

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

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

**Hilltop Housing – Phase II**

***RFQ No.:***

**758-25-09105**

***Submission Date:***

**December 17, 2024 – 2:00 p.m. (C.S.T.)**

**Prepared By:**

Donna Bryce, Senior Contract Administrator  
The Texas State University System  
601 Colorado Street  
Austin, TX 78701 - 512-463-1808  
Donna.Bryce@tsus.edu

**TABLE OF CONTENTS**

**Section 1 - General Information & Requirements**

- 1.1 General Information
- 1.2 Public Information
- 1.3 Type of Contract
- 1.4 Clarifications and Interpretations
- 1.5 Submission of Qualifications
- 1.6 Point-Of-Contact
- 1.7 Evaluation of Qualifications
- 1.8 Owner’s Reservation of Rights
- 1.9 Acceptance of Evaluation Methodology
- 1.10 No Reimbursement for Costs
- 1.11 **Mandatory** Pre-Submittal Conference
- 1.12 Eligible Respondents
- 1.13 Historically Underutilized Businesses’ Submittal Requirements
- 1.14 Certain Proposals and Contracts Prohibited
- 1.15 Sales and Use Taxes
- 1.16 Certification of Franchise Tax Status
- 1.17 Delinquency in Paying Child Support
- 1.18 State Registration of Architectural Firms
- 1.19 State Registration of Engineering Firms
- 1.20 Non-Boycott Israel Verification
- 1.21 Cybersecurity Training Program
- 1.22 Certification Regarding Business with Certain Countries and Organizations
- 1.23 Non-Discrimination of Firearm Industry Verification
- 1.24 Anti-Boycott Energy Companies Verification
- 1.25 Vaccine Passport Prohibition
- 1.26 Critical Infrastructure Affirmation

**Section 2 - Executive Summary**

- 2.1 Historical Background
- 2.2 Mission Statement
- 2.3 Project Description, Scope and Budget

- 2.4 Facility Program
- 2.5 Project Planning Schedule

**Section 3 - Requirements for Statement of Qualifications**

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

**Section 4 - Format for Statement of Qualifications**

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

**REQUEST FOR QUALIFICATIONS FOR  
ARCHITECT/ENGINEER PROFESSIONAL SERVICES  
TEXAS STATE UNIVERSITY  
SAN MARCOS, TEXAS  
HILLTOP HOUSING – PHASE II  
RFQ No.: 758-25-09105**

**SECTION 1 – GENERAL INFORMATION & REQUIREMENTS**

- 1.1 **GENERAL INFORMATION:** The Texas State University System (“Owner”), on behalf of **Texas State University**, is soliciting Statements of Qualifications (“Qualifications”) for the selection of an Architect/Engineer (“A/E”) firm for design of the **Hilltop Housing – Phase II** project (“Project”) on the Texas State University, San Marcos, Texas campus, in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (“RFQ”). Prospective A/E firms are hereinafter referred to as “Respondents”.
- 1.1.1 Collecting Qualifications in response to this RFQ is the first step in selecting an A/E firm. This RFQ provides the information necessary for Respondents to prepare and submit Qualifications for consideration by the Owner. In the next step the Owner will determine an initial ranking of the Respondents. If the initial ranking of the Respondents is reasonably conclusive, the Owner may make a “most qualified” selection based upon the written Qualifications only. If not, then the Owner may conduct interviews with a “short list” of Respondents.
- 1.1.2 The Owner may select up to five (5) of the top ranked qualified Respondents to participate in an interview with the Owner to confirm and clarify the Qualifications submitted and to answer additional questions. The Owner will then rank the interviewed Respondents in order to determine a single most qualified Respondent.
- 1.1.3 After selecting the most qualified Respondent the Owner will negotiate the detailed professional services to be provided by the A/E and a suitable fee for those services. The Owner will request a fee proposal from the most qualified Respondent, with supporting information demonstrating that the requested fee is justified by the level of effort (and related personnel costs) required to provide the services necessary for the design of the Project. Potential Respondents should be aware that, except in unusual cases, the Owner does not consider billable time incurred while traveling to and from the Project site, Owner’s offices, or Board of Regents meetings, as necessary to the completion of the Project. Potential Respondents whose offices are located where such time-consuming travel will be regularly required in the performance of services for the Project, should consider this policy when deciding whether or not to submit their Qualifications.
- 1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed. The Owner complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information. Additionally, pursuant to the provisions of *Texas Government Code* Section 2261.253, the contract resulting from this solicitation will be posted on the Owner’s website.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Standard Architect/Engineer Agreement for Construction Manager-at-Risk projects, a

