

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEER
PROFESSIONAL SERVICES

FOR
TEXAS STATE UNIVERSITY
SAN MARCOS, TEXAS**

**Albert B. Alkek 7th Floor
Wittliff Gallery Expansion**

RFQ No.:

758-17-09073

Submission Date:

September 25, 2017 – 2:00 p.m. (C.D.T)

Prepared By:

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**REQUEST FOR QUALIFICATIONS FOR
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Texas State University
San Marcos, Texas
Albert B. Alkek 7th Floor Wittliff Gallery Expansion
RFQ No.: 758-17-09073**

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 an Architect/Engineer (A/E) firm for design services for **Albert B. Alkek 7th Floor Wittliff Gallery Expansion** project (“Project”) on the Texas State University campus in San Marcos, Texas, in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).
- 1.1.1 Collecting Statements of Qualifications in response to this RFQ is the first step in selecting an A/E firm. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial ranking by the Owner. In the next step the Owner will determine an initial ranking of the respondents. If the initial ranking of the respondents is reasonably conclusive, the Owner may make a “most qualified” selection based upon the written Qualifications only. If not, then the Owner may conduct interviews with a “short list” of respondents.
- 1.1.2 The Owner may select up to five (5) of the top ranked qualified respondents to participate in an interview with the Owner to confirm and clarify the qualifications submitted and to answer additional questions. The Owner will then rank the interviewed respondents in order to determine a single most qualified respondent.
- 1.1.3 After selecting the most qualified respondent the Owner will negotiate the detailed professional services to be provided by the A/E and a suitable fee for those services. The Owner will request a fee proposal from the most qualified respondent, with supporting information demonstrating that the requested fee is justified by the level of effort (and related personnel costs) required to provide the services necessary for the design services described in this RFQ. Potential respondents should be aware that, except in unusual cases, the Owner does not consider billable time incurred while traveling to and from the Project site, Owner’s offices, or Board of Regents meetings as necessary to the completion of the Project. Potential respondents whose offices are located such that such time-consuming travel will be regularly required in the performance of services for the Project should consider this policy when deciding whether or not to submit their qualifications.
- 1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information. Additionally, if required pursuant to the provisions of Senate Bill 20 (79th Legislature 2015), the contract resulting from this solicitation will be posted on the Owner’s website.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Standard Architect/Engineer Agreement, a copy of which will be provided to all firms

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

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

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

- 1.5 **SUBMISSION OF QUALIFICATIONS:**

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

1.5.2 **DEADLINE AND LOCATION:** The Owner will receive Qualifications and HSP Plans for RFQ No. 758-17-09073 at the time and location described below.

September 25, 2017 - 2:00 p.m. (C.D.T.)

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

1.5.3 Submit (2) electronic versions of the Qualification Package and HSP 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.
- Ms. Karlie Beach, Buyer III
Texas State University
151-2 E. Sessom
Physical Plant Building, Suite 104
San Marcos, Texas 78666
Email: 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-Submittal conference is scheduled for:

September 6, 2017 – 2:00 p.m. (C.D.T)

Ms. Karlie Beach, Buyer III
Texas State University
Albert B. Alkek Library, Room 105-106
701 N. Guadalupe
San Marcos, Texas 78666

Fee-Based parking available in the LBJ Student Center Parking Garage adjacent to the Student Center. A map of the Pre-Proposal parking location is available by referencing the following link:

