REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEER
PROFESSIONAL SERVICES
FOR
TEXAS STATE UNIVERSITY
SAN MARCOS, TEXAS

UNIVERSITY POLICE DEPARTMENT BUILDING

RFQ No.:
758-19-09085

Submission Date:
September 13, 2019 – 2:00 p.m. (C.D.T.)

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SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: The Texas State University System (“Owner”), on behalf of Texas State University, is soliciting Statements of Qualifications (“Qualifications”) for the selection of an Architect/Engineer (“A/E”) firm for design of the University Police Department Building project (“Project”) on the Texas State University, San Marcos, Texas campus, in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (“RFQ”). Prospective A/E firms are hereinafter referred to as “Respondents”.

1.1.1 Collecting 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 Qualifications for consideration 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 where 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 complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information. Additionally, pursuant to the provisions of Texas Government Code Section 2261.253, 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
Respondents selected for interviews or, in the case where no interviews are conducted, to the selected most qualified Respondent.

1.4 CLARIFICATIONS AND INTERPRETATIONS: Discrepancies, omissions or doubts as to the meaning of RFQ documents shall be communicated in writing to the Owner for interpretation. Any responses to inquiries, clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as written addendum. All such addenda issued by the Owner before the proposals are due, become part of the RFQ. Respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications. Respondents shall be required to consider only those clarifications and interpretations that the Owner issues by addenda. 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. It is the responsibility of all Respondents to check the status of formal addenda five (5) days prior to the submittal deadline. The deadline for the receipt of written questions and submittal deadline is stated in Section 2.5.

1.4.1 ADDENDA AND AWARD INFORMATION, WILL BE ISSUED BY THE OWNER FOR THIS RFQ VIA THE ELECTRONIC BUSINESS DAILY WEBSITE AT THE FOLLOWING LINK: http://www.txsmartbuy.com/sp REFERENCE “BOARD OF REGENTS/TXST UNIV SYS – 758” AND THE RFQ NUMBER PROVIDED IN THIS RFQ.

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 The Qualifications must be received at the address specified in Section 1.5.2 prior to the date and time 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. Respondents are advised to use other methods of delivery or, if using an overnight delivery service, to send the Qualifications 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. 758-19-09085 at the time and location described below.

**September 13, 2019 - 2:00 p.m. (C.D.T.)**

Ms. Bonnie Corkran, Buyer III
Texas State University
151-2 E. Sessom, Physical Plant Building, Suite 104
San Marcos, Texas 78666

1.5.3 Submit two (2) electronic versions of the Qualifications and HUB Subcontracting Plan (HSP) on CDs or flash drives in Adobe Acrobat PDF format.

1.5.4 Submit nine (9) 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 three (3) identical copies of the HSP as a separate attachment from the Qualifications, as described in Section 1.13.
1.5.6 Qualifications and HSP materials received after the deadline in Section 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. Packages must clearly identify the submittal deadline, the RFQ title and number, and the name, return address and email address of the Respondent contact person on all envelopes. The HSP shall be included with the Qualifications packet but sealed separately.

1.5.10 Properly submitted Qualifications will be opened publicly and the names of the Respondents will be read aloud immediately after the submissions of Qualifications deadline stated in Section 1.5.2.

1.6 POINT-OF-CONTACT: The Owner designates the following person as its representative and Point-of-Contact for this RFQ No. 758-19-09085. 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.

Ms. Bonnie Corkran, Buyer III
Texas State University
151-2 E. Sessom, Physical Plant Building, Suite 104
San Marcos, Texas 78666
y_c55@txstate.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 Texas State University. Typically, that committee will include both future users of the facilities developed by the Project and facilities professionals, as well as representation from Texas State University System Administration. The top five (5) 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 Respondent.

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. Determinations by the Selection Committee will be subject to routine administrative review by the Owner’s executive officers but, once a selection is announced, it will not be subject to further review.

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 **NON-MANDATORY PRE-SUBMITTAL MEETING:** A non-mandatory pre-submittal meeting is scheduled for:

**August 22, 2019 - 2:00 p.m. (C.D.T) at:**

Texas State University  
Undergraduate Academic Center, Room 00405  
614 N. Guadalupe St.  
San Marcos, Texas 78666  
(see attached map)

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 the Owner and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. 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.