copy of which is posted on Owner's website at: <http://www.tsus.edu/offices/finance/capital-projects.html> The Agreement should be viewed as a draft and is subject to change.

1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Discrepancies, omissions or doubts as to the meaning of RFQ documents shall be communicated in writing to the Owner for interpretation. Any responses to inquiries, clarifications, or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as a written addendum. All such addenda issued by the Owner before the proposals are due, become part of the RFQ. Respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications. Respondents shall be required to consider only those clarifications and interpretations that the Owner issues by addenda. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications. It is the responsibility of all Respondents to check the status of formal addenda five (5) calendar days prior to the submittal deadline. The deadline for the receipt of written questions and submittal deadline is stated in Section 2.5.

1.4.1 **ADDENDA AND AWARD INFORMATION, WILL BE ISSUED BY THE OWNER FOR THIS RFQ VIA THE ELECTRONIC BUSINESS DAILY WEBSITE AT THE FOLLOWING LINK:** <https://www.txsmartbuy.com/esbd> REFERENCE "BOARD OF REGENTS/TEXAS STATE UNIVERSITY SYSTEMS – 758" AND THE RFQ NUMBER PROVIDED IN THIS RFQ.

1.5 **SUBMISSION OF QUALIFICATIONS:**

1.5.1 The Qualifications must be received **at the address specified in Section 1.5.2 prior to the date and time deadline.** Please note that overnight deliveries such as FedEx and UPS arrive at a central campus location but are not usually delivered to the specified location until after the time deadline. Respondents are advised to use other methods of delivery or, if using an overnight delivery service, to send the Qualifications a day earlier than usual. The Owner will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been received by the University.

1.5.2 **DEADLINE AND LOCATION:** The Owner will receive Qualifications and HSP Plans for RFQ No. 758-25-09105 at the time and location described below.

**December 17, 2024 – 2:00 p.m. (C.S.T)**

Melissa Wile, Buyer III  
Texas State University  
Physical Plant  
151-2 East Sessom, Suite 104  
San Marcos, Texas 78666

1.5.3 Submit seven (7) identical hard copies of the Qualifications and two (2) digital copies on USB/flash drives in Adobe Acrobat PDF format. An original signature must be included on the Respondent's "Execution of Offer" document submitted with each hard copy.

1.5.4 Submit two (2) identical hard copies of the HUB Subcontracting Plan ("HSP") and two (2) digital copies on USB/flash drives in Adobe Acrobat PDF format, as a separate attachment from the Qualifications, as described in Section 1.13.

- 1.5.5 Qualifications and HSP materials received after the deadline in Section 1.5.2 will be returned to the Respondent unopened. The Point-of-Contact identified in Section 1.6 will identify the official time clock at the RFQ submittal location identified above.
- 1.5.6 The Owner will not acknowledge or consider Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 1.5.7 Properly submitted Qualifications will not be returned to Respondents.
- 1.5.8 Qualification and HSP materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person. Packages must clearly identify the submittal deadline, the RFQ title and number, and the name, return address and email address of the Respondent contact person on all envelopes. The HSP (electronic and hard copies) shall be included with the Qualifications packet but sealed separately.
- 1.5.9 Properly submitted Qualifications will be opened publicly and the names of the Respondents will be read aloud immediately after the submission of Qualifications deadline stated in Section 1.5.2.
- 1.6 POINT-OF-CONTACT: The Owner designates the following person as its representative and Point-of-Contact for this RFQ. 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.  
  