<http://gato-docs.its.txstate.edu/jcr:8edd9936-2300-4421-9d21-1d88ea307708/Alkek RFQ 427.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 **STATE REGISTRATION OF ARCHITECTURAL FIRMS:** Respondents are advised that the Texas Board of Architectural Examiners requires that any entity (including architects, landscape architects and interior designers) providing architectural services (including architects, landscape architects and interior designers) to the public must register with the Texas Board of Architectural Examiners. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.
- 1.19 **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.
- 1.19.1 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.
- 1.19.2 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:** A key element in defining the need for the development of the expansion and renovation of The Wittliff Collections is to understand the university's missions and shared values to provide its students, faculty, staff, and visitors with "an Emerging Research University dedicated to excellence in serving the needs of the diverse population of Texas and the world beyond." The Wittliff Collections also shares a similar value of engaging diverse populations to experience the variety of art forms that the people of Texas and the Southwest left behind. This commitment to diversity, unique character, and inclusiveness should be exhibited in a physical form to enable different populations to experience and interact with what The Wittliff Collections has to offer. The Wittliff Collections currently provides the university with a diverse exhibit of culture and heritage which celebrates and honors the history and pride of Texas and the Southwest. Although the current Wittliff Collections succeeds in attracting diverse populations visiting the University, improvements to the spaces are necessary to provide the high quality exhibits the donors and the university envision to make the Collections a fully interactive experience rich in culture and heritage, while focusing on environments specific to the needs of each space.

Prior to the project kickoff, the programming team developed a Feasibility Report for The Wittliff Collections (published October 2016) which indicated the challenges, limitations, benefits, and outcomes of expanding and renovating the existing spaces utilized by The Wittliff Collections. The report was intended to provide the university and donors with a basis for determining whether an expansion was financially feasible, as well as highlighting the architectural and structural limitations that would potentially challenge the development of the expansion. During the development of the Feasibility Report, the programming team gathered information through building tours, user interviews, and programming workshops. The information gathered through this effort, along with newly retrieved information, will be utilized to determine what is needed to make the project a success. The following items were identified by the user representatives as key elements for the development of the expansion and renovation of The Wittliff Collections:

- Expand gallery spaces for Lonesome Dove Collections, Music, and Photography to provide additional exhibit space;
- Provide a dedicated space for exhibit prep in close proximity to exhibition and display areas;
- Provide a dedicated space for a photography workroom that accommodates tools and supplies to prepare photographs and other images prior to being exhibited;
- Expand the area allocated to the reading room to allow space to create (2) individual smaller reading rooms and a reading room entry foyer;
- Allocate space for a classroom dedicated to the use of The Wittliff Collections presentations, workshops, and courses;
- Provide additional staff space to accommodate future staff growth to support and maintain the new and growing galleries;
- Allocate additional square-footage for a larger processing office located in close proximity to the galleries.

The expansion and renovation of The Wittliff Collections on the seventh floor of the Alkek Library will provide additional Collection / Gallery Spaces, as well as additional Collection Support Spaces, including Reading Rooms, a Wittliff Classroom, a Photo Workroom, and Storage Rooms, among others. As currently programmed, the project totals approximately 27,780 assignable square feet (ASF) translating into approximately 42,730 gross square feet (GSF) at a 65% efficiency factor. A detailed space list is provided within Chapter 3 of Architectural Space Program document.

Total Construction Cost Limitation for the project is \$5,051,000.

The initial deliverable under the contract resulting from this RFQ is anticipated to be Schematic Design of the Project, with certain enhancements to be described in the contract. Scope discussions with the selected respondent will be held to refine the desired deliverables. The schedule for the continuation of design after the Schematic Design phase, selection of a Construction Manager at Risk (CM@R), and construction of the Project is not yet defined and will depend on a variety of factors. It is likely that the Project will be constructed in phases over a period of time that could be as much as three to five years following the issuance of a Notice to Proceed under the contract resulting from this solicitation.

2.4 FACILITY PROGRAM: The Architectural Space Program is complete and will be released to the Architectural teams that will be given an interview.

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

2.5.1	Optional Pre-Proposal Meeting.....	09-06-2017
2.5.2	RFQ Submittal Questions Deadline (12:00 p.m.).....	09-13-2017
2.5.3	Owner receives Request for Qualifications	09-26-2017
2.5.4	Owner announces “short list” of firms selected for interviews	10-06-2017
2.5.5	Owner selects most qualified respondent	10-12-2017
2.5.6	Owner negotiates fee and executes Agreement	11-27-2017
2.5.7	Schematic Design begins	11-15-2017
2.5.8	A/E completes Schematic Design	02-07-2018
2.5.9	Schematic Design Documents Delivered	02-28-2018

The schedule of events presented above represent a basic timeline for the initial Schematic Design effort, with enhancements as contemplated by Section 2.3 of this RFQ. A final project timeline will be developed with the Owner at a later time. The Owner can be expected to work with the A/E and the CM@R to validate and improve on this initial schedule.

