

**REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR**

**DATABASE DEVELOPMENT SERVICES FOR
CAPITAL IMPROVEMENTS PROGRAM**

FOR

THE TEXAS STATE UNIVERSITY SYSTEM

RFQ/P No.:

758-16-00041

Submission Date:

AUGUST 4, 2016 – 1:00 p.m. (C.D.T.)

Prepared By:

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**REQUEST FOR QUALIFICATIONS/PROPOSALS FOR
DATABASE DEVELOPMENT SERVICES FOR
CAPITAL IMPROVEMENTS PROGRAM
RFQ/P No.: 758-16-00041**

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

- 1.1 **GENERAL INFORMATION:** The Texas State University System (“Owner” or “System”) is soliciting Statements of Qualifications/Proposals for the selection of one firm (“Firm”), to provide database development services in support of the System in connection with the System’s Capital Improvements Program (“CIP”).

The CIP is a six-year, forward-looking program that encompasses the capital projects that are needed to preserve, enhance and add to the facilities assets of each component institution in the System (“Component”), in alignment with the Component’s approved Strategic Plan and Campus Master Plan. The CIP is maintained at the System level and is updated annually at the System’s Board of Regents meeting in May. Individual projects may be added to the CIP or amended if necessary at other quarterly meetings of the Board. For the last several years, the System has been utilizing a custom-designed process in the e-Builder construction program management software system to manage the information contained in the CIP. The System has concluded that, while e-Builder is a suitable tool for program and project management, it is not an optimal tool for managing the CIP process.

Services which are expected to be required under any contract resulting from this solicitation include but are not limited to analyzing the business processes utilized for the collection, review, reporting and presentation of project information for the CIP; designing a user-friendly, intuitive database to manage these processes; and integrating the database with presentation documents suitable for presentation of the CIP to the Board of Regents and ultimately to the public. The engagement will include preparation of a user manual to guide the various personnel responsible for inputting information into the database, and for exporting information for presentation documents and reports, in its use. Final delivery of all deliverables for this project must occur on or before December 20, 2016.

The Owner is requiring that Statements of Qualifications, Proposals, and HUB Subcontracting Plan be submitted at the same time, but submitted in separate, sealed packages.

- 1.1.1 The evaluation of qualifications is the first step the Owner will take in a three-step process for selecting the Firms. This RFQ/P solicitation package provides the information necessary to prepare and submit Qualifications for consideration and initial ranking by the Owner. During this first step in the selection process, Owner will evaluate and rank Respondents according to a fixed evaluation criteria, considering only their qualifications and independent of any cost and compensation considerations.
- 1.1.2 In the second step of the process, Owner will open and evaluate the Pricing Proposals submitted in accordance with Section 5 of this RFQ/P. The results of the Qualifications and the Proposal evaluations will then be combined to determine the “best value” proposition for the Owner.

- 1.1.3 In the third step of the process, the most qualified Respondents may be requested to attend an interview with the Owner to confirm their Proposal and answer additional questions. This step usually only involves three to five of the highest ranked Respondents. At the Owner's option, this process may include a request for Best and Final Offers ("BAFO") from the most qualified Respondents. Based on interview results and the BAFO (if any), the Owner may readjust its evaluations of those interviewed. **Owner reserves the right to conclude the procurement and make a best value selection without conducting interviews. In this event, a BAFO may be requested from the selected Respondent.** If negotiations are concluded through the BAFO process without an agreement between the selected Respondent and the Owner, the Owner may terminate negotiations in writing with said Respondent and initiate the BAFO process with the next highest ranked respondent, and so forth, until the Owner has exhausted the BAFO process with all respondents. The Owner may accept or reject any and all BAFOs through this process.
- 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/P information.
- 1.2.1 **Public Information Pertaining To The Official Business Of Governmental Bodies And To Contracts By Certain State Governmental Entities That Involve The Exchange Or Creation Of Public Information.** Each respondent is required to make any information created or exchanged with the state pursuant to this contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state. The following format(s) shall be deemed to be in compliance with this provision: PDFs.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of an agreement to be negotiated with the successful respondent.
- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ/P 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 as part of the RFQ/P, and respondents shall acknowledge receipt of and incorporate 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. 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, if required, will be issued by the Texas State University System for this RFQ/P via the Electronic Business Daily section of the State Comptroller's Website by referencing Agency: *Tx State Univ. Syst. Board of Regents – 758* at the following URL Link: <http://esbd.cpa.state.tx.us/>

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 QUALIFICATIONS, PRICING PROPOSAL and HUB SUBCONTRACTING PLAN DEADLINE, AND LOCATION: The Owner will receive Qualifications and HUB Subcontracting for RFQ/P No. 758-16-00041 at the time and location described below. **Statements of Qualifications, Pricing Proposal and HUB Subcontracting Plan shall be submitted at the same time, but must be submitted in separate, sealed packages. Mark all three envelopes on their exterior so that they can be identified without opening (who the Offeror is and whether it is the HUB Subcontracting Plan or the Qualifications). INCLUDE THE NAME AND EMAIL ADDRESS OF THE PERSON TO BE CONTACTED FOR NOTIFICATION ON ALL ENVELOPES. Receipt of submissions will be at the following time and location:**

1.5.2 The Owner will receive Qualifications, Pricing Proposal and HUB Subcontracting Plans at the time and location described below.

August 4, 2016 - 1:00 p.m. (C.D.T.)

Ms. Donna Givens
Senior Contract Administrator
Texas State University System
208 East 10th Street, Suite 600
Austin, Texas 78701
Phone: 512-463-1808

1.5.3 Submit **(2) two** identical copies of the Qualifications. An original signature must be included on the "Execution of Offer" under Article 3.5.14 document submitted with each copy with the Qualifications.

1.5.4 Submit **(1) one original** and **one (1) copy** of the HUB Subcontracting Plan (HSP) as separate attachments to the Qualifications and Proposals as described in Section 1.13. The HSP information can be found on the State of Texas Comptroller's Website at the following URL link:
<http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

1.5.5 Submit **(1) one** Pricing Proposal as required under Section 5 of this RFQ/P.

1.5.6 Qualifications/Pricing Proposal/HUB Subcontracting Plans 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/Proposals that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

1.5.8 Properly submitted Qualifications/Proposals will not be returned to respondents.

1.5.9 Qualifications materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person named in section 1.6; the package must clearly identify the submittal deadline, the RFQ/P number, inside contents of the box or container and the name and return address of the respondent. The HUB subcontracting plan shall be included as a

separate sealed envelope from the Statement of Qualifications packet and the Pricing Proposal.

- 1.6 **POINT-OF-CONTACT:** The Owner designates the following person as its representative and Point-of-Contact for this RFQ/P. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ/P No. 758-16-00041, including questions regarding terms and conditions and technical specifications **in writing via email only**, to the Point-of-Contact person.

Ms. Donna Givens, Senior Contract Administrator
Texas State University System
Email: donna.givens@tsus.edu

- 1.7 **EVALUATION OF QUALIFICATIONS:** The evaluation of the Qualifications shall be based on the requirements described in this RFQ/P. All properly submitted Qualifications will be reviewed, evaluated, and ranked by a Selection Committee appointed by the Vice Chancellor for Contract Administration, Peter E. Graves. 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 best 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/P for any project and no such representation is intended or should be construed by the issuance of this RFQ/P.

- 1.9 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFQ/P, 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/P shall be at the sole risk and responsibility of the respondent.

- 1.11 **PRE-SUBMITTAL CONFERENCE:** There will be no pre-submittal conference conducted for this selection process.

- 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. 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, and failure to address the subject at all, will be interpreted by the Selection Committee as an intention to not support the program.
- 1.14 STATEMENT OF PROBABILITY: The System 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 Proposal.
- 1.15 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.
- 1.16 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 the 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."
- 1.17 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.

SECTION 2 – EXECUTIVE SUMMARY

- 2.1 HISTORICAL BACKGROUND: The Texas State University System is the oldest and third-largest higher education system in Texas. Beginning as an administrative means to consolidate the support and management of state teacher colleges, the System has evolved into a network of higher

education institutions stretching from the Texas–Louisiana border to the Big Bend region of west Texas.

