

**REQUEST FOR QUALIFICATIONS  
FOR  
STRUCTURAL ENGINEERING  
PROFESSIONAL SERVICES**

**FOR  
TEXAS STATE UNIVERSITY  
SAN MARCOS, TEXAS**

**Hines Academic Building  
Structural Repairs**

***RFQ No.:***

**758-17-09071**

***Submission Date:***

**August 17, 2017 - 2:00 p.m. (C.D.T)**

**Prepared By:**

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SAN MARCOS, TEXAS  
HINES ACADEMIC BUILDING STRUCTURAL REPAIRS  
RFQ No.: 758-17-09071**

**SECTION 1 – GENERAL INFORMATION & REQUIREMENTS**

- 1.1 **GENERAL INFORMATION:** The Texas State University System (“Owner”) and **Texas State University** are soliciting Statements of Qualifications for selection of a Structural Engineer firm for design of the **Hines Academic Building Structural Repairs** 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).
- 1.1.1 Collecting Statements of Qualifications in response to this RFQ is the first step in selecting a Structural Engineering firm. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial ranking by the Owner. In the next step the Owner will determine an initial ranking of the respondents. If the initial ranking of the respondents is reasonably conclusive, the Owner may make a “most qualified” selection based upon the written Qualifications only. If not, then the Owner may conduct interviews with a “short list” of respondents.
- 1.1.2 The Owner may select up to five (5) of the top ranked qualified respondents to participate in an interview with the Owner to confirm and clarify the qualifications submitted and to answer additional questions. The Owner will then rank the interviewed respondents in order to determine a single most qualified respondent.
- 1.1.3 After selecting the most qualified respondent the Owner will negotiate the detailed professional services to be provided by the Structural Engineer and a suitable fee for those services. The Owner will request a fee proposal from the most qualified respondent, with supporting information demonstrating that the requested fee is justified by the level of effort (and related personnel costs) required to provide the services necessary for the design of the Project. Potential respondents should be aware that, except in unusual cases, the Owner does not consider billable time incurred while traveling to and from the Project site, Owner’s offices, or Board of Regents meetings as necessary to the completion of the Project. Potential respondents whose offices are located such that such time-consuming travel will be regularly required in the performance of services for the Project should consider this policy when deciding whether or not to submit their qualifications.
- 1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information. Additionally, if required pursuant to the provisions of Senate Bill 20 (79<sup>th</sup> Legislature 2015), the contract resulting from this solicitation will be posted on the Owner’s website.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Standard Professional Services Agreement, a copy of which will be provided to all firms

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

- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on all media channels where it was initially advertised. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due, are considered to be part of the RFQ, and respondents shall acknowledge receipt of each addendum in its Qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline (see Section 2.5 for date). Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

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

1.5 **SUBMISSION OF QUALIFICATIONS:**

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

1.5.2 **DEADLINE AND LOCATION:** The Owner will receive Qualifications and HSP Plans for RFQ No. 758-17-09071 at the time and location described below.

**August 17, 2017 - 2:00 p.m. (C.D.T)**

Karlie Beach, Buyer III  
Texas State University  
151-2 E. Sessom  
Physical Plant Building, Suite 142  
San Marcos, TX 78666

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

1.5.4 Submit (9) nine 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 (3) three identical copies of the HUB Subcontracting Plan (HSP) as a separate attachment from the Qualifications.