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

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

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

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

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

- 3.2.1 Provide the following information for the Prime Firm:
 - Legal name of the company as registered with the Secretary State of Texas
 - Address of the office that will be providing services
 - Number of years in business
 - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
 - Number of Employees by skill group
 - Annual revenue totals for the past ten (10) years
- 3.2.2 Provide the three (3) most recent audited financial statements documenting your firm’s financial stability. If audited statements are not available, so state and provide recent financial statements with a cover letter from your CPA. Provide this information in a separate sealed envelope marked “Confidential Financial Information.”
 - 3.2.2.1 This will not be counted as part of the 50-page limit referenced in Section 4.1.2. Do not include this information in the electronic file submission.
- 3.2.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.2.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company’s performance under a Contract with the Owner.

- 3.2.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.6 Does any family, business or financial relationship exist between your firm and any Owner employee, officer or Regent? If so, please explain.
- 3.2.7 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

3.3 CRITERION THREE: PROJECT TEAM'S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

Considering the complex nature of the facility and the vast array of programs and services offered it is essential that the successful candidate(s) demonstrate a solid understanding of Library and Gallery philosophies and have the necessary skills and resources to address the diverse mix of services, programs and infrastructural challenges that this project will present. A team approach to this process is highly recommended.

- 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.
- 3.3.9 Explain your organizational process for coordinating and conducting site visits of similar type projects.

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

3.4.1 List a maximum of five (5) projects for which 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 and which best illustrate current experience and programming capabilities relevant to this project.

- Identification of proposed personnel involved in the submitted project along with explanations of their role in previous project(s).
- Schedule Data (any unusual events or occurrences that affected the schedule should be explained).
- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Planned versus actual dates for Schematic Design, Design Development and 95% Construction Documents. Provide an explanatory justification for any slippage of dates exceeding 15 days between planned and actual for each milestone.
- Actual Notice To Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Architect (individual responsible for coordinating the day to day work)
- Name of Project Designer (individual responsible for design concepts)
- Consultants
- Name of Project Manager for each Consultant.

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

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

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

Relevant experience and capabilities will be judged through a review of both completed and ongoing projects; however, greater consideration will be given to completed projects. The key areas of interest for which project data and photographs should be submitted should be projects including facilities similar to those contemplated in this Project. These may include libraries, museums, galleries, or other similar facilities.

3.4.2 Explain how well your proposed team has performed on past projects which have included significant involvement from student groups, faculty and staff and an interactive decision making process.

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

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.
- 3.5.8 Identify best practices and trends in Gallery facility space utilization through a needs based program model to include facility offices, meeting rooms, ballroom and banquet facilities, casual spaces, study areas, student activity areas, and general facility circulation.

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? State briefly what you believe to be the most pertinent considerations and challenges that must be addressed in the design of a project of this type. You may wish to include sketches, diagrams, analyses or other tools from other similar projects that will help you illustrate your team's points. This is not an opportunity for the Architect to present design solutions for Texas State University's Albert B. Alkek Library 7th Floor Wittliff Gallery Expansion 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.
- 3.6.5 Explain your organizational process for coordinating and conducting site visits on similar projects.
- 3.6.6 Explain how well your proposed team has performed on past projects which have included significant involvement from student groups, faculty and staff and an interactive decision making process.