Today, eight component institutions offer a broad range of academic and career opportunities. Four four-year universities (Lamar University, Sam Houston State University, Sul Ross State University and Texas State University) and four two-year colleges (Lamar Institute of Technology, Lamar State College-Orange, Lamar State College-Port Arthur and Sul Ross State University Rio Grande College) are the component institutions of TSUS.

The Texas State University System is governed by a nine-member Board of Regents appointed by the governor. In addition, a nonvoting student regent is appointed annually to the board. The administration, which is headed by a board-appointed chancellor, is based in Austin, where it provides support to the System components and state government.

- 2.2 **DESCRIPTION, SCOPE AND BUDGET:** The selected Firm(s) will provide database development services on behalf of the Owner with respect to the management of information necessary for the development and presentation of the CIP. Refer to Section 1.1 for more information about the anticipated nature of the services to be requested by the Owner. It is anticipated that the services will be performed off-site with the exception of necessary meetings at the System Office.

The selected respondent must demonstrate competency and successful experience with the provision of services similar to those detailed above. Previous experience undertaken on behalf of the State of Texas and its institutions of higher education is preferred.

Information regarding the CIP business process is attached to this RFQ/P. Also attached is the presentation document for the 2017-2022 CIP, approved by the TSUS Board of Regents in May 2016. The scope of this engagement will include preparation of templates for these presentation documents to be populated with the appropriate data from the database.

- 2.3 **SCHEDULE:** Key schedule milestones (subject to change) are:

2.3.1	RFQ/P Submittal Questions Deadline (12:00 p.m. C.D.T.).....	July 29, 2016
2.3.2	Receive SOQ, Pricing Proposal and HSP (1:00 p.m. C.D.T)	August 4, 2016
2.3.3	Interview Short Listed Respondents (if required))	August 22, 2016
2.3.4	Owner Issues NTP to Successful Respondent With Liability Insurance in Good Order	August 24, 2016

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

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

- 3.1 **CRITERION ONE: RESPONDENT’S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE CONTRACT PROCESS DEVELOPMENT SERVICES FOR OWNER’S PROJECT MANAGEMENT INFORMATION SYSTEM** (Maximum of two (2) printed pages per question)

- 3.1.1 Provide a statement of interest for the project including a narrative describing the Firm's unique qualifications as they pertain to the contract process development services described in this RFQ/P.
- 3.1.2 Provide a statement on the availability and commitment of the Firm and its principal(s) and assigned personnel to undertake the services described in this RFQ/P.
- 3.1.3 Provide a brief history of the Firm and each consultant proposed for the project.
- 3.1.4 Provide a graphic representation of the project team, identifying the Firm and any consultant proposed for the services described in this RFQ/P/.

3.2 CRITERION TWO: FIRM'S ABILITY TO PROVIDE SERVICES

- 3.2.1 Provide the following information for the 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 or providing services for other entities.
 - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc.).
 - Number of Employees by skill group.
 - Annual revenue totals for the past three (3) years.
 - Current Certificate of Franchise Tax Account Status from the Texas Comptroller's Office.
- 3.2.2 Provide the three (3) most recent audited financial statements documenting your firm's financial stability. CPA compiled financial statements are satisfactory for this RFQ/P.
- 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 relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.

3.3 CRITERION THREE: QUALIFICATIONS OF ASSIGNED FIRM PERSONNEL AND THEIR LIKELY ROLES

- 3.3.1 Identify the key persons that will be involved in providing the requested services and their likely roles. Specifically name the person(s) who will be the assigned to be the main point of contract for this RFQ/P.

- 3.3.2 Provide resumes giving the experience and expertise of the persons that will be involved in providing contract process development services, including their experience with similar tasks, the number of years with the firm, and their city of residence.
- 3.3.3 Indicate whether the firm intends to use consultants or sub-consultants in rendering services to the Owner. If so, indicate the roles of such Consultants and describe the Firm's process in working with consultants and integrating them into the process of providing contract process development services.

3.4 CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE ENGAGEMENTS FOR SIMILAR SERVICES

- 3.4.1 List a maximum of (3) three engagements for which you have provided services that are most closely related to the services described in this RFQ/P. Any engagements with TSUS, other Texas public institutions of higher education and other Texas state-funded entities should be included. List the engagements in order of priority, with the most relevant engagement listed first. Provide the following information for each engagement listed:

- Location of engagement, and detailed description of the type of services provided

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

- The Owner's name and representative who served as the day-to-day liaison(s) during the design and construction phases 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: 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.

- 3.5.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ/P 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/P 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/P; 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/P.
- 3.5.2 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/P documents and contained herein.
- 3.5.3 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.
- 3.5.4 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.
- 3.5.5 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.
- 3.5.6 By signature hereon, Respondent represents and warrants that:
- 3.5.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ/P;
 - 3.5.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ/P;
 - 3.5.6.3 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;
 - 3.5.6.4 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
 - 3.5.6.5 All statements, information and representations prepared and submitted in response to this RFQ/P 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.

- 3.5.7 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ/P 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.
- 3.5.8 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 34 TAC 20.32 (68).
- 3.5.9 By signature hereon, Respondent certifies as follows:
- 3.5.9.1 "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."
- 3.5.9.2 "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."
- 3.5.9.3 "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."
- 3.5.10 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/P response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.
- 3.5.11 By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ/P. (ref. Section 2155.004 Texas Government Code).
- 3.5.12 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.
- 3.5.13 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.

3.5.14 EXECUTION OF OFFER: RFQ/P No. 758-16-00041 - IDIQ Contract Process
Development Services for Project Management Information System for Texas State
University System

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 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 25% of the Respondent's business entity:

(Type Name)

(Type Name)

(Type Name)

(Type Name)

Submitted and Certified By:

(Type Respondent's Name)

(Type Title)

(Type Street Address)

(Type Telephone Number)

(Type City, State, Zip Code)

(Type Fax Number)

(Authorized Signature)

(Type Email Address) required for RFQ/P Notification

(Type 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/P. 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, 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/P 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/P 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/P 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/P. 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/P 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/P. 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/P 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/P 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.

SECTION 5 – PRICING PROPOSAL

5.1 GENERAL INSTRUCTIONS: Respondent shall prepare a pricing proposal, dated and on company letterhead, that provides (a) a lump sum fee for the required deliverables, and (b) hourly rates for the person(s) and their assigned roles denoted in Article 3.3 of this RFQ/P for any additional services requested by the System under the contract.

Attachments:

Attachment 1 - Capital Improvements Program Report FY 2017-2022

Attachment 2 - CIP Business Process Information

-END OF REQUEST FOR QUALIFICATIONS/PROPOSALS-

Capital Improvements Program Fiscal Years 2017-2022

Submitted for Board Approval

May 26, 2016



Capital Improvements Program

FY 2017-2022

ATTACHMENT 1

Grand Totals By Component

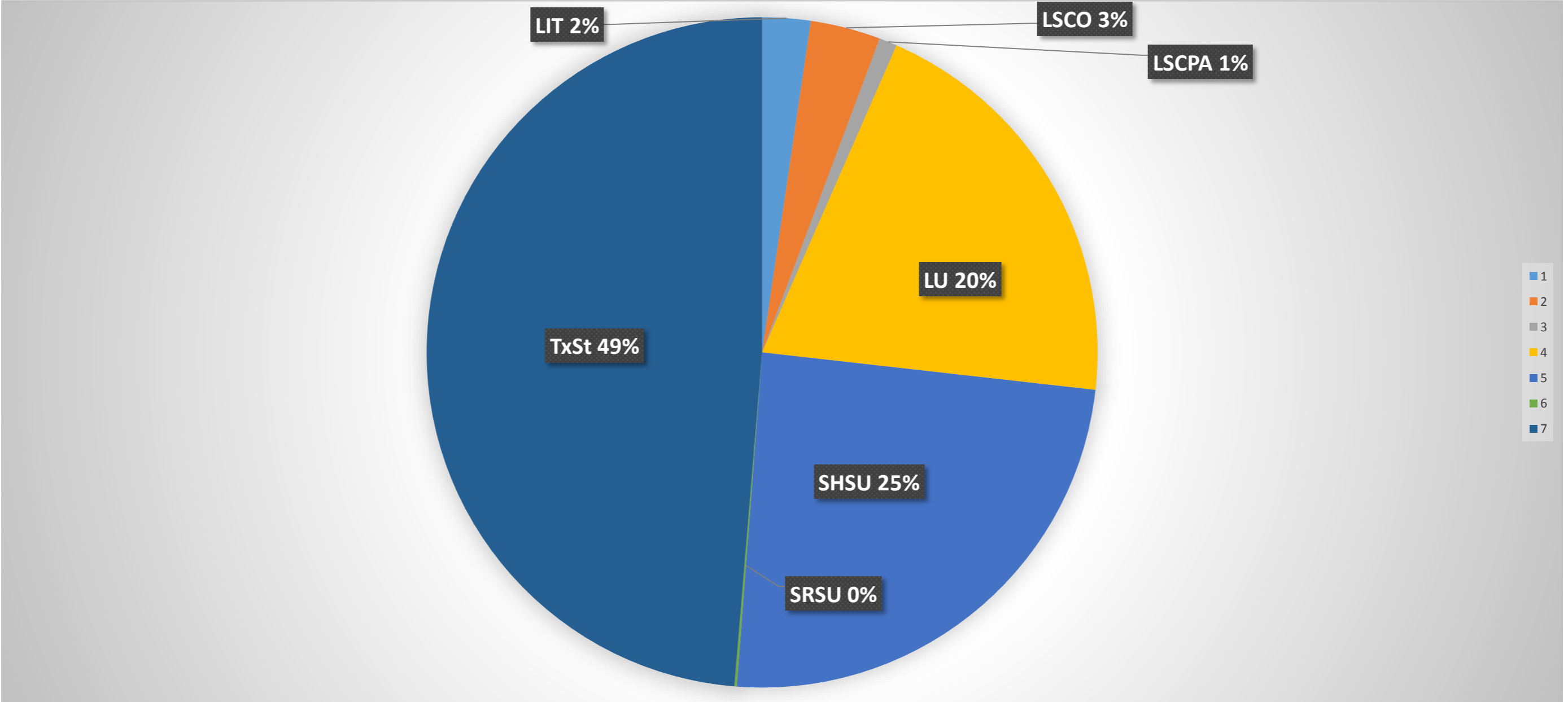
**TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2016-2021**

GRAND TOTALS BY COMPONENT

INSTITUTION	2017	2018	2019	2020	2021	2022	TOTAL BY INSTITUTION
Lamar Institute of Technology		\$23,340,000					\$23,340,000
Lamar State College-Orange			\$23,450,000			\$10,466,473	\$33,916,473
Lamar State College-Port Arthur		\$8,642,232					\$8,642,232
Lamar University	\$24,061,650	\$63,973,924	\$23,099,731	\$79,316,035	\$6,300,000	\$6,300,000	\$203,051,340
Sam Houston State University	\$118,500,000	\$21,000,000	\$61,161,294	\$21,000,000	\$12,500,000	\$11,000,000	\$245,161,294
Sul Ross State University	\$1,175,000						\$1,175,000
Texas State University	\$310,306,017	\$72,074,120	\$74,904,459	\$16,000,000	\$11,500,000		\$484,784,596
TOTAL BY FISCAL YEAR	\$454,042,667	\$189,030,276	\$182,615,484	\$116,316,035	\$30,300,000	\$27,766,473	

CIP FY2017-2022 TOTAL	\$1,000,070,935
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Grand Totals by Institution 2017-2022



Capital Improvements Program

FY 2017-2022

ATTACHMENT 2

Sources of Funding by Component and Program Year

CAPITAL IMPROVEMENTS PROGRAM FY2017-2022

SOURCES OF FUNDING

TRB - Tuition Revenue Bonds

Bonds authorized by the Texas Legislature for a specific capital improvement project, and to be repaid by the institution by revenues from tuition. In practice, the Legislature has normally appropriated money to institutions to service these bonds; however, there is no guarantee that such funds will be appropriated. TRBs are System bonds, and are considered as such by rating agencies.

Component	2017	2018	2019	2020	2021	2022	TOTAL BY COMPONENT
Lamar Institute of Technology		\$19,000,000					\$19,000,000
Lamar State College - Orange			\$23,450,000				\$23,450,000
Lamar State College - Port Arthur	\$8,642,232						\$8,642,232
Lamar University		\$47,740,236					\$47,740,236
Sam Houston State University	\$65,000,000						\$65,000,000
Sul Ross State University	\$1,175,000						\$1,175,000
Texas State University	\$61,365,000	\$45,000,000					\$106,365,000
Total by FY:	\$136,182,232	\$111,740,236	\$23,450,000	\$0	\$0	\$0	
TRB GRAND TOTAL:							\$271,372,468

HEAF - Higher Education Assistance Fund

Higher Education Assistance Fund. This is a constitutionally mandated fund that provides construction funding to institutions (including those in TSUS) not participating in the Permanent University Fund (which benefits only institutions in the University of Texas and Texas A&M University Systems).

Component	2017	2018	2019	2020	2021	2022	TOTAL BY COMPONENT
Lamar Institute of Technology		4,340,000					\$4,340,000
Lamar State College - Orange						500,000	\$500,000
Lamar State College - Port Arthur							\$0
Lamar University	22,261,650	14,433,688	8,437,000	30,174,495	4,500,000	4,500,000	\$84,306,833
Sam Houston State University	8,000,000	8,000,000	8,161,294	8,000,000	8,000,000	8,000,000	\$48,161,294
Sul Ross State University							\$0
Texas State University	18,176,000	12,800,000	2,500,000	8,000,000	3,500,000		\$44,976,000
Total by FY:	\$48,437,650	\$39,573,688	\$19,098,294	\$46,174,495	\$16,000,000	\$12,500,000	
HEAF GRAND TOTAL:							\$182,284,127

Auxiliary or Unexpended

Auxiliary funds are proceeds from enterprises that are operated by the institution, such as parking, food service, or clinics. Unexpended funds are funds allocated for operation and maintenance of the physical plant that have not been used for that purpose.

Component	2017	2018	2019	2020	2021	2022	TOTAL BY COMPONENT
Lamar Institute of Technology							\$0
Lamar State College - Orange						\$9,966,473	\$9,966,473
Lamar State College - Port Arthur							\$0
Lamar University	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$10,800,000
Sam Houston State University	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$4,500,000	\$3,000,000	\$19,500,000
Sul Ross State University							\$0
Texas State University	\$31,000,000	\$6,274,120					\$37,274,120
Total by FY:	\$35,800,000	\$11,074,120	\$4,800,000	\$4,800,000	\$6,300,000	\$14,766,473	
AUXILIARY OR UNEXPENDED GRAND TOTAL:							\$77,540,593

CAPITAL IMPROVEMENTS PROGRAM FY2017-2022

SOURCES OF FUNDING

System Bonds

The TSUS debt program secured by a system-wide pledge of all legally available revenues for debt issued on behalf of TSUS component institutions and the system.

Component	2017	2018	2019	2020	2021	2022	TOTAL BY COMPONENT
Lamar Institute of Technology							\$0
Lamar State College - Orange							\$0
Lamar State College - Port Arthur							\$0
Lamar University							\$0
Sam Houston State University	\$42,500,000	\$10,000,000	\$50,000,000	\$10,000,000			\$112,500,000
Sul Ross State University							\$0
Texas State University	\$178,064,236		\$22,101,879				\$200,166,115
Total by FY:	\$220,564,236	\$10,000,000	\$72,101,879	\$10,000,000	\$0	\$0	
SYSTEM BONDS GRAND TOTAL:							\$312,666,115

Gifts

Component	2017	2018	2019	2020	2021	2022	TOTAL BY COMPONENT
Lamar Institute of Technology							\$0
Lamar State College - Orange							\$0
Lamar State College - Port Arthur							\$0
Lamar University			\$12,862,731	\$47,341,540			\$60,204,271
Sam Houston State University							\$0
Sul Ross State University							\$0
Texas State University	\$12,200,781		\$3,302,580				\$15,503,361
			\$0				
Total by FY:	\$12,200,781	\$0	\$16,165,311	\$47,341,540	\$0	\$0	
GIFTS GRAND TOTAL:							\$75,707,632

Other

Includes federal grants, public-private partnerships and sources other than those included in other categories. Also includes funding for projects such as deferred maintenance and special projects that may be funded from multiple sources. Details are set forth in the Project Planning Form for the applicable project.