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

- 1.5.7 The Owner will not acknowledge or consider Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 1.5.8 Properly submitted Qualifications will not be returned to respondents.
- 1.5.9 Qualification, financial statements (see Section 3.2.2) and HSP materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; the package must clearly identify the submittal deadline, the RFQ number, and the name, return address and email address of the respondent contact on all envelopes.
- 1.6 POINT-OF-CONTACT: The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the Point-of-Contact person by email only.
- Karlie Beach, Buyer III  
Texas State University  
151-2 E. Sessom  
Physical Plant Building, Suite 104  
San Marcos, TX 78666  
[kbeach@txstate.edu](mailto:kbeach@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 the TSUS System Office. The top five or fewer ranked respondents may be selected by the Owner for further consideration by participating in an interview wherein qualifications will be presented and examined in further detail and where questions will be posed by the Selection Committee and answered by the respondent.
- 1.7.1 Qualifications submittals should not include any information regarding respondent's proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the most qualified firm.
- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all submissions and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

- 1.11 OPTIONAL PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference is scheduled for:

**July 27, 2017 - 10:00 a.m. (C.D.T.)**

Karlie Beach, Buyer III  
Texas State University  
151-2 E. Sessom  
Physical Plant Building, Suite 142  
San Marcos, TX 78666

See attached map for the Pre-Proposal location: [http://gato-docs.its.txstate.edu/jcr:7415d4ee-9f8c-440b-a659-aaba288a7d61/Physical\\_Plant\\_Map.pdf](http://gato-docs.its.txstate.edu/jcr:7415d4ee-9f8c-440b-a659-aaba288a7d61/Physical_Plant_Map.pdf)

- 1.12 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Qualification.
- 1.13 HISTORICALLY UNDERUTILIZED BUSINESSES' SUBMITTAL REQUIREMENTS: It is the policy of TSUS and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Refer to the Texas State Comptrollers website at:  
<http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>  
Accordingly, specific plans and representations by respondents that appear to facilitate the State's commitment to supporting HUB enterprises will be favorably considered in the selection process. Failure to submit specific plans and representations regarding HUB utilization, or failure to address the subject at all, will be interpreted by the Selection Committee as an intention not to support the program.
- 1.14 CERTAIN PROPOSALS AND CONTRACTS PROHIBITED: Under Section 2155.004, Texas Government Code, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following statement, "Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.
- 1.15 SALES AND USE TAXES: Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include TSUS. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires

the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."

- 1.16 **DELINQUENCY IN PAYING CHILD SUPPORT:** Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 1.17 **STATE REGISTRATION OF ENGINEERING FIRMS:** Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.
- 1.18 **PARKING AND SANITARY FACILITIES:** All individuals including contractors, subcontractors, service providers and vendors operating a vehicle on property owned and operated by Texas State University shall comply with the Traffic and Parking Regulation for the University. All vehicles parked on University property must obtain and display a valid parking permit paid for and purchased at their own expense. Contractors shall make every effort to carpool when possible.
- 1.18.1 Parking at the University is by permit only. The Bidder selected for award will be responsible for obtaining and paying for contractor parking passes from the parking and transportation department for all vehicles that will be parking on University premises. Individuals will park only in those areas designated on site for contractor use.
- 1.18.2 Contractor will provide temporary sanitary facilities on site.

## **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 (THECB) 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 DESCRIPTION, SCOPE AND BUDGET: Hines Academic Center was built in 1938 and renovated in 1978. It is a 33,366 gross square foot 3 story building located on a sloped site. Its construction is a combination of concrete and steel framing with brick veneer. The building is used mainly as a classroom building with faculty offices.

**Phase 1:** The scope of work for this engineering project consists of a structural assessment and report relative to the Hines Academic Center. The engineer shall perform visual observations of the existing building condition and provide recommendations for the removal and repair of damaged areas. All known existing structural documents will be provided by Texas State University as per availability. The engineers shall focus attention to the building exterior façade, brick and mortar cracking, structural attachments, and evidence of brick lintels not fully in contact with the veneer of structural substrate. Removal of brick in limited areas may be required and the university will assist in limited destruction of areas needing further study. The engineering team shall visit the site to observe readily evident indications of uneven building settlement and/or building movement. Any visible evidence of structural distress and deterioration shall be documented as suspected structural problem areas with photographs, field notes, field measurements, and other observations. This documentation shall be incorporated into future construction documents for the university’s use in selecting an appropriate construction contractor. A final report containing a summary of the site visits, limited destructive removal of the veneer and/or skin shall be submitted to the university as a required deliverable under this contract. Photographs and other observed conditions shall be keyed to floor plans and building elevations sheets along with legends and comments. A preliminary construction cost estimate shall be included as well as construction documents required for bidding documents. A complete set of construction drawings and specifications will be required in order for the university to issue a Request for Competitive Sealed Proposals.