Melissa Wile, Buyer III  
Texas State University  
Email: mao114@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**, or their designee. Typically, that committee will include both future users of the facilities developed by the Project and facilities professionals, as well as representation from The Texas State University System Administration. The top five (5) or fewer ranked Respondents may be selected by the Owner for further consideration by participating in an interview wherein Qualifications will be presented and examined in further detail and where questions will be posed by the Selection Committee and answered by the Respondent.
  - 1.7.1 Qualification submittals shall not include any information regarding Respondent's proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the most qualified Respondent.
- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all submissions and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications and HSP in response to this RFQ, Respondent accepts the evaluation process and acknowledges and

accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner. Determinations by the Selection Committee will be subject to routine administrative review by the Owner’s executive officers but, once a selection is announced, it will not be subject to further review.

- 1.10 **NO REIMBURSEMENT FOR COSTS:** Respondent acknowledges and accepts that any costs incurred from the Respondent’s participation in this RFQ shall be at the sole risk and responsibility of the Respondent.
- 1.11 **MANDATORY PRE-SUBMITTAL CONFERENCE:** A mandatory pre-submittal conference is scheduled for:

**December 3, 2024 – 10:00 a.m. (C.S.T.) at:**

Texas State University  
LBJ Student Center  
301 Student Center Drive, Room 316  
San Marcos, Texas 78666

LBJ Parking Garage:

<https://map.concept3d.com/?id=308#!ct/18453,19314,49975?m/338077?s/lbj%20parking>

- Questions regarding the Pre-Submittal Conference may be directed to Melissa Wile at: [mao114@txstate.edu](mailto:mao114@txstate.edu)
  - A guided tour will not be included as part of the Pre-Submittal Conference.
- 1.12 **ELIGIBLE RESPONDENTS:** Only individual firms or lawfully formed business organizations may apply (This does not preclude a Respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Qualification.
- 1.13 **HISTORICALLY UNDERUTILIZED BUSINESSES’ SUBMITTAL REQUIREMENTS:** It is the policy of the Owner and each of its Member institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (“HUB” or “HUBs”) in all contracts. Accordingly, specific plans and representations by Respondents that appear to facilitate the State’s commitment to supporting HUB enterprises are required 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 and will disqualify the Respondent. A HUB Subcontracting Plan (HSP) is required as a part of the Respondent’s Qualifications.
- 1.13.1 The HSP information may be downloaded from the Texas State Comptroller’s website at the following URL link: <https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>
- 1.14 **CERTAIN PROPOSALS AND CONTRACTS PROHIBITED:** Under Section 2155.004, *Texas Government Code*, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following statement, "Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated, and payment withheld if this certification is inaccurate." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state

agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.

- 1.15 SALES AND USE TAXES: Section 151.311, *Texas Tax Code*, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include the Owner. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."
- 1.16 CERTIFICATION OF FRANCHISE TAX STATUS: Respondents are advised that the successful Respondent will be required to submit certification of franchise tax status as required by State Law (*Texas Tax Code* Chapter 171). The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.
- 1.17 DELINQUENCY IN PAYING CHILD SUPPORT: Under Section 231.006, *Texas Family Code*, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 1.18 STATE REGISTRATION OF ARCHITECTURAL FIRMS: Respondents are advised that the Texas Board of Architectural Examiners requires that any entity (including architects, landscape architects and interior designers) providing architectural services (including architects, landscape architects and interior designers) to the public must register with the Texas Board of Architectural Examiners. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association. The Texas Board of Architectural Examiners, 505 East Huntland Drive, Suite 350, Austin, Texas 78752, telephone (512) 305-9000, has jurisdiction over individuals licensed under the Architects' Registration Law, Chapter 1051, *Texas Occupations Code*.
- 1.19 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.
- 1.20 NON-BOYCOTT ISRAEL VERIFICATION: Pursuant to Section 2270.002 of the *Texas Government Code*, Respondent certifies that either (i) it meets an exemption criteria under Section 2270.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. Respondent shall state any facts that make it exempt from the boycott certification in its Response.
- 1.21 CYBERSECURITY TRAINING PROGRAM: Pursuant to Section 2054.5192, *Texas Government Code*, A/E and its consultants, officers, and employees who are provided credentials granting access to Member Institution computer system also known as Member's information system, must complete a cybersecurity training program certified under Section 2054.519, *Texas Government Code* as selected by the Member. The cybersecurity training program must be completed during the term and any renewal period of this Agreement. A/E shall verify in writing completion of the program to the Member within the first thirty (30) calendar days of the term and any renewal period

of this Agreement. Failure to comply with the requirements of this section are grounds for termination for cause of the Agreement.