1.13.1 **STATEMENT OF PROBABILITY:** The Owner has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part of the Respondent's Qualifications.

1.13.2 The HSP information may be downloaded from the Texas State Comptroller’s website at the following URL link: [https://comptroller.texas.gov/purchasing/vendor/hub/forms.php](https://comptroller.texas.gov/purchasing/vendor/hub/forms.php)

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, *Texas 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 the Owner. 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 (*Texas Tax Code* Chapter 171). 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, *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.

1.18 **NON-BOYCOTT VERIFICATION:** If Respondent is required to make a certification pursuant to Section 2270.002 of the Texas Government Code, Respondent certifies that Respondent does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. If Respondent does not make that certification, Respondent must indicate that in its Response and state why the certification is not required.

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. The Texas Board of Architectural Examiners, 333 Guadalupe Street, Suite 2-350, Austin, Texas 78701, telephone (512) 305-9000, has jurisdiction over individuals licensed under the Architects’ Registration Law, Chapter 1051, *Texas Occupations Code*.

1.20 **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.

**SECTION 2 – EXECUTIVE SUMMARY**

2.1 **HISTORICAL BACKGROUND:** In 1885, an 11-acre plot of land was purchased by the city of San Marcos to organize a Chautauqua. For approximately ten years the Chautauqua was an
important educational force, offering education and entertainment to those attending. At the same time that the Chautauqua was faltering in the 1890s, the State of Texas saw an increasing need for a Normal School to help solve the shortage of public school teachers. In 1899 the State Legislature authorized the establishment of a Normal School in San Marcos if the citizens would furnish the land. The City of San Marcos donated 11-acres, known as Chautauqua Hill, to the State of Texas to serve as the site for the proposed Normal School. In 1901, the Legislature accepted the gift of land and appropriated funds for the creation of the Normal. Work on the Main Building began in 1902, and in the fall of 1903 the Southwest Texas State Normal School opened with 17 faculty members and 303 students.

Over the years, the Texas Legislature broadened the institution’s scope and changed its name successively to Southwest Texas State Normal College (1918), Southwest Texas State Teacher’s College (1923), Southwest Texas State College (1959), and Southwest Texas State University (1969). As the University evolved, it saw itself becoming more than a regional university and the name was changed to Texas State University-San Marcos (2003). Finally, the name was changed to eliminate the city reference and the institution became Texas State University (2013). The University changed from offering only teaching certificates in 1903 to a prominent institution by 2013 offering 97 undergraduate degrees, 88 masters, and 12 doctoral degree programs. While teacher preparation remains an important responsibility, the scope of the university programs has greatly expanded its prestige, prominence and recognition. The student population has now exceeded 36,750 making it the fourth largest university in the State of Texas. The original San Marcos core campus has grown from 11 acres to 457 acres. The university also includes 5038 additional acres of farm, ranch, residential and recreational areas and 101 acres at the Round Rock Campus.

In January 2012, the Texas Higher Education Coordinating Board reclassified Texas State University as an Emerging Research University. In light of its new classification, the university developed a long-term research strategic plan for achieving recognition as a National Research University. Texas State remains deeply committed to undergraduate student success, even as the university broadens its mission to include doctoral programs and an expanded research agenda.

2.2 MISSION STATEMENT: Texas State University is a public, student-centered, doctoral granting institution dedicated to excellence in serving the education needs of the diverse population of Texas and the world beyond.

2.3 PROJECT DESCRIPTION, SCOPE AND BUDGET: The proposed Project is planned to be located on the Texas State University San Marcos campus adjacent to the Ivey-Moore House and the Speck Garage, on the northwest side of campus. The University Police Department (“UPD”) is currently in a state of growth. The increase in department size requires additional space for officers and support. The current location, in Nueces Hall, does not provide any additional space for expansion. The need for additional space with secured parking has led the Texas State University administration to proceed with developing a new stand-alone facility. The new building will require easy pedestrian and vehicular access for officers as well as students, staff, and visitors.