Component	2017	2018	2019	2020	2021	2022	TOTAL BY COMPONENT
Lamar Institute of Technology							\$0
Lamar State College - Orange							\$0
Lamar State College - Port Arthur							\$0
Lamar University							\$0
Sam Houston State University							\$0
Sul Ross State University							\$0
Texas State University	\$9,500,000	\$8,000,000	\$47,000,000	\$8,000,000	\$8,000,000		\$80,500,000
Total by FY:	\$9,500,000	\$8,000,000	\$47,000,000	\$8,000,000	\$8,000,000	\$0	
OTHER GRAND TOTAL:							\$80,500,000

Capital Improvements Program

FY 2017-2022

ATTACHMENT 3

CIP Projects by Component

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

PROJECTS BY COMPONENT

Project Name	Program Year	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
Lamar Institute of Technology									
LIT Student Service Learning Center	2018	23,340,000	19,000,000	4,340,000	0		0	0	Carry Over Amended
Lamar State College-Orange									
LSC-O - Academic Building	2019	23,450,000	23,450,000	0	0	0	0	0	New Project
LSC-O - Student Center	2022	10,466,473	0	500,000	9,966,473	0	0	0	New Project
Lamar State College-Port Arthur									
LSCPA -Allied Health Building Addition	2018	8,642,232	8,642,232	0	0	0	0	0	Carry Over Amended
Lamar University									
LU - Annual Student Resident Hall Refurbishing 2017	2017	1,800,000	0	0	1,800,000	0	0	0	Carry Over
LU - Annual Student Resident Hall Refurbishing 2018	2018	1,800,000	0	0	1,800,000	0	0	0	Carry Over
LU - Annual Student Resident Hall Refurbishing 2019	2019	1,800,000	0	0	1,800,000	0	0	0	Carry Over
LU - Annual Student Resident Hall Refurbishing 2020	2020	1,800,000	0	0	1,800,000	0	0	0	Carry Over
LU - Annual Student Resident Hall Refurbishing 2021	2021	1,800,000	0	0	1,800,000	0	0	0	Carry Over
LU - Annual Student Resident Hall Refurbishing 2022	2022	1,800,000	0	0	1,800,000	0	0	0	New Project
LU - Art Building Renovation	2019	7,862,731	0	0	0	0	7,862,731	0	Carry Over Amended
LU - Campus Infrastructure Repairs 2017	2017	2,500,000	0	2,500,000	0	0	0	0	Carry Over
LU - Campus Infrastructure Repairs 2018	2018	2,500,000	0	2,500,000	0	0	0	0	Carry Over
LU - Campus Infrastructure Repairs 2019	2019	2,500,000	0	2,500,000	0	0	0	0	Carry Over
LU - Campus Infrastructure Repairs 2020	2020	2,500,000	0	2,500,000	0	0	0	0	Carry Over

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

Project Name	Program Year	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
LU - Campus Infrastructure Repairs 2021	2021	2,500,000	0	2,500,000	0	0	0	0	Carry Over
LU - Campus Infrastructure Repairs 2022	2022	2,500,000	0	2,500,000	0	0	0	0	New Project
LU - Classrooms, Offices, and Buildings Upgrades 2017	2017	2,000,000	0	2,000,000	0	0	0	0	Carry Over
LU - Classrooms, Offices, and Buildings Upgrades 2018	2018	2,000,000	0	2,000,000	0	0	0	0	Carry Over
LU - Classrooms, Offices, and Buildings Upgrades 2019	2019	2,000,000	0	2,000,000	0	0	0	0	Carry Over
LU - Classrooms, Offices, and Buildings Upgrades 2020	2020	2,000,000	0	2,000,000	0	0	0	0	Carry Over
LU - Classrooms, Offices, and Buildings Upgrades 2021	2021	2,000,000	0	2,000,000	0	0	0	0	Carry Over
LU - Classrooms, Offices, and Buildings Upgrades 2022	2022	2,000,000	0	2,000,000	0	0	0	0	New Project
LU - Digital Learning Center	2018	47,740,236	47,740,236	0	0	0	0	0	New Project
LU - Hayes Biology Renovation and Repurpose	2017	11,261,650	0	11,261,650	0	0	0	0	Carry Over Amended
LU - Mary & John Gray Library Sprinkler System	2019	3,937,000	0	3,937,000	0	0	0	0	Carry Over Amended
LU - New Facilities Management Complex Phase I	2017	2,000,000	0	2,000,000	0	0	0	0	Carry Over Amended
LU - New Facilities Management Complex Phase II	2018	6,500,000	0	6,500,000	0	0	0	0	Carry Over Amended
LU - New Performing Arts Center	2020	47,341,540	0	0	0	0	47,341,540	0	Carry Over Amended
LU - Plummer Renovation and Repurpose	2017	4,500,000	0	4,500,000	0	0	0	0	Carry Over Amended
LU - Speech and Hearing Renovation and Addition	2020	14,900,000	0	14,900,000	0	0	0	0	Carry Over Amended
LU - University Theatre Renovation	2018	3,433,688	0	3,433,688	0	0	0	0	Carry Over
LU - Vincent-Beck Baseball Stadium Renovation	2019	5,000,000	0	0	0	0	5,000,000	0	Carry Over

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

Project Name	Program Year	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
LU - Wimberly Building Renovation Re-Purpose	2020	10,774,495	0	10,774,495	0	0	0	0	Carry Over Amended
Sam Houston State University									
SHSU - 2017 Campus Infrastructure Maintenance & Repair	2017	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
SHSU - 2017 Miscellaneous Campus Renovations	2017	3,000,000	0	0	3,000,000	0	0	0	Carry Over Amended
SHSU - 2018 Campus Infrastructure Maintenance & Repair	2018	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
SHSU - 2018 Miscellaneous Campus Renovations	2018	3,000,000	0	0	3,000,000	0	0	0	Carry Over Amended
SHSU - 2019 Campus Infrastructure Maintenance & Repair	2019	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
SHSU - 2019 Miscellaneous Campus Renovations	2019	3,000,000	0	0	3,000,000	0	0	0	Carry Over Amended
SHSU - 2020 Campus Infrastructure Maintenance & Repair	2020	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
SHSU - 2020 Miscellaneous Campus Renovations	2020	3,000,000	0	0	3,000,000	0	0	0	Carry Over
SHSU - 2021 Campus Infrastructure Maintenance & Repair	2021	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
SHSU - 2021 Miscellaneous Campus Renovations	2021	3,000,000	0	0	3,000,000	0	0	0	Carry Over Amended
SHSU - 2022 Campus Infrastructure Maintenance & Repair	2022	8,000,000	0	8,000,000	0	0	0	0	New Project
SHSU - 2022 Miscellaneous Campus Renovations	2022	3,000,000	0	0	3,000,000	0	0	0	New Project
SHSU - Allied Health Sciences Building	2017	65,000,000	65,000,000	0	0	0	0	0	Carry Over Amended
SHSU - Art Complex	2017	42,500,000	0	0	0	42,500,000	0	0	Carry Over Amended
SHSU - Demolition of Psychological Services Bldg	2019	161,294	0	161,294	0	0	0	0	Carry Over
SHSU - Medical Sciences Building	2019	50,000,000	0	0	0	50,000,000	0	0	New Project