3.7 CRITERION SEVEN: RESPONDENT’S UNDERSTANDING OF AND EXPERIENCE WITH BUILDING INFORMATION MODELING (BIM)

- 3.7.1 Describe your Project Team’s experience managing and facilitating BIM use on projects, especially similar projects and especially involving CM@R delivery method.
- 3.7.2 Show BIM experience on the resumes of your Team members.
 - 3.7.2.1 Identify any BIM Consultants and describe their roles and Project-related experience. Provide a list of projects where consultants previously worked with Respondent in roles similar to what is currently being proposed.
 - 3.7.2.2 Provide the skills and qualifications of your BIM Manager and BIM team.
- 3.7.3 Describe any BIM-based efficiencies the team has provided on past projects that align with the Owner’s interest in energy savings, cost and schedule. Evaluators will be particularly looking for support for the following services (You need not specifically address these item by item. Describe what you perceive as critical BIM issues and opportunities for this project and highlight items you think address these.):
 - a. Pre-construction Services
 - b. Design management and coordination
 - c. Design assistance
 - d. Fabrication modeling for streamlining the submittal process
 - e. Design review and quality assurance
 - f. BIM-based analysis
 - g. BIM-based estimating
 - h. Owner decision support
 - i. Construction scheduling
 - j. Constructability modeling
 - k. Construction coordination
 - l. COBIA and commissioning data
 - m. Any additional BIM capabilities and experiences that could help this project
- 3.7.4 Describe how you can use BIM on this Project to:
 - a. Support better cost control assurance targeting a contractual Construction Cost Limitation (Target Guaranteed Maximum Price).

- b. Reduce buy-out cost risks while tightening CM Risk Contingencies needed within a Guaranteed Maximum Price.

3.8 CRITERION EIGHT: 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.

- 3.8.1 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.
- 3.8.2 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.
- 3.8.3 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.
- 3.8.4 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.
- 3.8.5 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.
- 3.8.6 By signature hereon, Respondent represents and warrants that:
 - 3.8.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;

- 3.8.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
- 3.8.6.3 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;
- 3.8.6.4 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
- 3.8.6.5 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.
- 3.8.7 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.
- 3.8.8 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).
- 3.8.9 By signature hereon, Respondent certifies as follows:
 - 3.8.9.1 "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."
 - 3.8.9.2 "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."
 - 3.8.9.3 "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."
- 3.8.10 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.

- 3.8.11 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).
- 3.8.12 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.
- 3.8.13 By signature hereon, Respondent certifies that no member of the Board of Regents of the TSUS, or the Executive Officers of the TSUS or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract, and that no member of the TSUS Board of Regents has a "substantial interest" (as that term is defined in Section 51.923 of the Texas Education Code) in the Respondent.

3.8.14 Execution of Offer: RFQ for Architectural/Engineering Professional Services, RFQ No. 758-17-09073 – Albert B. Alkek 7th Floor Wittliff Gallery Expansion 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 September 20, 2017

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

**TEXAS STATE UNIVERSITY
SAN MARCOS, TEXAS**

**Albert B. Alkek 7th Floor
Wittliff Gallery Expansion**

RFQ No.:

758-17-09073

Submission Date:

September 26, 2017 – 2:00 p.m. (C.D.T)

~~September 25, 2017 – 2:00 p.m. (C.D.T)~~

Notice To All Respondents:

The following is Addendum No. 1 to the Request for Qualifications (RFQ)
ESBD Posting No. 758-17-09073 was posted on August 30, 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 September 6, 2017, at 2:00 p.m., at the Albert B. Alkek Library, Suite 105-106. The attendance sheet and agenda are attached to this Addendum.

II Revisions:

- A. The Submission date for this RFQ shall be revised from September 25, 2017 to **September 26, 2017**. This change will affect the Cover Sheet and Section 1.5.2., Page 4 of 20. The time and location shall remain unchanged.

III. Questions/Answers:

- A. The Questions and Answers below were presented in response to this RFQ:
- Question: Would Texas State University be open to working with an out-of-town architect if we partnered with a local firm possessing a Texas license?
Answer: Yes.
 - Question: My firm recently completed the MEP portion of the study for the gallery expansion with Facility Programming. Is my firm precluded from this RFQ?
Answer: No.