**Phase 2:** The second phase of work shall include the University posting a Request for Competitive Sealed Proposals on ESBID based on the engineering report and the engineering construction documents developed for bidding purposes.

**The Total Construction Cost Limitation (CCL) for the project is \$5,000,000.**

2.4 FACILITY PROGRAM: N/A

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

2.5.1 Optional Pre-Submittal Meeting .....July 27, 2017



2.5.2	RFQ Submittal Questions Deadline (12:00 p.m.) .....	August 04, 2017
2.5.3	Owner receives Request For Qualifications .....	August 17, 2017
2.5.4	Owner announces “short list” of firms selected for interviews .....	September 01, 2017
2.5.5	Owner selects most qualified respondent .....	September 13, 2017
2.5.6	Owner negotiates fee and executes Agreement .....	October 19, 2017
2.5.7	Schematic Design begins .....	October 20, 2017
2.5.8	Structural Engineer completes Schematic Design .....	February 22, 2018
2.5.9	Structural Engineer completes Design Development Binder for BOR.....	May 01, 2018
2.5.10	Board of Regents Approval of DDs .....	May 24, 2018
2.5.11	Structural Engineer completes Construction Documents .....	June 22, 2018
2.5.12	NTP is issued and Construction begins .....	October 23, 2018
2.5.13	Owner accepts Substantial Completion of Construction .....	June 17, 2019
2.5.14	Final Completion .....	November 04, 2019
2.5.15	Occupancy .....	November 05, 2019

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 Structural Engineer to validate and improve on this initial schedule.

### **SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

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

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

- 3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm’s and Project Team’s unique qualifications as they pertain to this particular project.
- 3.1.2 Provide a statement on the availability and commitment of the Prime Firm and its principal(s) and assigned professionals, including all consultants to undertake the project.
- 3.1.3 Provide a brief history of the Prime Firm and each consultant proposed for the project.
- 3.1.4 Provide a graphic representation of the project team, identifying the Prime Firm and each consultant proposed for the project. The graphic representation shall depict current workloads and commitments for other projects for the prime and its consultants as well as the time resource and commitment for the prime and its consultants for this project for the time line noted in Article 2.5.

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

- 3.2.1 Provide the following information for the Prime Firm:
  - Legal name of the company as registered with the Secretary State of Texas
  - Address of the office that will be providing services
  - Number of years in business
  - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)

- Number of Employees by skill group
  - Annual revenue totals for the past ten (10) years
- 3.2.2 Provide the three (3) most recent audited financial statements documenting your firm’s financial stability. If audited statements are not available, so state and provide recent financial statements with a cover letter from your CPA. Provide this information in a separate sealed envelope marked “Confidential Financial Information.”
- 3.2.2.1 This will not be counted as part of the 50-page limit referenced in Section 4.1.2. Do not include this information in the electronic file submission.
- 3.2.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.2.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 3.2.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.6 Does any family, business or financial relationship exist between your firm and any Owner employee, officer or Regent? If so, please explain.
- 3.2.7 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional structural engineering services.
- 3.3 CRITERION THREE: PROJECT TEAM’S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES
- 3.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project for design and construction.
- 3.3.2 Provide resumes giving the experience and expertise of the professional members for each consultant that will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city of residence.
- 3.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criterion 3.4, and describe their roles in those projects.
- 3.3.4 Describe the basis for the selection of the proposed sub-consultants included in the design team and the role each will play for this project.
- 3.3.5 Describe the Prime Firm’s process in working with consultants and integrating them into the design process.
- 3.3.6 Describe how the Prime Firm and consultants will provide services during the construction administration process.