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

Project Name	Program Year	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
SHSU - Parking Structure (formerly Parking Structure Expansion at Ave. I & 17th)	2018	10,000,000	0	0	0	10,000,000	0	0	Carry Over Amended
SHSU - Parking Structure II (formerly Parking Structure at Bobby K. Marks & Bowers Blvd.)	2020	10,000,000	0	0	0	10,000,000	0	0	Carry Over Amended
SHSU - Parking Surface Lot 16th Street	2021	1,500,000	0	0	1,500,000	0	0	0	Carry Over
Sul Ross State University									
SRSU - University Visitor Center Construction	2017	1,175,000	1,175,000		0	0	0	0	Carry Over Amended
Texas State University									
TX State - Bobcat Stadium Expansion: South End Zone	2019	25,404,459	0	0	0	22,101,879	3,302,580	0	Carry Over
Tx State - Bobcat Stadium West Side Expansion	2018	5,061,420	0	0	5,061,420	0	0	0	Carry Over
TX State - Cogeneration Plant Addition	2017	4,386,000	0	0	0	4,386,000	0	0	Carry Over
TX State - Deferred Maintenance 2017	2017	2,000,000	0	2,000,000	0	0	0	0	Carry Over Amended
TX State - Deferred Maintenance 2018	2018	2,000,000	0	2,000,000	0	0	0	0	Carry Over Amended
TX State - Deferred Maintenance 2019	2019	2,500,000	0	2,500,000	0	0	0	0	Carry Over Amended
Tx State - Deferred Maintenance 2020	2020	3,000,000	0	3,000,000	0	0	0	0	Carry Over Amended
Tx State - Deferred Maintenance 2021	2021	3,500,000	0	3,500,000	0	0	0	0	Carry Over Amended
Tx State - DHRL: Blanco Hall Renovations	2017	28,000,000	0	0	28,000,000	0	0	0	Carry Over Amended
TX State - DHRL: Hilltop Complex	2017	132,252,870	0	0	0	132,252,870	0	0	Carry Over Amended
TX State - East West Mall Connection	2018	1,212,700	0	0	1,212,700	0	0	0	Carry Over
Tx State - Health Professions Space Reconfigurations	2018	5,400,000	0	5,400,000	0	0	0	0	Carry Over
TX State - Interpretive Research Center (formerly Education Research & Visitor Center at Aquarena Center)	2017	12,200,781	0	0	0	0	12,200,781	0	Carry Over Amended

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

Project Name	Program Year	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
TX State - Lampasas Renovations (4th and 5th Floor)	2017	2,426,000	0	2,426,000	0	0	0	0	Carry Over Amended
Tx State - LBJ Student Center Expansion	2017	41,425,366	0	0	0	41,425,366	0	0	Carry Over Amended
TX State - Music Building	2017	61,365,000	61,365,000	0	0	0	0	0	Carry Over
Tx State - Nueces Building Renovation	2017	2,750,000	0	2,750,000	0	0	0	0	Carry Over Amended
TX State - Old Main Exterior Repairs	2017	7,000,000	0	7,000,000	0	0	0	0	Carry Over Amended
Tx State - RF Mitte Space Reconfigurations	2018	5,400,000	0	5,400,000	0	0	0	0	Carry Over
TX State - RR Health Professions No.2	2018	45,000,000	45,000,000	0	0	0	0	0	Carry Over
TX State - RR Parking Garage	2019	39,000,000	0	0	0	0	0	39,000,000	Carry Over Amended
TX State - Special Projects 2017	2017	8,000,000	0	0	0	0	0	8,000,000	Carry Over
TX State - Special Projects 2018	2018	8,000,000	0	0	0	0	0	8,000,000	Carry Over
TX State - Special Projects 2019	2019	8,000,000	0	0	0	0	0	8,000,000	Carry Over
Tx State - Special Projects 2020	2020	8,000,000	0	0	0	0	0	8,000,000	Carry Over
Tx State - Special Projects 2021	2021	8,000,000	0	0	0	0	0	8,000,000	Carry Over
Tx State - Spring Lake Dam Repairs	2017	4,500,000	0	0	3,000,000	0	0	1,500,000	Carry Over Amended
Tx State - Theatre Renovation	2020	5,000,000	0	5,000,000	0	0	0	0	Carry Over
TX State - Vivarium	2017	4,000,000	0	4,000,000	0	0	0	0	Carry Over
GRAND TOTAL:		1,000,070,935	271,372,468	182,284,127	77,540,593	312,666,115	75,707,632	80,500,000	

Capital Improvements Program

FY 2017-2022

ATTACHMENT 4

CIP Projects by Program Year

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

PROJECTS BY YEAR

Program Year	Project Name	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
2017	LU - Annual Student Resident Hall Refurbishing 2017	1,800,000	0	0	1,800,000	0	0	0	Carry Over
2017	LU - Campus Infrastructure Repairs 2017	2,500,000	0	2,500,000	0	0	0	0	Carry Over
2017	LU - Classrooms, Offices, and Buildings Upgrades 2017	2,000,000	0	2,000,000	0	0	0	0	Carry Over
2017	LU - Hayes Biology Renovation and Repurpose	11,261,650	0	11,261,650	0	0	0	0	Carry Over Amended
2017	LU - New Facilities Management Complex Phase I	2,000,000	0	2,000,000	0	0	0	0	Carry Over Amended
2017	LU - Plummer Renovation and Repurpose	4,500,000	0	4,500,000	0	0	0	0	Carry Over Amended
2017	SHSU - 2017 Campus Infrastructure Maintenance & Repair	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
2017	SHSU - 2017 Miscellaneous Campus Renovations	3,000,000	0	0	3,000,000	0	0	0	Carry Over Amended
2017	SHSU - Allied Health Sciences Building	65,000,000	65,000,000	0	0	0	0	0	Carry Over Amended
2017	SHSU - Art Complex	42,500,000	0	0	0	42,500,000	0	0	Carry Over Amended
2017	SRSU - University Visitor Center Construction	1,175,000	1,175,000	0	0	0	0	0	Carry Over Amended
2017	TX State - Cogeneration Plant Addition	4,386,000	0	0	0	4,386,000	0	0	Carry Over
2017	TX State - Deferred Maintenance 2017	2,000,000	0	2,000,000	0	0	0	0	Carry Over Amended
2017	TX State - DHRL: Blanco Hall Renovations	28,000,000	0	0	28,000,000	0	0	0	Carry Over Amended
2017	TX State - DHRL: Hilltop Complex	132,252,870	0	0	0	132,252,870	0	0	Carry Over Amended
2017	TX State - Interpretive Research Center (formerly Education Research & Visitor Center at Aquarena Center)	12,200,781	0	0	0	0	12,200,781	0	Carry Over Amended

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

PROJECTS BY YEAR

Program Year	Project Name	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
2017	TX State - Lampasas Renovations (4th and 5th Floor)	2,426,000	0	2,426,000	0	0	0	0	Carry Over Amended
2017	TX State - LBJ Student Center Expansion	41,425,366	0	0	0	41,425,366	0	0	Carry Over Amended
2017	TX State - Music Building	61,365,000	61,365,000	0	0	0	0	0	Carry Over
2017	TX State - Nueces Building Renovation	2,750,000	0	2,750,000	0	0	0	0	Carry Over Amended
2017	TX State - Old Main Exterior Repairs	7,000,000	0	7,000,000	0	0	0	0	Carry Over Amended
2017	TX State - Special Projects 2017	8,000,000	0	0	0	0	0	8,000,000	Carry Over
2017	TX State - Spring Lake Dam Repairs	4,500,000	0	0	3,000,000	0	0	1,500,000	Carry Over Amended
2017	TX State - Vivarium	4,000,000	0	4,000,000	0	0	0	0	Carry Over
2018	LIT Student Service Learning Center	23,340,000	19,000,000	4,340,000	0	0	0	0	Carry Over Amended
2018	LSCPA -Allied Health Building Addition	8,642,232	8,642,232	0	0	0	0	0	Carry Over Amended
2018	LU - Annual Student Resident Hall Refurbishing 2018	1,800,000	0	0	1,800,000	0	0	0	Carry Over
2018	LU - Campus Infrastructure Repairs 2018	2,500,000	0	2,500,000	0	0	0	0	Carry Over
2018	LU - Classrooms, Offices, and Buildings Upgrades 2018	2,000,000	0	2,000,000	0	0	0	0	Carry Over
2018	LU - Digital Learning Center	47,740,236	47,740,236	0	0	0	0	0	New Project
2018	LU - New Facilities Management Complex Phase II	6,500,000	0	6,500,000	0	0	0	0	Carry Over Amended