The department’s growth requires more administrative spaces and organized dedicated storage spaces. The UPD also requires adjacent secured parking for both personal and patrol vehicles with a secondary entrance into the back of the building. The department is working towards achieving accreditation by the International Association of Campus Law Enforcement Administrators (“IACLEA”) and all spaces within this building shall be designed according to the standards enforced by IACLEA.
During the information gathering process, numerous items were identified by the user representatives and stakeholders as required needs and visions for the development of the new University Police Department Building. The following goals are intended to ensure the Project is a success:

- Provide direct secured parking for personal and department vehicles; for 15 – 20 Police vehicles;
- Provide space designed to facilitate the functions and flow of a police station; less than 15,500 gsf;
- Provide additional administrative space for the UPD;
- Provide dedicated storage and file spaces;
- Ensure easy vehicular and service access to adjacent main campus circulation for patrol cars;
- Create a dedicated UPD building that is easily accessible for students, faculty, visitors, and UPD staff.

**Construction Cost Limitation: Five Million Eight Hundred Thousand Dollars ($5,800,000)** based on the Architectural Space Program.

The proposed construction of the University Police Department Building is specifically addressed in the 2017-2027 Master Plan for Texas State University. The proposed construction may alter the physical footprint of the area or impact surrounding areas or adjacent buildings.

2.4 **FACILITY PROGRAM:** The Architectural Space Program is complete, and the Respondent(s) selected for an interview will receive a link to the document.

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

2.5.1 Owner publishes RFQ for A/E Services ................................................................. 08/15/2019
2.5.2 Optional Pre-Submittal Meeting (2:00 p.m.) ....................................................... 08/22/2019
2.5.3 RFQ submittal questions deadline (12:00 p.m.) .................................................... 08/30/2019
2.5.4 Deadline for submittal of Qualifications (2:00 p.m.) ........................................... 09/13/2019
2.5.5 Owner selects “short list” of Respondents for interviews (if required) .......... 09/24/2019
2.5.6 Interview of short-listed Respondents (if required) ............................................. 10/02/2019
2.5.7 Owner selects most qualified Respondent ......................................................... 10/10/2019
2.5.8 Owner selects Construction Manager-at-Risk (CMR) ....................................... 11/14/2019
2.5.9 Owner executes CMR Contract ............................................................................. 12/06/2019
2.5.10 Owner negotiates A/E fee and executes Agreement ........................................ 12/12/2019
2.5.11 Notice to Proceed for Pre-Construction Services ........................................... 12/18/2019
2.5.12 Schematic Design begins ................................................................................... 12/19/2019
2.5.13 A/E completes Schematic Design ................................................................. 05/01/2020
2.5.14 Design Development (DD) begins ................................................................. 05/04/2020
2.5.15 A/E completes DD Binder for Board of Regents ........................................... 10/01/2020
2.5.16 Board of Regents Approval of DD Binder ....................................................... 11/12/2020
2.5.17 Owner Approves Guaranteed Maximum Price ............................................... 02/15/2021
2.5.18 Notice to Proceed for Construction Phase is issued ..................................... 02/16/2021
2.5.19 A/E completes Construction Documents ...................................................... 07/14/2021
2.5.20 Owner accepts Substantial Completion of Construction ............................... 06/07/2022
2.5.21 Furniture and Special Equipment Move-In Complete ..................................... 07/19/2022
2.5.22 Final Completion ............................................................................................. 07/19/2022
2.5.23 Occupancy ....................................................................................................... 07/20/2022
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 CMR 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 Respondent’s unique qualifications as they pertain to this particular Project.

3.1.2 Provide a statement on the availability and commitment of the Respondent and its principal(s) and assigned professionals, including all consultants to undertake the Project.

3.1.3 Provide a brief history of the Respondent’s firm and each consultant proposed for the Project.

3.1.4 Provide a graphic representation of the project team, identifying the Respondent and any consultant proposed for the Project. The graphic representation shall depict current workloads and commitments for other projects for the Respondent and its consultants as well as the time resource and commitment for the Respondent and its consultants for this Project, for the time line noted in Section 2.5.