- 1.22 CERTIFICATION REGARDING BUSINESS WITH CERTAIN COUNTRIES AND ORGANIZATIONS: Pursuant to Subchapter F, Chapter 2252.152, *Texas Government Code*, Respondent hereby certifies it is not engaged in business with Iran, Sudan, or a foreign terrorist organization. Respondent acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate
- 1.23 NON-DISCRIMINATION OF FIREARM INDUSTRY VERIFICATION: Pursuant to Chapter 2274, *Texas Government Code* (as enacted in SB 19 in the 87<sup>th</sup> Regular Legislative Session [2021]), Respondent hereby verifies that either (i) it has less than ten (10) full time employees; or (ii), it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association (as defined under Section 2274.001, *Texas Government Code*) and will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.
- 1.24 ANTI-BOYCOTT ENERGY COMPANIES VERIFICATION: Pursuant to Chapter 2274.002, *Texas Government Code* (as enacted in SB 13 in the 87<sup>th</sup> Regular Legislative Session [2021]), Respondent hereby certifies that either (i) it has less than ten (10) full time employees or (ii) it does not “boycott energy companies” (as defined under Section 809.001, *Texas Government Code*) and will not “boycott energy companies” during the term of this Agreement.
- 1.25 VACCINE PASSPORT PROHIBITION: Pursuant to Section 161.0085, *Texas Health and Safety Code* (as enacted in SB 968 in the 87<sup>th</sup> Regular Legislative Session [2021]), Respondent hereby certifies that it does not require its customers to provide any documentation certifying the customer’s COVID-19 vaccination or post-transmission recovery on entry to, to gain access to, or to receive service from Respondent’s business. Respondent acknowledges that such a vaccine or recovery requirement would make Respondent ineligible for a state-funded contract and shall be grounds for termination of this Agreement for cause.
- 1.26 CRITICAL INFRASTRUCTURE AFFIRMATION: Pursuant to Section 2274.0102, *Texas Government Code*, Respondent certifies that neither it nor its parent company, nor any affiliate of Respondent or its parent company, is (i) majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Section 2274.0103, *Texas Government Code*, or headquartered in any of those countries.

## SECTION 2 – EXECUTIVE SUMMARY

- 2.1 HISTORICAL BACKGROUND: Texas State University is a public research University located in San Marcos, Texas with a second campus in Round Rock, Texas. It serves over 38,000 students, offering over 200 bachelor’s, master’s, and doctoral degree programs. Texas State University is also classified as a Carnegie “R2”: Doctoral Universities – High research activity” and an “emerging research University” by the State of Texas with over \$100 Million a year in research expenditures. It is comprised of over 8 million gross square feet in facilities and its campuses are located on over 600 acres with an additional 4,000 acres of agriculture, research, and recreational areas.

Founded in 1899 to prepare the best teachers in the state, Texas State University has a legacy of preparing students to make an impact in the world, including Lydon B. Johnson, the only U.S. president to graduate from a college in Texas.



Texas State University is deeply committed to the success of all students while pursuing Carnegie’s “R1: Doctoral Universities – very high research activity” classification. The University is developing a strategic plan to enhance its Research and Development and intellectual property portfolio, expand its Ph.D. programs, and increase opportunities for post-doctoral research while also developing strategies to further student success.

2.2 **MISSION STATEMENT:** Texas State University is a doctoral-granting, student centered institution dedicated to excellence and innovation in teaching, research, including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation and world.