- 3.3.7 Identify the Prime Firm's past experience with the proposed consultants in the past five years.
- 3.3.8 Provide representative projects of the proposed consultants in Higher Education CM@R delivery method and how they will be beneficial to the delivery of this project.

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

- 3.4.1 List a maximum of five (5) projects for which you have provided services that are most directly related to this project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Planned versus actual dates for Schematic Design, Design Development and 95% Construction Documents. Provide an explanatory justification for any slippage of dates exceeding 15 days between planned and actual for each milestone.
- Actual Notice To Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- 
- Name of Project Engineer (individual responsible for coordinating the day to day work)
- Name of Project Designer (individual responsible for design concepts)
- Consultants
- Name of Project Manager for each Consultant.

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

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

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

3.5 **CRITERION FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES**

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

- 3.5.2 Describe the Prime Firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and quality assurance during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criterion 3.4.
- 3.5.3 Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.
- 3.5.4 Describe your firm's experience working with the Construction Manager-at-Risk project delivery method. Discuss your method of working with the contractor as a team member to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the design and construction process.
- 3.5.5 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to Criteria 3.4, provide examples of how these techniques were used and what degree of accuracy was achieved.
- 3.5.6 Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in response to Criterion 3.4, provide examples of how these techniques were used.
- 3.5.7 Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.

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

- 3.6.1 What do you perceive as the critical issues for this project?
- 3.6.2 Understanding schedule limitations, provide an analysis of the Owner's project planning schedule and describe how you plan to develop and communicate design, scope, and budget options in a manner that will help the Owner make timely and informed decisions.
- 3.6.3 Describe the the project team'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.

3.7 CRITERION SEVEN: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT OWNER'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

- 3.7.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.
- 3.7.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.
- 3.7.3 By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Qualifications.
- 3.7.4 By signature hereon, Respondent that is a "taxable entity" under Section 171.0002 of the Texas Code certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code.
- 3.7.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, nor anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, ET. seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.
- 3.7.6 By signature hereon, Respondent represents and warrants that:
  - 3.7.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;
  - 3.7.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
  - 3.7.6.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;
  - 3.7.6.4 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
  - 3.7.6.5 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that

the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

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

no member of the TSUS Board of Regents has a “substantial interest” (as that term is defined in Section 51.923 of the Texas Education Code) in the Respondent.

**[Continued on the next page].**

**3.7.14 Execution of Offer: RFQ No. 758-17-09071 – Hines Academic Building Structural Repairs for Texas State University**

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

Respondent's Name: \_\_\_\_\_  
*(Company Name)*

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

If a Corporation:

Respondent's State of Incorporation: \_\_\_\_\_

Respondent's Charter No: \_\_\_\_\_

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

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Name)*

**Submitted and Certified By:**

\_\_\_\_\_  
*(Respondent's Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Street Address)*

\_\_\_\_\_  
*(Telephone Number)*

\_\_\_\_\_  
*(City, State, Zip Code)*

\_\_\_\_\_  
*(Fax Number)*

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*(Email Address) for RFQ Notification*

\_\_\_\_\_  
*(Date)*



## **SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS**

### **4.1 GENERAL INSTRUCTIONS**

- 4.1.1 Qualifications shall be prepared **SIMPLY AND ECONOMICALLY**, providing a straightforward, **CONCISE** description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the **QUALITY**, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 The Statement of Qualifications shall be a maximum of 50 printed and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, financial statements, HUB Subcontracting Plan, if any, and Execution of Offer do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

### **4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:**

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.**
- 4.2.2 Additional attachments shall **NOT** be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

