regent? If so, please explain.
- 3.2.7 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 CRITERION THREE: PROJECT TEAM'S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

- 3.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project for design and construction.
- 3.3.2 Provide resumes giving the experience and expertise of the professional members for each consultant that will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city of residence.
- 3.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criterion 3.4, and describe their roles in those projects.
- 3.3.4 Describe the basis for the selection of the proposed sub-consultants included in the design team and the role each will play for this project.
- 3.3.5 Describe the Prime Firm's process in working with consultants and integrating them into the design process.
- 3.3.6 Describe how the Prime Firm and consultants will provide services during the construction administration process.
- 3.3.7 Identify the Prime Firm's past experience with the proposed consultants in the past five years.
- 3.3.8 Provide representative projects of the proposed consultants in Higher Education CM@R delivery method and how they will be beneficial to the delivery of this project.

3.4 CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

3.4.1 List a maximum of five (5) projects for which you have provided services that are most directly related to this project. List the projects in order of priority, with the most relevant project listed first. Relevant project experience which demonstrates successful document deliverables in compressed time frames is preferred. 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
- Planned versus actual dates for Schematic Design, Design Development and 95% Construction Documents. Provide an explanatory justification for any slippage of dates exceeding 15 days between planned and actual for each milestone.
- 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
- Name of Project Manager for each Consultant.

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
- Length of business relationship with the Owner.

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/P process.

3.5 CRITERION FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

3.5.1 Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards into design.

3.5.2 Describe the Prime Firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and quality assurance during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criteria 3.4.

- 3.5.3 Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.
- 3.5.4 Describe your firm's experience working with the Construction Manager-at-Risk project delivery method. Discuss your method of working with the contractor as a team member to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the design and construction process.
- 3.5.5 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 3.4, provide examples of how these techniques were used and what degree of accuracy was achieved.
- 3.5.6 Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in response to Criteria 3.4, provide examples of how these techniques were used.
- 3.5.7 Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.

3.6 CRITERION SIX: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

- 3.6.1 What do you perceive as the critical issues for this project?
- 3.6.2 Understanding schedule limitations, provide an analysis of the Owner's project planning schedule and describe how you plan to develop and communicate design, scope, and budget options in a manner that will help the Owner make timely and informed decisions.
- 3.6.3 Describe the project team's experience in assessing the source and efficient distribution of major building utilities in similar structures. In particular, identify the team's experience with sizing and design of upgrades/expansions to campus central plant facilities and infrastructure, and describe the method used to deliver central plant services to the building site.

3.7 CRITERION 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, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. 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.

- 3.7.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.
- 3.7.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.
- 3.7.3 By signature hereon, Respondent affirms that he 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 Qualifications.
- 3.7.4 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 corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.
- 3.7.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, nor 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 Qualifications made to any competitor or any other person engaged in such line of business.
- 3.7.6 By signature hereon, Respondent represents and warrants that:
- 3.7.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;
- 3.7.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
- 3.7.6.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;
- 3.7.6.4 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
- 3.7.6.5 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

- 3.7.7 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.
- 3.7.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Bidder as defined in Rule 34 TAC 20.32 (68).
- 3.7.9 By signature hereon, Respondent certifies as follows:
- 3.7.9.1 "Under Section 231.006, *Texas 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."
- 3.7.9.2 "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."
- 3.7.9.3 "Under Section 2254.004, *Texas Government Code*, the vendor or applicant certifies that each individual or business entity which is an engineer or architect proposed by Respondent as a member of its team was selected based on demonstrated competence and qualifications only."
- 3.7.10 By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of any TSUS component, or Respondent has not been an employee of any TSUS component within the immediate twelve (12) months prior to your RFQ response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.
- 3.7.11 By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ. (ref. Section 2155.004 Texas Government Code).
- 3.7.12 By signature hereon, Respondent agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.
- 3.7.13 By signature hereon, Respondent certifies that no member of the Board of Regents of the TSUS, or the Executive Officers of the TSUS or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract, and that no member of the TSUS Board of Regents has a "substantial interest" (as that term is defined in Section 51.923 of the Texas Education Code) in the Respondent.

3.7.14 Execution of Offer: RFQ No. 758-16-05026 – New Science and Technology Building for Lamar University

The Respondent must complete, sign and return this Execution of Offer as part of its submittal response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification.

Respondent's Name: _____
(Company Name)

Respondent's State of Texas Tax Account No: _____
(This 11 digit number is mandatory)

If a Corporation:

Respondent's State of Incorporation: _____

Respondent's Charter No: _____

Identify by name, each person who owns at least 10% of the Respondent's business entity:

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Fax Number)

(Authorized Signature)

(Email Address) for RFQ Notification

(Date)

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 The Statement of Qualifications shall be a maximum of 50 printed and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, financial statements, HUB Subcontracting Plan, if any, and Execution of Offer do not count as printed pages.
- 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, or subsequent RFP. 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.

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
- 4.2.2 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.

- 4.2.3 Separate and identify the response to each of the criteria in Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.
- 4.3 TABLE OF CONTENTS:
 - 4.3.1 Submittals shall include a “Table of Contents” and give page numbers for each part of the Qualifications.
- 4.4 PAGINATION:
 - 4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of any HUB Subcontracting Plan.

END OF REQUEST FOR QUALIFICATIONS