2.3 **PROJECT DESCRIPTION, SCOPE AND BUDGET:** Although the Program of Requirements identifies a single 8-story housing complex and detached dining complex, the new Hilltop Housing – Phase II may be comprised of multiple, perhaps four (4) separate 8-10-story housing structures comprised of 385,000 to 415,000 GSF, and a separate dining complex comprised of 40,000 to 45,000 GSF that will connect to the resident halls and other buildings on campus. The proposed project will require site and utility improvements/upgrades in this portion of the campus to provide a facility that is efficient and functional to its users. The list below summarizes what is envisioned for the project:

**Housing Complex:**

1. Affordability of student housing is a driving factor for this project. As such, the cost per bed will weigh heavily in determining the number of beds the complex can support. The project will aim to provide as many beds as possible, with a minimum of 1,300 and optimally 1,500 beds.
2. The optimal height of building(s) is eight (8) to ten (10) stories.
3. The new complex will provide an organization allowing residents to identify in smaller communities.
4. Three (3) or four (4) full-time staff apartments will be required, depending upon the size and configuration of the complex.
5. The complex shall provide mainly double rooms with a limited number of single rooms.
6. All resident rooms should provide a large amount of natural daylight and high ceilings, to the extent the building design allows.
7. New residence hall will provide comfortable, up-to-date, ADA accessible on-campus residence facilities that provide a sense of community for students.
8. Each community area should provide a distinct entrance and sense of place, with lobby / lounge space for activities and student study space, which facilitate interaction and engagement.
9. Security is important, and all entry / exit points should be designed with this in mind.
10. Design of the exterior of the building shall provide shared green spaces, including benches, landscaping, and tables to encourage interaction outside of the building.
11. Outdoor space is important and should be considered an attribute throughout the site design. Create adequate pedestrian paths for entry to the residence halls at the site, which also provide a clear means to nearby academic buildings.
12. Secured access should be provided to the residential complex for move-in/move-out, emergency vehicles and service vehicles.
13. At a minimum, ADA staff and service parking should be provided near the complex.

**Dining Complex:**

1. A meal program that can serve both retail and university meal plan customers.
2. Food court operation features multiple menu stations and a diverse selection of menu items.

3. Accessibility from adjacent housing and academic buildings.
4. 500-550 seats on the interior with a variety of outdoor seating options.
5. Receiving and Storage should be discreet and conveniently accessible from the service drive and loading dock.
6. The Dining complex can be on multiple levels. It is anticipated that the receiving/storage for the kitchen will be on a lower level, with the kitchen, prep and seating on an upper level.

**Construction Cost Limitation (CCL) Amount: \$175,000,000 to \$223,000,000**

2.4 **FACILITY PROGRAM:** The Program of Requirements is complete and will be provided as Attachment A on ESBD.

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

2.5.1	Owner publishes RFQ for A/E Professional Services .....	11/21/2024
2.5.2	Mandatory Pre-Submittal Conference (10:00 a.m.).....	12/03/2024
2.5.3	RFQ submittal of questions deadline (12:00 p.m.).....	12/06/2024
2.5.4	Deadline for submittal of Qualifications and HSP (2:00 p.m.).....	12/17/2024
2.5.5	Owner announces “short-list” of Respondents selected for interviews (if required) .....	01/07/2025
2.5.6	Owner interviews Respondents (if required) .....	01/21/2025
2.5.7	Owner selects most qualified Respondent.....	01/24/2025
2.5.8	Owner selects Construction Manager at Risk (CMR) .....	01/30/2025
2.5.9	Owner negotiates fee and executes Agreement .....	02/06/2025
2.5.10	Schematic Design begins.....	02/10/2025
2.5.11	Owner executes CMR Agreement .....	02/13/2025
2.5.12	Notice to Proceed for Pre-Construction Services .....	02/14/2025
2.5.13	Board of Regents approval of Design Development Submittal.....	08/15/2025
2.5.14	Owner approves Guaranteed Maximum Price Proposal .....	10/20/2025
2.5.15	Notice to Proceed for Construction Phase issued .....	10/21/2025
2.5.16	A/E completes Construction Documents .....	12/02/2025
2.5.17	Owner accepts Substantial Completion of Construction .....	06/01/2027
2.5.18	Final Completion .....	08/01/2027
2.5.19	Occupancy .....	08/15/2027

The Division of Student Success, Department of Housing and Residential Life and Texas State University Facilities Planning Design and Construction will work with the selected A/E and CMR to develop a strategy for accomplishing this schedule by use of early release packages, such as site utilities and structural packages, or other possibilities to meet a Fall 2027 completion goal.