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

Attendance - Pre-Proposal Conference

September 6, 2017 @ 2:00 p.m. - Albert B. Alkek Library Room 105-106

A/E Professional Services for Albert B. Alkek 7th Floor Wittliff Gallery Expansion

Company	Name	Phone #	Email Address	Signature
CNG Engineering	Jesse Reyes	(210) 224 8844	Jesse.Reyes@engengineering.com	Jesse Reyes
Tx State	Elizabeth Mendez	(512) 245 5519	em31@txstate.edu	EMendez
ECM INTERNATIONAL	MARTY GUTIERREZ	512-667-7269	mgutierrez@ECMINTL.COM	Marty Gutierrez
H2MG	Mehdi Mirmomeni	210-452-5447	mmirmomeni@h2mg.com	Mehdi Mirmomeni
Ford, Powell + Carson	D'Ann Wallace	210-226-1246	dwallace@fpcarch.com	DWallace
Data Com Design Group	Kelly Moon	512-478-6001	kmooon@datacomdesign.com	Kelly Moon
VAUGHN CONSTRUCTION	JACOB LUNA	210-823-4034	jluna@vaughnconstruction.com	Jacob Luna
Vaughn Construction	Jorge Rios	281-703 6706	Jrios@vaughn.com	Jorge Rios
MCKINNEY YORK	MICHELE ROSSUMANDO	512.476.0201	mrossa@mcKinneyyork.com	Michele Rossumando
MCKINNEY YORK	ALEX MORRIS	512 476 0201	amorris@mcKinneyyork.com	Alex Morris
Cleary Zimmermann	Crista Reed	(210) 447-6100	cristar@clearyzimmermann.com	Crista Reed
Tx ST	NATHAN KLENSCHITZ	512.245.6104	naw62@txstate.edu	Nathan Klenschitz
Texas State University	Karlie Beach	512.245.4725	kk1216@txstate.edu	Karlie Beach

Attendance - Pre-Proposal Conference

September 6, 2017 @ 2:00 p.m. - Albert B. Alkek Library Room 105-106

A/E Professional Services for Albert B. Alkek 7th Floor Wittliff Gallery Expansion

Company	Name	Phone #	Email Address	Signature
H2MG	Christina Taylor	210 525 0220	ctaylor@h2mg.com	
BRAVE/Architecture	Cristina Brown	713 524 5858	cbrown@bravearchitecture.com	
Smith + Company Architects	Lori Sons	817.360.0215	lsons@sc-arch.com	

Mehdi Mirmomeni, P.E.



Consulting Mechanical • Electrical Engineers

8000 IH-10 West
Suite 1004

San Antonio, Texas 78230 mmirmomeni@hmg-associates.com

Main: 210.349.0800

BRAVE / ARCHITECTURE



Cristina Brown
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713 524 5858 office • 713 524 5868 fax
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RFQ No. 758-17-09073

Page 5 of 9
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The rising STAR of Texas

Agenda

09/06/17

Albert B. Alkek 7th Floor Wittliff Gallery Expansion A/E Professional Services

RFQ 758-17-09073

RFQ DUE DATE: September 26, 2017 – before 2:00 p.m., C.D.T. - FPDC Office

A. Introductions

- a. Staff - FPDC
- b. HUB – Shonte' Gordon
hub@txstate.edu
512-245-2521
- c. Respondents

B. Scope

Project

A key element in defining the need for the development of the expansion and renovation of The Wittliff Collections is to understand the university's missions and shared values to provide its students, faculty, staff, and visitors with "an Emerging Research University dedicated to excellence in serving the needs of the diverse population of Texas and the world beyond." The Wittliff Collections also shares a similar value of engaging diverse populations to experience the variety of art forms that the people of Texas and the Southwest left behind. This commitment to diversity, unique character, and inclusiveness should be exhibited in a physical form to enable different populations to experience and interact with what The Wittliff Collections has to offer. The Wittliff Collections currently provides the university with a diverse exhibit of culture and heritage which celebrates and honors the history and pride of Texas and the Southwest. Although the current Wittliff Collections succeeds in attracting diverse populations visiting the University, improvements to the spaces are necessary to provide the high quality exhibits the donors and the university envision to make the Collections a fully interactive experience rich in culture and heritage, while focusing on environments specific to the needs of each space.