4.2.3 Separate and identify the response to each of the criteria in Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

4.3 TABLE OF CONTENTS:

4.3.1 Submittals shall include a “Table of Contents” and give page numbers for each part of the Qualifications.

4.4 PAGINATION:

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

**END OF REQUEST FOR QUALIFICATIONS**

# **Addendum No. 1**

**Issued August 9, 2017**

**REQUEST FOR QUALIFICATIONS  
FOR  
STRUCTURAL ENGINEERING  
PROFESSIONAL SERVICES  
FOR  
TEXAS STATE UNIVERSITY  
SAN MARCOS, TEXAS**

**Hines Academic Building  
Structural Repairs**

***RFQ No.:***

**758-17-09071**

**Notice To All Respondents:**

The following is Addendum No. 1 to the Request for Qualifications (RFQ)  
ESBD Posting No. 758-17-09071 was posted on July 21, 2017

**Prepared By:**

*Peter E. Graves, Vice Chancellor for Contract Administration  
Texas State University System  
Thomas J. Rusk Building*

*208 E. 10th Street, Suite 600 Austin, TX 78701-2407 (512) 463-1808  
512-463-1808  
peter.graves@tsus.edu*

**I. GENERAL:**

- A. The optional Pre-Submittal Conference was held on July 27, 2017 at 10:00 a.m., at the Physical Plant Building, Conference Room 125. The attendance sheet and agenda are attached to this Addendum.

**II. QUESTIONS/ANSWERS:**

- A. The Questions and Answers below were presented in response to this RFQ:
1. **Question:** Can you please tell me if there has been an initial structural evaluation on this building and who did that?  
**Answer:** There isn't an initial structural evaluation on this building.
  2. **Question:** Under Criterion Two, 3.2.6, it asks "Does any family, business, or financial relationship exist between your firm and any Owner, officer, or regent? If so, please explain." I am starting my MBA there in a couple of weeks. Does this relationship need to be disclosed?  
**Answer:** This student type relationship between you and Texas State University does not need to be disclosed.
  3. **Question:** Can you please confirm that construction administration services are not a part of this contract?  
**Answer:** Construction Administration Services are not a part of this contract. These services will be a part of the next phase of the work provided the University moves in that direction.
  4. **Question:** Section 3.2.2 requests that if audited financial statements are not available, then financials statements with a cover letter from the CPA can be submitted. What information do you need in the cover letter?  
**Answer:** The cover letter should contain information certifying the financial solvency of the firm and the date and results of the last audit performed by the CPA firm.
  5. **Question:** The RFQ says CSP will be the delivery method but questions 3.5.4 and 3.3.8 refer to CMAR. Will those questions be deleted from the RFQ?  
**Answer:** Questions 3.3.8 and 3.5.4 and will be revised as follows:
    - 3.3.8 *Provide representative projects of the proposed consultants in Higher Education ~~CMAR~~ using the "Competitive Sealed Proposal" delivery method and how they will be beneficial to the delivery of this project.*
    - 3.5.4 *Describe your firm's experience working with the ~~Construction Manager At-Risk~~ Contractors awarded projects through a Competitive Sealed Proposal (CSP) process. Discuss your method of working with the contractor as a team member to deliver and maintain pricing throughout the design and construction process and within the established budget.*

6. **Question:** The scope does not call for construction administration in this phase but question 3.3.6 relates to construction administration. Will that question be deleted from the RFQ?  
**Answer:** Construction Administration Services are not a part of this contract. These services will be a part of the next phase of the work provided the University moves in that direction.
7. **Question:** Would Texas State pull from their Geotech IDIQ to fulfill that scope if needed or should we list them as a consultant?  
**Answer:** Texas State may opt for additional geotechnical borings based on the Structural Engineer's report. If this is the case, then the University will either use its IDIQ contracts or place this work under the selected Structural Engineer's contract as additional services.