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

PROJECTS BY YEAR

Program Year	Project Name	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
2018	LU - University Theatre Renovation	3,433,688	0	3,433,688	0	0	0	0	Carry Over
2018	SHSU - 2018 Campus Infrastructure Maintenance & Repair	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
2018	SHSU - 2018 Miscellaneous Campus Renovations	3,000,000	0	0	3,000,000	0	0	0	Carry Over Amended
2018	SHSU - Parking Structure (formerly Parking Structure Expansion at Ave. I & 17th)	10,000,000	0	0	0	10,000,000	0	0	Carry Over Amended
2018	Tx State - Bobcat Stadium West Side Expansion	5,061,420	0	0	5,061,420	0	0	0	Carry Over
2018	TX State - Deferred Maintenance 2018	2,000,000	0	2,000,000	0	0	0	0	Carry Over Amended
2018	TX State - East West Mall Connection	1,212,700	0	0	1,212,700	0	0	0	Carry Over
2018	Tx State - Health Professions Space Reconfigurations	5,400,000	0	5,400,000	0	0	0	0	Carry Over
2018	Tx State - RF Mitte Space Reconfigurations	5,400,000	0	5,400,000	0	0	0	0	Carry Over
2018	TX State - RR Health Professions No.2	45,000,000	45,000,000	0	0	0	0	0	Carry Over
2018	TX State - Special Projects 2018	8,000,000	0	0	0	0	0	8,000,000	Carry Over
2019	LSC-O - Academic Building	23,450,000	23,450,000	0	0	0	0	0	New Project
2019	LU - Annual Student Resident Hall Refurbishing 2019	1,800,000	0	0	1,800,000	0	0	0	Carry Over
2019	LU - Art Building Renovation	7,862,731	0	0	0	0	7,862,731	0	Carry Over Amended
2019	LU - Campus Infrastructure Repairs 2019	2,500,000	0	2,500,000	0	0	0	0	Carry Over
2019	LU - Classrooms, Offices, and Buildings Upgrades 2019	2,000,000	0	2,000,000	0	0	0	0	Carry Over

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

PROJECTS BY YEAR

Program Year	Project Name	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
2019	LU - Mary & John Gray Library Sprinkler System	3,937,000	0	3,937,000	0	0	0	0	Carry Over Amended
2019	LU - Vincent-Beck Baseball Stadium Renovation	5,000,000	0	0	0	0	5,000,000	0	Carry Over
2019	SHSU - 2019 Campus Infrastructure Maintenance & Repair	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
2019	SHSU - 2019 Miscellaneous Campus Renovations	3,000,000	0	0	3,000,000	0	0	0	Carry Over Amended
2019	SHSU - Demolition of Psychological Services Bldg	161,294	0	161,294	0	0	0	0	Carry Over
2019	SHSU - Medical Sciences Building	50,000,000	0	0	0	50,000,000	0	0	New Project
2019	TX State - Bobcat Stadium Expansion: South End Zone	25,404,459	0	0	0	22,101,879	3,302,580	0	Carry Over
2019	TX State - Deferred Maintenance 2019	2,500,000	0	2,500,000	0	0	0	0	Carry Over Amended
2019	TX State - RR Parking Garage	39,000,000	0	0	0	0	0	39,000,000	Carry Over Amended
2019	TX State - Special Projects 2019	8,000,000	0	0	0	0	0	8,000,000	Carry Over
2020	LU - Annual Student Resident Hall Refurbishing 2020	1,800,000	0	0	1,800,000	0	0	0	Carry Over
2020	LU - Campus Infrastructure Repairs 2020	2,500,000	0	2,500,000	0	0	0	0	Carry Over
2020	LU - Classrooms, Offices, and Buildings Upgrades 2020	2,000,000	0	2,000,000	0	0	0	0	Carry Over
2020	LU - New Performing Arts Center	47,341,540	0	0	0	0	47,341,540	0	Carry Over Amended
2020	LU - Speech and Hearing Renovation and Addition	14,900,000	0	14,900,000	0	0	0	0	Carry Over Amended

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

PROJECTS BY YEAR

Program Year	Project Name	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
2020	LU - Wimberly Building Renovation Re-Purpose	10,774,495	0	10,774,495	0	0	0	0	Carry Over Amended
2020	SHSU - 2020 Campus Infrastructure Maintenance & Repair	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
2020	SHSU - 2020 Miscellaneous Campus Renovations	3,000,000	0	0	3,000,000	0	0	0	Carry Over
2020	SHSU - Parking Structure II (formerly Parking Structure at Bobby K. Marks & Bowers Blvd.)	10,000,000	0	0	0	10,000,000	0	0	Carry Over Amended
2020	Tx State - Deferred Maintenance 2020	3,000,000	0	3,000,000	0	0	0	0	Carry Over Amended
2020	Tx State - Special Projects 2020	8,000,000	0	0	0	0	0	8,000,000	Carry Over
2020	Tx State - Theatre Renovation	5,000,000	0	5,000,000	0	0	0	0	Carry Over
2021	LU - Annual Student Resident Hall Refurbishing 2021	1,800,000	0	0	1,800,000	0	0	0	Carry Over
2021	LU - Campus Infrastructure Repairs 2021	2,500,000	0	2,500,000	0	0	0	0	Carry Over
2021	LU - Classrooms, Offices, and Buildings Upgrades 2021	2,000,000	0	2,000,000	0	0	0	0	Carry Over
2021	SHSU - Parking Surface Lot 16th Street	1,500,000	0	0	1,500,000	0	0	0	Carry Over
2021	SHSU - 2021 Campus Infrastructure Maintenance & Repair	8,000,000	0	8,000,000	0	0	0	0	Carry Over Amended
2021	SHSU - 2021 Miscellaneous Campus Renovations	3,000,000	0	0	3,000,000	0	0	0	Carry Over Amended
2021	Tx State - Deferred Maintenance 2021	3,500,000	0	3,500,000	0	0	0	0	Carry Over Amended
2021	Tx State - Special Projects 2021	8,000,000	0	0	0	0	0	8,000,000	Carry Over
2022	LSC-O - Student Center	10,466,473	0	500,000	9,966,473	0	0	0	New Project

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

PROJECTS BY YEAR

Program Year	Project Name	Total Project Cost (\$)	Tuition Revenue Bonds (\$)	HEAF (\$)	Auxiliary or Unexpended Funds (\$)	TSUS Bonds (\$)	Gifts (\$)	Other (\$)	CIP Status
2022	LU - Annual Student Resident Hall Refurbishing 2022	1,800,000	0	0	1,800,000	0	0	0	New Project
2022	LU - Campus Infrastructure Repairs 2022	2,500,000	0	2,500,000	0	0	0	0	New Project
2022	LU - Classrooms, Offices, and Buildings Upgrades 2022	2,000,000	0	2,000,000	0	0	0	0	New Project
2022	SHSU - 2022 Campus Infrastructure Maintenance & Repair	8,000,000	0	8,000,000	0	0	0	0	New Project
2022	SHSU - 2022 Miscellaneous Campus Renovations	3,000,000	0	0	3,000,000	0	0	0	New Project
GRAND TOTAL:		1,000,070,935	271,372,468	182,284,127	77,540,593	312,666,115	75,707,632	80,500,000	

Capital Improvements Program

FY 2017-2022

ATTACHMENT 5

New CIP Projects

TEXAS STATE UNIVERSITY SYSTEM
Capital Improvements Program
FY 2017-2022

NEW PROJECTS

Project Name	Program Year	Total Project Cost
LSC-O - Academic Building	2019	23,450,000
LSC-O - Student Center	2022	10,466,473
LU - Annual Student Resident Hall Refurbishing 2022	2022	1,800,000
LU - Campus Infrastructure Repairs 2022	2022	2,500,000
LU - Classrooms, Offices, and Buildings Upgrades 2022	2022	2,000,000
LU - Digital Learning Center	2018	47,740,236
SHSU - 2022 Campus Infrastructure Maintenance & Repair	2022	8,000,000
SHSU - Medical Sciences Building	2019	50,000,000
SHSU - 2022 Miscellaneous Campus Renovations	2022	3,000,000

Capital Improvements Program

FY 2017-2022

ATTACHMENT 6

Project Information Forms for
New CIP Projects Over \$4 Million

CIP Project Information Form

Project Name: Academic Building

Component: Lamar State College – Orange

Program Year: 2019

New or Amended: New

On Campus Master Plan? Yes

Project Type: Classroom, General

Gross square footage: 50,000

Site/Location: 410 West Front Street (site of current Academic Center)

Project Need: The existing Academic Center is a repurposed group of buildings. It was previously three buildings, one of which was a bowling alley. The campus has a need for larger classroom building with lab space to meet the instructional needs of academic programs. Due to the merging of three separate buildings to create one building, there are multiple support columns located in the middle of many classrooms causing visual challenges by obstructing the view in some classrooms and creating an inefficient use of space. All of the campus science labs are located in this building.