3.2 CRITERION TWO: RESPONDENT’S ABILITY TO PROVIDE SERVICES

3.2.1 Provide the following information for the Respondent:

- 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 Respondent’s financial stability. If audited statements are not available, so state and provide recent financial statements with a cover letter from Respondent’s Certified Public Accountant (“CPA”). Provide this information in a separate sealed envelope marked “Confidential Financial Information.”

3.2.2.1 If Respondent opts to have a CPA firm submit a cover letter, the letter shall contain information certifying the financial solvency of the Respondent and the date and results of the last audit performed by the CPA firm.

3.2.2.2 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 Identify if the Respondent’s firm or any of its consultant team is 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 the Respondent’s firm or any of its consultant team that would affect Respondent's performance under a contract with the Owner.

3.2.5 Identify if the Respondent is 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 Declare if any relationship exists by relative, business associate, capital funding agreement, or any other such kinship, between Respondent’s firm or any of its consultants 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 Respondent’s 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 Respondent’s process in working with consultants and integrating them into the design process.

3.3.6 Describe how the Respondent and any consultants will provide services during the construction administration process.

3.3.7 Identify the Respondent’s past experience with any proposed consultants in the past five (5) years.

3.3.8 Provide representative projects of the proposed consultants in higher education CMR delivery method and how they will be beneficial to the delivery of this Project.
3.3.9 Explain your organizational process for coordinating and conducting site visits of similar type projects.

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

3.4.1 List a maximum of five (5) projects for which Respondent has provided services that are most directly related to this Project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed and which best illustrate current experience and programming capabilities relevant to this project:

- 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 Respondent 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.
- Identification of any proposed personnel for this Project along with explanations of their role in previous representative projects.
- Schedule Data (any unusual events or occurrences that affected the schedule should be explained).

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 and email address.
- 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 and email address.
- Length of business relationship with the owner.

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner reserves the right to contact any other references at any time during the RFQ/P process.

3.4.2 Relevant experience and capabilities can be evaluated through a review of both completed and ongoing projects; however, greater consideration will be given to completed projects.
3.4.3 Briefly describe up to five (5) other projects, which further illustrate experience and capabilities relevant to this proposed Project.

3.5 CRITERION FIVE: RESPONDENT’S KNOWLEDGE OF BEST PRACTICES

3.5.1 Describe the Respondent’s design philosophy, design methodology, and its process for integrating institutional standards into the design.

3.5.2 Describe the Respondent’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 Criterion 3.4.

3.5.3 Describe Respondent’s demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.

3.5.4 Describe Respondent’s experience working with the CMR project delivery method. Discuss Respondent’s method of working with the contractor as a team member to deliver a Guaranteed Maximum Price (“GMP”) and to maintain the GMP throughout the design and construction process.

3.5.5 Describe Respondent’s cost estimating methods for the design and construction phases. How are cost estimates developed and how often are they updated? For any combination of three (3) projects listed in response to Criterion 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 Respondent develops and maintains work schedules to coordinate with the owner’s project schedule. For any combination of three (3) projects listed in response to Criterion 3.4, provide examples of how these techniques were used.

3.5.7 Describe the Respondent’s experience in managing the impact of mechanical, electrical, and plumbing systems on renovation buildings.

3.5.8 Describe the Respondent’s approach to assuring timely completion of this Project, including methods for schedule recovery if necessary.

3.5.9 Explain how well Respondent’s proposed team performed on past projects which included significant involvement from faculty and staff, and an interactive decision-making process.

3.5.10 State why Respondent believes its team is most qualified to skillfully address the issues that will be relevant to this project.

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

3.6.1 What does Respondent perceive as the critical issues for this Project? State briefly what Respondent believes are the most pertinent considerations and challenges that must be addressed in the design of a project of this type. Respondent may wish to include sketches, diagrams, analyses or other tools from other similar projects that will help illustrate Respondent team's points. This is not an opportunity or directive for the Respondent to present design solutions.
3.6.2 Provide an analysis of the Owner’s Project planning schedule and describe how Respondent plans 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 Respondent’s experience with renovation/expansion projects in occupied facilities.

3.6.4 Provide examples of how the Respondent has creatively incorporated mechanical, electrical, and plumbing solutions in similar structures.