Attachments:

- (1) Pre-Proposal Sign-In Sheet
- (2) Pre-Proposal Conference Agenda

- **END OF ADDENDUM NO. 1** -

## Attendance - Pre-Proposal Conference

July 27, 2017 @ 10:00 a.m. - Physical Plant Conference Room 125

### Structural Engineering Services for the Hines Academic Building

Company	Name	Phone #	Email Address	Signature
A P Perantie LLC	Phil Morley	817-946-2392	phil@adperantie.com	Phil Morley
Armstrong-Douglass Partners	Phil Morley	817-946-2392	phil@armstrong-douglass.com	Phil Morley
Wayne Malek	Facility Eng ASS.	512-524-5921	wayne.malek@FEAPC.com	Wayne Malek
Huitt-Zollars	Amanda Dean	713.622.1180	ADEAN@HUITT-ZOLLARS.COM	Amanda Dean
SIMPSON GUMPERTZ + HEAD	PAUL SUMMERS	713 265 6420	psummers@sg.h.com	Paul Summers
RICK GUERRA	JOSE I. GUERRA, INC	512-445-2090	rguerra@guerra.com	Jose Guerra
JOSE GUERRA ENGINEER	YAN CHEUNG	512 445 2090	YCHEUNG@GUERRA.COM	Yan Cheung
Walker Restoration	Amanda Greenfield	512-569-4020	amanda.greenfield@walkerrestoration.com	Amanda Greenfield
Walker Restoration	Dominic Calabrese	512-787-0549	dominic.calabrese@walkerrestoration.com	Dominic Calabrese
TX STATE	Dan Compton	512-393-1019	DC22@TXSTATE	Dan Compton
Dunham Engineering	Wesley Outman	(210) 392-4894	wesley@dunhamengineering.com	Wesley Outman
Dan Alden	Dan Alden	210-771-2169	d-a29@txstate.edu	Dan Alden
WJE	Stephen Foster	512-257-4955	sfoster@wje.com	Stephen Foster
Tx State	Elizabeth Mendez	512-245-5519	ejm51@txstate.edu	Elizabeth Mendez
JQ	Emily Jaster	512 474 9094	ejuster@jgeng.com	Emily Jaster
TX STATE	Scott Rouse	512-245-1890	sr2169@txstate.edu	Scott Rouse
Structures	Paulette Gibbins	512 499 0919	paulette@structuresstc.com	Paulette Gibbins
CARDNO/ENSIGHT HAYNES WHALEY	DAVID CARTER	512 496 4830	david.carter@cardno.com	David Carter
BARKER STRUCTURAL	KRIS BARKER	210-446-3500	Kris@barkerstructural.com	Kris Barker
Texas State University	Karlie Beach	512.245.4725	kk1216@txstate.edu	Karlie Beach



**Phil Morley AIA LEED AP**  
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Senior Professional

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**Phil Morley AIA LEED AP**  
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**Rick Guerra, P.E.**

President/CEO  
rguerra@guerra.com



**David Carter**  
Director Business Development  
Structural Engineering  
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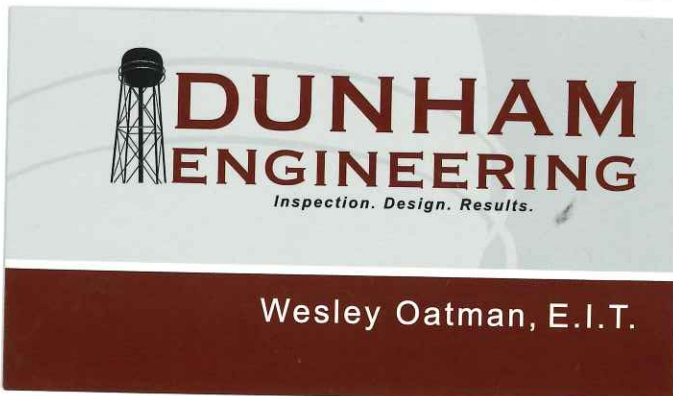
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**Yan Cheung, P.E.**