Preliminary Project Cost: \$23,450,000

Source(s) of Funding: TRB

Comments: The preliminary project cost was developed using the historical cost of the most recent campus project with escalation to FY 2019.

CIP Project Information Form

Project Name: Student Center

Component: Lamar State College – Orange

Program Year: 2022

New or Amended: New

On Campus Master Plan? Yes

Project Type: Student Center

Gross square footage: 20,000

Site/Location: 407 Green Avenue (site of current Student Center)

Project Need: The current Student Center is a renovated Western Auto store dating from 1964. The building has had a number of roof leaks and patches. During hurricane Ike, almost 3 feet of water was in the building. While the space offers a small area with a pool table and maybe one couch, it is not a space that provides a good meeting and gathering space for students. Also, the cafe area is small with limited food options. There is a gymnasium that was built and attached to the renovated Western Auto space. While the space meets minimal needs of students, it is not representative of current student center models and lacks in stimulating collegiate life. The College has considered remodeling the existing student center space; however, the property is located below the flood plain. Investing funds in a renovation project would be risky and would not address the elevation issue.

Preliminary Project Cost: \$10,466,473

Source(s) of Funding: HEF (\$500,000); Auxiliary (\$9,966,473)

Comments: The preliminary project cost was developed using Coordinating Board cost medians with escalation to FY 2022.

CIP Project Information Form

Project Name: Digital Learning Center

Component: Lamar University

Program Year: 2018

New or Amended: New

On Campus Master Plan? No

Project Type: Classroom, Laboratory, Office, Auditorium

Gross square footage: 70,000

Site/Location: North of the new Reaud Administration Building and south of the Speech and Hearing Building on Rolfe Christopher Drive at Iowa Drive

Project Need: Online education is a relatively new course delivery system in higher education, and since Lamar University has not built an academic building in more than four decades, Lamar's Center for Distance Education (CDE) has been housed in several buildings, none of which is functionally suited to the expanding needs of online course/program design, development, delivery, enrollment management, and marketing. Currently, the CDE is located in an old elementary school building which has been scheduled for demolition more than once. In addition, several key functional areas of the CDE are housed in four different, ill-suited locations sprinkled across campus. Marketing and recruiting for several of the largest online programs, moreover, have been outsourced to a private partner in Dallas for almost a decade. Lamar's short range aspirations-space permitting-include pulling these functions under the university's operational umbrella. Growth trajectories in online enrollment, faculty, staff, program development, public-private partnerships, and supportive technologies all point sharply to the need for a new and smartly-designed facility. Absent such a facility, options are few as the highly specialized nature of such facilities requires extensive renovation.

Preliminary Project Cost: \$47,740,236

Source(s) of Funding: Tuition Revenue Bonds

Comments: The preliminary project cost was developed using Coordinating Board cost medians with escalation to FY 2018.

CIP Project Information Form

Project Name: Campus Infrastructure Maintenance and Repair 2022

Component: Sam Houston State University

Program Year: 2022

New or Amended: New

On Campus Master Plan? No

Project Type: Maintenance and Repair

Gross square footage: n/a

Site/Location: Entire Campus

Project Need: This project reflects annual expenditures to maintain the functional operations of campus buildings and infrastructure.

Preliminary Project Cost: \$8,000,000

Source(s) of Funding: Higher Education Funds

Comments: The preliminary project cost reflects the university's annual budget for these smaller projects.

CIP Project Information Form

Project Name: Medical Sciences Building

Component: Sam Houston State University

Program Year: 2019

New or Amended: New

On Campus Master Plan? No

Project Type: Classroom, Laboratory, Office

Gross square footage: 75,000

Site/Location: Satellite campus in south Conroe, Texas, formerly the site of Camp Strake, Boy Scout camp

Project Need: The TSUS Board of Regents recently granted SHSU authority to proceed with planning for an Osteopathic Medical School. This facility will be located in the Grand Central Park development in South Conroe. The facility will house all instructional, research and administrative activities for the medical school.

Preliminary Project Cost: \$50,000,000

Source(s) of Funding: TSUS Bonds

Comments: The preliminary project cost was developed using Coordinating Board cost medians with escalation to FY 2019.

Capital Improvements Program – Business Process

Excerpt from the TSUS Policies and Procedures Manual for Planning and Construction:

The procedures for the preparation and approval of the Capital Improvement Program (CIP) are as follows.

The VCCA begins the process on or before **February 1** of each year by sending out submission instructions to each Component describing schedule, process and forms required to gather all the information needed to update the CIP.

- Submission instructions will include the *Project Planning Form* (PPF), which the Component is required to submit for each project (or aggregated group of projects) that it proposes to add to the CIP, and for each existing CIP project that it wishes to amend.
- Notwithstanding the foregoing, each Component shall submit an updated PPF for all projects proposed to be funded in whole or in part through Tuition Revenue Bonds no later than January 10 of each year.

Components submit their completed PPF forms through e-Builder at least **eight (8) weeks** prior to the Board meeting for review and comment.

At the same time as the PPF forms are submitted, each Component shall submit a funding prioritization for each CIP project scheduled to be initiated during the first two fiscal years of the CIP, signed by the Component Provost and Chief Financial Officer.

The Vice Chancellor for Academic Affairs (VCAA) evaluates and reviews the proposed projects with a particular view to the project scope, budget and funding, and may consult with the Component concerning the need for a particular project. Further refinements of the project may be made as a result of this review process that focus on:

- Whether there is sufficient justification for the project;
- Whether the project is consistent with the mission and strategic plan of the Component;
- Whether the proposed projects are already included, have been omitted or removed in the CIP;
- Whether the project funding is adequate and achievable. In particular, the level of commitment of any proposed gift pledges on which the success of the project may depend.

For each such project initially submitted, and based on the information provided in the PPF and the review process, the VCCA establishes the Total Project Cost (TPC) using the average cost figures from the Texas Higher Education Coordinating Board (if available), including any adjustments for escalation.

- This process ensures that the source of the estimate is known, but it does not preclude the Component from adjusting the TPC set forth in the CIP during the early phases of design or at Board Design Development approval.

Once the submissions are reasonably complete, the draft CIP is forwarded to the VCAA and the Vice Chancellor for Finance (VCF) for review and comment.

- The VCAA reviews all proposed projects relative to the mission, vision and strategic plan of the Component.
- The VCF reviews all proposed projects to be funded in part, or in whole, with System Bond proceeds. This review focuses on the impact of the proposed debt issuance on the System's bond ratings, and on the Component and System's ability to service the debt.

In even numbered years the Vice Chancellor for Governmental Relations (VCGR) will meet with the VCCA, VCF and the VCAA to review the Tuition Revenue Bond Projects identified in the CIP for comment, appropriateness and approval based on the then current legislative priorities of the System.

Upon approval by the VCAA, VCF, VCGR, and VCCA, a draft of the proposed CIP is sent to the Component for review and final comment.

- Components shall submit their comments to the VCCA within one (1) week after receipt of the draft.

Once the submissions are complete, the draft CIP is forwarded to the Chancellor for review, comment and approval.