3.6.5 State why you believe your team to be qualified to skillfully address the issues that you feel will be relevant to this project.

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 it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted 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. Respondent further certifies that it has not communicated directly or indirectly the Qualifications submitted to any competitor or any other person engaged in a similar 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 *Texas Administrative Code* Title 34, Part 1, Chapter 20, Subchapter A, Division 2, Rule Section 20.25(8).

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 Owner and any component, or Respondent has not been an employee of Owner or any component within the immediate twelve (12) months prior to Respondent’s 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 Respondent represents and warrants that all articles and services quoted in response to this RFQ 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 or proposed as of the date of this solicitation.

3.7.13 By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

3.7.14 By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Respondent’s Qualifications.

3.7.15 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.

3.7.16 By signature hereon, Respondent certifies that no member of the Board of Regents of the Texas State University System, or the executive officers of the Owner 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 Board of Regents has a “substantial interest” (as that term is defined in Section 51.923 of the Texas Education Code) in the Respondent.
3.7.17 **Execution of Offer:** RFQ No. 758-19-09085 – RFQ for A/E Services for University Police Department Building at Texas State University, San Marcos, Texas.

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)

(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) __________________________

Respondent acknowledges receipt of the following Addenda:

No. 1 _____; No. 2 _____; No. 3 _____; No. 4 _____; No. 5 _____; No. 6 _____
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 PAGES and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, financial statements, HSP, 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. 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 RFQ 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 HSP.

END OF REQUEST FOR QUALIFICATIONS
NON-MANDATORY PRE-PROPOSAL MEETING MAP

L.B.J. Student Center Parking Garage

Student Center Dr.

Comanche St.

Woods St.

Guadalupe St.

University Dr.

Charles Austin Dr.

Sessom Dr.

Aquarena Spring Dr.

I-35 From Austin

I-35 From San Antonio

See Page 2 for enlargement

North L.B.J. St.

Guadalupe St.
REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEER
PROFESSIONAL SERVICES
FOR
TEXAS STATE UNIVERSITY
SAN MARCOS, TEXAS
UNIVERSITY POLICE DEPARTMENT
BUILDING

RFQ No.: 758-19-09085

Notice To All Respondents:
The following is Addendum No. 1 to the Request for Qualifications (RFQ)
ESBD Posting No. 758-19-09085 was posted on August 15, 2019

Prepared By:
Peter Maass, Director of Capital Projects Administration
The Texas State University System
601 Colorado Street  Austin, TX 78701  (512) 463-1808
peter.maass@tsus.edu
I. GENERAL:

A. The non-mandatory Pre-Submittal Conference was held on August 22, 2019, at the Undergraduate Academic Center, Room 00405. The Attendance Sign-In Sheets are included as part of this Addendum.

B. Below are Questions received along with Answers to each in relation to this RFQ as of August 30, 2019.

1. **Question:** From Section 1.2 Public Information it states that “ALL information...submitted in response to this solicitation are [sic] considered non-confidential...and are [sic] subject to public disclosure...”. Attorneys interpreting the Texas Government Code, Chapter 552.001, et seq. can be expected to take the position that Chapter 552.001 is intended to include Sections 3.2.1 “Annual Revenue” and Section 3.2.2 “financial statements” regardless of whether or not they have been enclosed under separate cover marked “Confidential Financial Information”. Please acknowledge that Texas State University does not consider Sections 3.2.1 or 3.2.2 to be responses to this solicitation and will defend any attempt to release the information in these two Sections pursuant to the Texas Government Code, Chapter 552.001, et seq.

   **Answer:** The Texas State University System (TSUS) considers the information requested under Section 3.2.1 and 3.2.2 to be responses to this solicitation and subject to disclosure under the Texas Public Information Act. The TSUS, however, will not object to and may support a Respondent’s request to the Texas Office of the Attorney General (OAG) to keep this information confidential. The final determination as to whether the information is confidential or not will reside with the OAG and the TSUS will comply with their determinations.

2. **Question:** Please confirm that the sentence contained in Section 3.2.1 entitled “Annual revenue totals...” actually belongs under 3.2.2 and will be treated as “Confidential Financial Information”.