Prior to the project kickoff, the programming team developed a Feasibility Report for The Wittliff Collections (published October 2016) which indicated the challenges, limitations, benefits, and outcomes of expanding and renovating the existing spaces utilized by The Wittliff Collections. The report was intended to provide the university and donors with a basis for determining whether an expansion was financially feasible, as well as highlighting the architectural and structural limitations that would potentially challenge the development of the expansion. During the development of the Feasibility Report, the programming team gathered information through building tours, user interviews, and programming workshops. The information gathered through this effort, along with newly retrieved information, will be utilized to determine what is needed to make the project a success. The following items were identified by the user representatives as key elements for the development of the expansion and renovation of The Wittliff Collections:

- Expand gallery spaces for Lonesome Dove Collections, Music, and Photography to provide additional exhibit space;
- Provide a dedicated space for exhibit prep in close proximity to exhibition and display areas;

- Provide a dedicated space for a photography workroom that accommodates tools and supplies to prepare photographs and other images prior to being exhibited;
- Expand the area allocated to the reading room to allow space to create (2) individual smaller reading rooms and a reading room entry foyer;
- Allocate space for a classroom dedicated to the use of The Wittliff Collections presentations, workshops, and courses;
- Provide additional staff space to accommodate future staff growth to support and maintain the new and growing galleries;
- Allocate additional square-footage for a larger processing office located in close proximity to the galleries.

The expansion and renovation of The Wittliff Collections on the seventh floor of the Alkek Library will provide additional Collection / Gallery Spaces, as well as additional Collection Support Spaces, including Reading Rooms, a Wittliff Classroom, a Photo Workroom, and Storage Rooms, among others. As currently programmed, the project totals approximately 27,780 assignable square feet (ASF) translating into approximately 42,730 gross square feet (GSF) at a 65% efficiency factor. A detailed space list is provided within Chapter 3 of Architectural Space Program document.

Total Construction Cost Limitation for the project is \$5,051,000.

The initial deliverable under the contract resulting from this RFQ is anticipated to be Schematic Design of the Project, with certain enhancements to be described in the contract. Scope discussions with the selected respondent will be held to refine the desired deliverables. The schedule for the continuation of design after the Schematic Design phase, selection of a Construction Manager at Risk (CM@R), and construction of the Project is not yet defined and will depend on a variety of factors. It is likely that the Project will be constructed in phases over a period of time that could be as much as three to five years following the issuance of a Notice to Proceed under the contract resulting from this solicitation.

C. Timeline

Project Planning Schedule: Key Project planning schedule milestones are:

2.5.1	Optional Pre-Submittal Meeting	09-06-2017
2.5.2	RFQ Submittal Questions Deadline (12:00 p.m.).....	09-13-2017
2.5.3	Owner receives Request for Qualifications	09-26-2017
2.5.4	Owner announces “short list” of firms selected for interviews (if required)	10-06-2017
2.5.5	Owner selects most qualified respondent	10-12-2017
2.5.6	Owner negotiates fee and executes Agreement.....	11-27-2017
2.5.7	Schematic Design Begins.....	11-15-2017
2.5.8	A/E completes Schematic Design	02-07-2018
2.5.9	Schematic Design Documents Delivered.....	02-28-2018

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
9. Explain your organization process for coordinating and conducting site visits of similar type projects

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
4. State why you believe your team to be qualified relevant to this project

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
8. Identify best practices and trends in Gallery facility space utilization

Criterion Six: Problem Resolution

1. Critical Issues of this project
2. Schedule limitations
3. Project team's experience with renovation/expansion projects in occupied facilities
4. Creativity incorporating mechanical, electrical and plumbing solutions in similar structures
5. Organization process for coordinating and conducting site visits on similar projects
6. How well your proposed teams has performed on past projects which have included involvement with student groups, faculty, and staff in decision making

Criterion Seven: Respondent's Understanding of & Experience with Building Information Modeling (BIM)

1. Project Team's experience managing & facilitating BIM use on projects similar involving CM@R
2. Show BIM experience on the resumes of your Team Members
3. Describe any BIM-based efficiencies the team has provided on past projects in energy savings, cost and schedule.
4. Describe how you can use BIM on this project: support better cost control, reduce buy-out risks while tightening CM Risk Contingencies.

Criterion Eight: 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

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