Senior Structural Project Engineer  
ycheung@guerra.com



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**Wesley Oatman, E.I.T.**

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**Paul B. Summers, S.E. (CA), P.E. (TX), CPEng (Aust)**

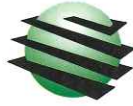
Senior Principal

direct: 713.265.6420 cell: 713.443.7196  
pbsummers@sgh.com

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Houston, Texas 77042  
main: 713.265.6400 fax: 713.265.6401

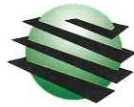


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**Amanda Greenfield**  
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MATERIALS SCIENTISTS

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*The rising STAR of Texas*

## Agenda

07/27/17

# Hines Academic Building Structural Engineering Services

## RFQ 758-17-09071

**RFQ DUE DATE: August 17, 2017 – before 2:00 p.m., C.D.T. - FPDC Office**

### A. Introductions

- a. Staff - FPDC
- b. HUB – Shonte' Gordon  
[hub@txstate.edu](mailto:hub@txstate.edu)  
512-245-2521
- c. Respondents

### B. Scope

#### Project

Hines Academic Center was built in 1938 and renovated in 1978. It is a 33,366 gross square foot 3 story building located on a sloped site. Its construction is a combination of concrete and steel framing with brick veneer. The building is used mainly as a classroom building with faculty offices.

**Phase 1:** The scope of work for this engineering project consists of a structural assessment and report relative to the Hines Academic Center. The engineer shall perform visual observations of the existing building condition and provide recommendations for the removal and repair of damaged areas. All known existing structural documents will be provided by Texas State University as per availability. The engineers shall focus attention to the building exterior façade, brick and mortar cracking, structural attachments, and evidence of brick lintels not fully in contact with the veneer of structural substrate. Removal of brick in limited areas may be required and the university will assist in limited destruction of areas needing further study. The engineering team shall visit the site to observe readily evident indications of uneven building settlement and/or building movement. Any visible evidence of structural distress and deterioration shall be documented as suspected structural problem areas with photographs, field notes, field measurements, and other observations. This documentation shall be incorporated into future construction documents for the university's use in selecting an appropriate construction contractor. A final report containing a summary of the site visits, limited destructive removal of the veneer and/or skin shall be submitted to the university as a required deliverable under this contract. Photographs and other observed conditions shall be keyed to floor plans and building elevations sheets along with legends and comments. A preliminary construction cost estimate shall be included as well as construction documents required for bidding documents. A complete set of construction drawings and specifications will be required in order for the university to issue a Request for Competitive Sealed Proposals.

**Phase 2:** The second phase of work shall include the University posting a Request for Competitive Sealed Proposals on ESBID based on the engineering report and the engineering construction documents developed for bidding purposes.

**The Total Construction Cost Limitation (CCL) for the project is \$5,000,000.**

## C. Timeline

Project Planning Schedule: Key Project planning schedule milestones are:

2.5.1	Optional Pre-Submittal Meeting .....	07-27-2017
2.5.2	RFQ Submittal Questions Deadline (12:00 p.m.).....	08-04-2017
2.5.3	Owner receives Request for Qualifications .....	08-17-2017
2.5.4	Owner announces “short list” of firms selected for interviews (if required).....	09-01-2017
2.5.5	Owner selects most qualified respondent .....	09-13-2017
2.5.6	Owner negotiates fee and executes Agreement.....	10-19-2017
2.5.7	Schematic Design Begins.....	10-20-2017
2.5.8	Structural Engineer completes Schematic Design.....	02-22-2018
2.5.9	Structural Engineer completes Design Development Binder for BOR .....	05-01-2018
2.5.10	Board of Regents Approval of DDs.....	05-24-2018
2.5.11	Structural Engineer completes Construction Documents.....	06-22-2018
2.5.12	NTP is issued and Construction Begins .....	10-23-2018
2.5.13	Owner accepts Substantial Completion of Construction .....	06-17-2019
2.5.14	Final Completion .....	11-04-2019
2.5.15	Occupancy.....	11-05-2019