   **Answer:** Sections 3.2.1 and 3.2.2 are accurate as presently stated.

3. **Question:** Section 3.2.2 regarding “audited financial statements” imposes an unrealistic financial burden on the respondent. Audited Financial Statements can cost from $10,000 to $30,000 per year and take up to three months for a CPA to prepare. What most private corporations (e.g.: not publicly traded) rely upon are Compiled Financial Statements which are prepared using the unaudited financial records provided by the business in question to the CPA. This is the data used to prepare annual Federal Tax Returns. CPA firms will not “certify financial solvency” or otherwise offer opinions on “financial health”. An Audited Financial Statement speaks for itself. A CPA will annotate a Compiled Financial
Statement has having been prepared using GAAP guidelines relying on financial data provided by the business in question. A business can make a notarized declaration regarding solvency which, if later proven to have been untrue, would then be subject to a potential legal action. Solvency directly relates to the ability of an individual or business to pay their long-term debts including any associated interest. To be considered solvent, the value of an entity’s assets, whether in reference to a company or an individual, must be greater than the sum of its debt obligations. Obviously, this position can be as fluid as the ever-changing relationship between debt and equity. A declaration of “solvency” is only true for that exact moment in time.

**Answer:** TSUS did not identify a question which needs to be answered in the above statement.

4. **Question:** Please clarify that Section 3.2.7 requires that each and every sub-consultant of the Respondent must provide a claims history under professional malpractice insurance for the 5 years previous to the date of submission of the RFQ response (e.g.: September 13, 2019), and that claims which did not rely upon professional malpractice insurance in their disposition need not be reported.

**Answer:** TSUS does not have an objection to the Respondent’s interpretation of Section 3.2.7 made in this question.

5. **Question:** Section 3.7.12 refers to “articles”. Please define “articles”.

**Answer:** In the context of Section 3.7.12, “article” means any item or technical data recorded or stored in any physical form, models, mockups or other items that reveal technical data relating to the Respondent’s compliance with OSHA standards.

6. **Question:** Section 3.7.14 is uninsurable as written, pursuant to customary E&O insurance carriers. This was confirmed by consultation with AXA/XL (formerly DPIC) insurance underwriters. Following is insurable language as provided by AXA/XL (formerly DPIC) insurance underwriters. There is one strikeout and the additional verbiage is underlined:

3.7.14  **By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from, but only to the extent caused by any negligent acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent for which the Respondent is found legally liable in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Respondent’s Qualifications.**
Answer: Section 3.7.14 is accurate as stated and TSUS does not intend to make the Respondent’s suggested edits.

7. **Question:** Section 1.18 of the referenced RFQ states:
   “NON-BOYCOTT VERIFICATION: If Respondent is required to make a certification pursuant to Section 2270.002 of the Texas Government Code, Respondent certifies that Respondent does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. If Respondent does not make that certification, Respondent must indicate that in its Response and state why the certification is not required.”

As you are likely aware, U.S. District Judge Robert Pitman struck down Texas House Bill 89 (the law requiring government contractors to certify they are not engaged in boycotts of Israel). Does Texas State University, being in the Western District and subject to the ruling by U.S. District Judge Robert Pitman, still require that a potential government contractor certify in advance that it “does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation”?

**Answer:** Section 1.18 provides the Respondent two options for compliance with the “Non-Boycott Verification” requirement. A Respondent may certify compliance with Section 2207.002 of the Texas Government Code or indicate why the certification is not required. The Respondent asking this question may consider listing the apprehensions stated above as a reason why they believe a certification is not required. TSUS will accept such a statement as being responsive to the solicitation.

7. **Question:** This email is regarding the HUB requirements to the University Police Department RFQ. What are the HUB requirements for this solicitation? Is there a certain percentage our team has to meet?

**Answer:** Every Respondent must complete a HUB Subcontracting Plan (HSP) for this RFQ. Please use the Quick Checklist to determine which method you will use and complete all corresponding sections. The HUB subcontracting goal is 23.7% for Professional Service contracts. Note: this is a subcontracting goal and a HUB prime contractor’s participation does not count toward this goal. In order to meet the Good Faith Effort, solicitations must be made to current certified HUBs by September 3, 2019 by 2:00 pm.