The complete proposed CIP is then scheduled and presented by the VCCA to the Planning and Construction Committee and ultimately to the Board for adoption.

- The Component's CIP is reviewed, revised and approved annually by the Board to achieve the Strategic Plans of the Board and to accommodate known funding limitations on a year-by-year basis.
- After the completion of programming and/or Schematic Design, the Component shall update the PPF and amend the CIP at the next annual update to reflect the current scope, schedule and cost of the project.
- The CIP is approved at the May Board meeting.

Capital Improvement Program - Interim Updates

The Component may request the addition of a new project to the CIP, or an amendment to an existing CIP project, at any regular or called meeting of the Board. New projects may be added only if the new project is to be initiated in the current fiscal year.

- The process for submission and approval is the same as the CIP submission process described above, except the submission deadlines shall follow the normal deadlines for agenda items for the quarterly Board meeting at which the projects are proposed for addition to the CIP.

Excerpt from the eManual

The following guidance supplements section 3.4 of the Policies and Procedures for Planning and Construction.

The Capital Improvements Program (CIP) is TSUS's plan to preserve and enhance its facilities assets infrastructure. It is a six-year, forward-looking plan for all repair, rehabilitation, alteration, and new construction projects.

In order for a project to be listed on the CIP, the sponsoring component must demonstrate how the project directly promotes achieving its approved Strategic Plan and justify its need based upon accepted planning parameters (i.e. the component is growing at a confirmed rate and this additional increment of classroom space is required to continue offering adequate instruction to the resulting student population). Further, unless an exception is justified, the project may only be listed on the CIP if it has been specifically accommodated on the Component's Campus Master Plan.

Board of Regents' approval of a CIP will constitute its authorization for the Chancellor to expend Component funds up to 4% of the estimated project cost to develop a formal program document, hire a project A/E, complete the Design Development phase of the project and produce a detailed cost estimate. Funds needed for these endeavors will be provided by the Component initially, but may be reimbursed when the project is approved for further development at this stage to the extent that outside funding is released for the project. If 4% proves insufficient to complete the Project Planning and Programming (PP&P) through Design Development the Chancellor may approve an exception to exceed that amount based on a specific request from the Component. To the extent consistent with the TSUS Rules and Regulations, the Chancellor may delegate the authority granted to him.

Component Process

While each Component's process is unique, the process typically includes consideration of similar matters, such as:

- Review and evaluation of compatibility of a proposed project with the Component's Vision and Mission Statements, its Strategic Plan, its Campus Master Plan, and the campus goals and targets;
- Review and evaluation of the condition of existing facilities;
- Identification of current and projected needs, based on a variety of data which may include projected enrollment or future growth projections, strategic initiatives, and technological innovation;
- Identification and evaluation of the underlying justification for the project using accepted facilities planning parameters;
- Identification and evaluation of funding sources and available resources; and

- Establishment of priorities, both for the necessary funds and among all the potential uses of the available funds;

As a general rule, each Component's process includes input from appropriate individuals, councils or committees, such as faculty representatives, departmental representatives, administrative officers, and committees or councils charged with duties pertaining to space planning and facilities operations and maintenance. Project proposals and requests are typically reviewed and evaluated by executive officers or by councils and committees of executive officers with respect to various matters such as need, funding sources and priorities. Final Component review rests with the President of the Component with advice and assistance from the executive officers.

The results of the Component's process conducted to identify and evaluate projects will be used to submit proposed updates and changes to the CIP to the Vice Chancellor for Contract Administration (VCCA). Further refinement of the projects occurs as the CIP update process continues at the System Office level, as discussed in the following paragraphs:

Process for Updating the CIP

The CIP will normally be updated annually at the Board's May meeting. The formal process begins on or about February 1 of each year, when the VCCA sends submission instructions to each Component representative describing schedule, process and forms required to gather all the information needed to update the CIP. The component is required to submit a completed Project Planning Form on e-Builder for each project (or aggregated group of projects) that it proposes to add to the CIP, and for each existing CIP project that it wishes to amend. The form requires the Component to provide detailed information on the proposed project to include the following:

- Identification of whether project is carried over from the previous CIP year, an amendment to an existing project or a new project;
- Explanation of amendment (if necessary);
- The CIP year in which the project should be built;
- Description of the project, including the gross square feet in the project and the proposed uses of the space;
- Detailed justification of the project, including an explanation of how the project serves the mission of the Component, an explanation of the need for the project and how it helps the Component implement its Strategic Plan, a discussion of options other than new construction or alteration, a discussion of the Texas Higher Education Coordinating Board's evaluation criteria, and a description of the condition of existing facilities; (the System Office will often work with the Component to obtain complete information needed for the project's justification)
- Description of the project site and location and confirmation of whether the site complies with the Campus Master Plan;

- Suggested project delivery method for the project, such as competitive sealed proposals, construction manager at risk or design/build;
- Identification of sources of funding for the project; if bond financing is proposed, identification of the source of revenue to pay the debt service and a five-year forecast of revenues and expenses for the project with a list of assumptions;
- Determination of whether enabling legislation for the project is required and, if so, whether the legislation has been adopted.

For each such project initially submitted, the total project cost for the project will be established by the VCCA for CIP purposes using the most recently updated median construction cost figures from the Texas Higher Education Coordinating Board for the project type; if, however, an independent cost estimate exists for the project, that estimate may be used to establish the project cost. For projects where neither an independent cost estimate nor a THECB median figure exists, the project cost shall be established by the component in consultation with the System Office. The cost figure will be updated at each annual CIP update.

The information submitted on the Project Planning Form serves as the basis for the evaluation of the project proposals. Because accuracy and completeness of the information are critical to the update process, the System staff will work with the Component staff on several levels during the initial submission stage to gather and refine information. System Staff will interact with each Component on site or by phone conference in order to ensure that the information and the projects submitted are technically and financially correct. When requested, the VCCA will provide expert consultant support to the Component at Component expense. The VCCA will adjust all cost estimates for escalation, based on escalation factors generally in use for public higher education projects in the State of Texas. Once the submissions are reasonably complete, the draft CIP will be forwarded to the Vice Chancellor for Academic Affairs (VCAA) and the Vice Chancellor for Finance (VCF) for review and comment.

Evaluation

The VCAA evaluates and reviews the proposed projects and may consult with each Component concerning the need for the proposed projects. Further refinements of the plan are made as a result of this review and evaluation that focus on:

- Whether there is sufficient justification for the project;
- Whether the project is consistent with the mission and strategic plan of the Component;
- Whether the proposed projects, about which the office had been previously advised, are included in the CIP. If projects have been omitted or removed, there is a dialogue about these actions;
- Whether the project funding is adequate and achievable. In particular, there is a review of the level of commitment of any proposed gift pledges on which the success of the project may depend.

The VCF reviews all proposed projects that are to be funded in part or in whole with System Bond proceeds. Such projects must receive a recommendation for allocation of debt proceeds from the VCF prior to being approved by the Board for inclusion in the CIP. Each request for formal approval from the Board to use the bond proceeds must be accompanied by an evaluation and recommendation from the VCF concerning the Component's and the System's ability to service the debt in question. The VCF's evaluation includes three levels of debt capacity and repayment analysis: the System level, the Component level, and the project level.

The VCCA reviews all proposed projects with a particular view to the project scope and budget. As to each project, the VCCA shall advise the Planning and Construction Committee of the Board of Regents how the estimated cost of the proposed project compares with then current Coordinating Board average construction cost data for public higher education projects in the state of Texas.

Upon completion of review and revision by the VCAA, VCF, and VCCA, a revised draft of the proposed CIP is sent to the Component for review and any additional comment. The proposed CIP is then reviewed by the Chancellor. Upon approval by the Chancellor, the proposed CIP is scheduled for presentation to the Planning and Construction Committee of the Board and ultimately to the full Board for adoption.

Interim Updates

A Component may request that the CIP be updated by adding a new project at any regular or called meeting of the Board of Regents, but only if the new project is to be initiated in the current fiscal year. Otherwise, additions should be made as part of the annual CIP update. Modification or deletion of projects already on the CIP may be done only as part of the annual CIP update, unless special circumstances are present requiring an earlier modification.