## D. Criteria

### Criterion One: **Statement of Qualifications**

1. Statement of Interest
2. Statement of availability
3. History of the Prime Firm and each consultant
4. Graphic representation of the project team

### Criterion Two: **Prime Firm’s Ability to Provide Services**

1. Legal name, address, years in business, type of operation, number of employees, annual revenue (past 10 years)
2. Three most recent audited financial statements
3. Company currently for sale
4. Pending litigation
5. Default on any loan agreement or financing agreement
6. Family, business, or financial relationship between Owner employee, officer or Regent
7. Claims history

### Criterion Three: **Project Team’s Ability to Provide Design & Construction Administration Services**

1. Proposed project assignments & lines of authority
2. Provide resumes of the professional members for each consultant
3. Clearly identify the members of the proposed team who worked on listed projects in Criterion 3.4
4. Basis of selection of Consultants
5. Prime Firm’s process in working with consultants
6. How Prime Firm and consultants will provide services during the construction administration process
7. Prime Firm’s past experience with the proposed consultants in the past five years
8. Provide representative projects of the proposed consultants in Higher Education CM@R delivery method

### Criterion Four: **Performance on Past Representative Projects**

1. (5) projects most related to this RFQ (provide project name, location delivery method, color images, final construction cost w/change orders, project size in gross square feet, etc)
2. References which include Owner’s name and representative who served as the day to day liaison during the design and construction phases
3. References shall be considered relevant based on specific project participation and experience with the Respondent

**Criterion Five: Best Practices**

1. Design Philosophy, design methodology
2. Prime Firm's quality assurance program
3. Team's technical competence
4. Working experience with CM@R
5. Estimating methods for the design and construction phases
6. Develops and maintains work schedules
7. Project team's approach to assuring timely completion of this project

**Criterion Six: Problem Resolution**

1. Critical Issues of this project
2. Schedule limitations
3. Project team's experience with renovation/expansion in occupied facilities
4. Creativity incorporating mechanical, electrical and plumbing solutions in similar structures

**Criterion Seven: Execution of Offer**

**E. Historically Underutilized Businesses**

Complete the HUB Subcontracting Plan and sign the affirmation.

**F. Questions on the RFQ**

All questions from the RFQ shall be submitted in writing and addressed to:

Karlie Beach, CPPB  
Buyer III  
[kk1216@txstate.edu](mailto:kk1216@txstate.edu)

**G. Parking and permitting information.**

- Vendors and contractors (including construction contractors) who have contracts with the university may purchase red restricted permits if they wish to have red restricted parking privileges. They may also purchase perimeter parking permits but can only park in the perimeter lots.
- Parking inside fenced staging or construction areas will be limited. The staging areas are not intended to be parking areas. They are generally limited to 1-4 spaces for the job superintendent and other essential personnel. The job superintendent will give authorization to park inside the staging area. A dashboard permit will be provided at no cost by Parking Services and must be displayed at all times when parking in the staged area. Vehicles parked outside the pre-arranged staging areas may be subject to ticketing, immobilization (booting), and towing. Construction contractors must purchase perimeter permits for their workers to park in lot P/AZ 10W (Bobcat Stadium West) and be transported to the job site if they choose to park on campus. Permits must be displayed in all vehicles to park legally on campus.
- Vendors or Service providers with no contractual relationship with the university must park in the pay garages or may purchase a perimeter permit and park in any perimeter lot. On a case-by-case basis, the Assistant Director of Parking Services, upon request, may approve the purchase of a red restricted permit.
- The annual cost of a red restricted parking permit is \$335.00.
- The annual cost of a perimeter parking permit is \$115.00.

**H. Closing**