8. **Question:** 3.5.10 State why Respondent believes its team is most qualified to skillfully address the issues that will be relevant to this project. 3.6.5 State why you believe your team to be qualified to skillfully address the issues that you feel will be relevant to this project. Will one of these questions be removed via an addendum, or would it be acceptable to refer to the answer of 3.5.10 in response to 3.6.5?
**Answer:** No, none of these questions will be removed. Please provide answers to both 3.5.10 and 3.6.5. Please note that the question on 3.5.10 is asked in context of the Respondent’s knowledge of best practices while the question in 3.6.5 is asked in context of Respondent’s ability to identify and resolve projects on past projects.

9. **Question:** 3.5.7 Describe the Respondent’s experience in managing the impact of mechanical, electrical, and plumbing systems on renovation buildings. 3.6.3 Describe the Respondent’s experience with renovation/expansion projects in occupied facilities. Can you please clarify if the scope of work includes a renovation/expansion of an existing facility?

**Answer:** This project is new construction. The questions posed under 3.5.7 and 3.6.3 are hereby deleted and a response to each is not required and will not count towards the Respondent’s Qualifications evaluations.

10. **Question:** Section 3.4.1 stipulates a maximum of 5 projects. Section 3.4.3 directs the Respondent to describe up to 5 “other projects”. Is the maximum 5 or 10 projects? Are the “5 other projects” under Section 3.4.3 to contain all of the 16 individual pieces of information plus the References identified pursuant to Section 3.4.1?

**Answer:** 3.4.1 List a maximum of five (5) projects for which Respondent has provided services that are most directly related to this Project. This is referring to 5 projects that are most similar to the Project which is the subject of this RFQ. 3.4.3 speaks to up to five (5) other projects, which further illustrate experience and capabilities relevant to this proposed Project. These can be up to any 5 projects that the Respondent believes are relevant to the A/E’s experience for this type of Project.

11. **Question:** Section 3.5.7 refers to “renovation buildings”. Please delete this Section or explain what it means.

**Answer:** Please see reply to Question Number 9.

12. **Question:** Section 3.5.9 refers to “involvement from faculty”. Given that this project is a University Police Department Building, which “faculty” is being identified as part of this process?

**Answer:** This project will include the involvement of the UPD and other campus stakeholder, such as facilities.

13. **Question:** Section 3.6.3 refers to “experience with renovation/expansion projects in occupied facilities”. Please delete this Section or explain what it means.

**Answer:** Please see reply to Question Number 9.
14. **Question:** Could you please share a copy of the architectural space program for the police station?

**Answer:** The awarded firm will be provided the architectural space program for this project.

15. **Question:** Do the current workloads for the respondent and the consultants have to be for the firm or for each individual team member being proposed for the team?

**Answer:** Workload of the individual team members the Respondent proposes for the Project.

16. **Question:** Question 3.5.7: Describe the Respondent’s experience in managing the impact of MEP systems on renovation buildings. We believe this question is a carryover from a previous RFQ. Does it apply to this RFQ since it’s new construction?

**Answer:** Please see reply to Question Number 9.

17. **Question:** Question 3.6.3: Describe the Respondent’s experience with renovation/expansion projects in occupied facilities. We believe this question is a carryover from a previous RFQ. Does it apply to this RFQ since it’s new construction?

**Answer:** Please see reply to Question Number 9.

18. **Question:** The following two Sections of the referenced RFQ appear to be redundant. Which one can we ignore?  
3.5.10 State why Respondent believes its team is most qualified to skillfully address the issues that will be relevant to this project.  
And...
3.6.5 State why you believe your team to be qualified to skillfully address the issues that you feel will be relevant to this project.

**Answer:** Please see reply to Question Number 8.

19. **Question:** Will a sign in sheet from the pre-proposal meeting be posted on the website?

**Answer:** Yes, it is included with this Addendum Number 1.

20. **Question:** Item 2.4 FACILITY PROGRAM states that “the architectural space program is complete”, who prepared the space program? Will it be posted to the website?
**Answer:** The architectural space program was prepared by Facilities Programming and Consulting. The awarded firm will be provided the architectural space program for this project.

21. **Question:** Does the University and/or Police Department have their own security provider or do we need to include that component on our team?

   **Answer:** During the schematic design phase, UPD/FPDC will address security and define issues relevant to this project.

22. **Question:** Does the University have a recent traffic study for the adjacent main campus circulation? Or anticipate needing one for the construction of the new UPD?

   **Answer:** No to both questions.

23. **Question:** Per Section 2.3 Project Description, Scope and Budget; the proposed project is planned to be adjacent to the Ivey-Moore House and the Speck Garage, on the NW side of campus. At the end of the same section there is a comment referring to the 2017-2027 Master Plan for the University which shows the location is to be the University Press/Warehouse location. Please confirm project location and whether this is new construction or renovation.

   **Answer:** The Project is new construction, adjacent the Ivey-Moore House.

24. **Question:** Per the Pre-Submittal meeting, can you confirm the Ivey-Moore House will be removed prior to the University Police Department Building?

   **Answer:** No.

25. **Question:** How are we to answer question 3.5.7 in regard to MEP systems on a renovation if this is new construction?

   **Answer:** Please see reply to Question Number 9.

26. **Question:** How are we to answer question 3.6.3 describing experience with renovation/expansion projects in an occupied facility if this is new construction?

   **Answer:** Please see reply to Question Number 9.
Attachments:

(1) Pre-Submittal Meeting Attendance Sign-In Sheets

- END OF ADDENDUM NO. 1 -
## Attendance - Pre-Proposal Conference

**August 22, 2019 @ 2:00 p.m. - UAC Rm 209**

**A/E Professional Services: University Police Department Building**

### RFQ# 758-19-09085

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<tr>
<th>Company</th>
<th>Name</th>
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<th>Signature</th>
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<tbody>
<tr>
<td>Datum Rios</td>
<td>Erika Passalogue</td>
<td>512-469-1190</td>
<td><a href="mailto:erikap@datumengineers.com">erikap@datumengineers.com</a></td>
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<tr>
<td>Gessner Engineering</td>
<td>Jordan Ferrill</td>
<td>979-587-0115</td>
<td><a href="mailto:jferrill@gessnereng.com">jferrill@gessnereng.com</a></td>
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<tr>
<td>BRW Architects</td>
<td>Andrew Everton</td>
<td>214-528-8704</td>
<td><a href="mailto:andrew@brwarch.com">andrew@brwarch.com</a></td>
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<tr>
<td>Lopez Salas</td>
<td>Sandy Lenz</td>
<td>210-734-4498</td>
<td><a href="mailto:lenz@lopezsalas.com">lenz@lopezsalas.com</a></td>
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<td>PDG Architects</td>
<td>Nirali Patel</td>
<td>713-629-6100</td>
<td><a href="mailto:npatel@pdgarchitects.com">npatel@pdgarchitects.com</a></td>
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<td>TW State</td>
<td>Destiny Llamas</td>
<td>5-6043</td>
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<tr>
<td>Arkins</td>
<td>Bruce Hoelscher</td>
<td>512-772-1243</td>
<td><a href="mailto:bhoelscher@arkhenglobal.com">bhoelscher@arkhenglobal.com</a></td>
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<td>Garza &amp; GMC</td>
<td>Marissa Garza</td>
<td>512-248-3984</td>
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<td>Chesney Architects</td>
<td>Mike Morey</td>
<td>210-826-7938</td>
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<td>Smith &amp; Hassie</td>
<td>Jeff Bowers</td>
<td>713-788-7533</td>
<td><a href="mailto:jbowers@dksheid.com">jbowers@dksheid.com</a></td>
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<td>IMEC</td>
<td>Ali Hamedi</td>
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<tr>
<td>Tseng Engineering</td>
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<tr>
<td>Lyn Miller</td>
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Addendum No. 1 - RFQ for Architect/Engineer Professional Services (posted 9/4/19)  
Texas State University - University Police Department Building  
RFQ. No. 758-19-09085  
Page 9 of 10
## Attendance - Pre-Proposal Conference

**August 22, 2019 @ 2:00 p.m. - UAC Rm 209**

**A/E Professional Services: University Police Department Building**

### RFQ# 758-19-09085

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