**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** (Criterion Weight: 5%) (Maximum of two (2) printed pages per question)

- 3.1.1 Provide a statement of interest for the Project including a narrative describing the Respondent's unique qualifications as they pertain to this particular Project.
  - 3.1.2 Provide a statement on the availability and commitment of the Respondent and its principal(s) and assigned professionals, including all consultants to undertake the Project, for the timeline noted in Section 2.5.
  - 3.1.3 Provide a brief history of the Respondent's firm and each consultant proposed for the Project.
- 3.2 CRITERION TWO: RESPONDENT'S ABILITY TO PROVIDE SERVICES (Criterion Weight: 10%)
- 3.2.1 Provide the following information for the Respondent:
    - 3.2.1.1 Legal name of the company as registered with the Secretary State of Texas
    - 3.2.1.2 Address of the office that will be providing services
    - 3.2.1.3 Number of years in business
    - 3.2.1.4 Type of operation (Individual, Partnership, Corporation, Joint Venture, etc.)
    - 3.2.1.5 Number of employees by skill group
    - 3.2.1.6 Annual revenue totals for the past ten (10) years
  - 3.2.2 Identify if the Respondent's firm or any of its consultant team is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If yes, please explain the impact both in organizational and directional terms.
  - 3.2.3 Provide details of all past or pending litigation or claims filed against the Respondent's firm or any of its consultant team that would affect Respondent's performance under an agreement with the Owner.
  - 3.2.4 Identify if the Respondent is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, specify date(s), details, circumstances, and prospects for resolution.
  - 3.2.5 Declare if any relationship exists by relative, business associate, capital funding agreement, or any other such kinship, between Respondent's firm or any of its consultants and any Owner employee, officer, or Regent. If so, please explain.
  - 3.2.6 Provide a claims history under professional malpractice insurance for the past five (5) years for the Respondent's firm and any team members proposed to provide professional architectural or engineering services.
- 3.3 CRITERION THREE: PROJECT TEAM'S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES (Criterion Weight: 30%)
- 3.3.1 Describe, in graphic and written form, the Respondent's proposed Project assignments and lines of authority and communication for its principals and key professional members, including each consultant's staff 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 stating the experience and expertise of the Respondent's professional members and each consultant's staff 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 consultants included in the design team and the role each will play for this Project.
- 3.3.5 Describe the Respondent's process in working with consultants and integrating them into the design process and construction administration process.
- 3.3.6 Identify the Respondent's experience working with any proposed consultants in the past five (5) years.

3.4 CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (Criterion Weight: 25%)

- 3.4.1 List no less than three (3) but no more than five (5) projects for which Respondent has provided services that are **most directly related to this Project** and completed within the last ten (10) years. List the projects in order of priority, with the most relevant project listed first and which best illustrate current experience and capabilities relevant to this Project. Provide the following information for each project listed:
  - 3.4.1.1 Project name, location, description, and contract delivery method
  - 3.4.1.2 Photographic color images of exterior, interior, and floor plans and site plans as applicable.
  - 3.4.1.3 Construction cost estimates at Design Development, final GMP amount or bid, and final construction cost. Explain the reasons for any deviations.
  - 3.4.1.4 Final project size in gross square feet
  - 3.4.1.5 Type of construction (new, renovation, or expansion) and description of professional services Respondent provided for the project, and the materials used in the construction (tilt wall, cast-in-place, LBMF, structural steel, mass timber, etc.).
  - 3.4.1.6 Planned versus actual durations for Schematic Design, Design Development and ninety five percent (95%) Construction Documents phases. Provide an explanatory justification for any slippage of dates exceeding fifteen (15) calendar days between planned and actual for each milestone.
  - 3.4.1.7 Originally planned and actual: Notice to Proceed and Substantial Completion dates for construction. Any events or occurrences that affected the schedule should be explained.
  - 3.4.1.8 Name of project manager (individual responsible to the owner for the overall success of the project)
  - 3.4.1.9 Name of project architect (individual responsible for coordinating the day-to-day work)
  - 3.4.1.10 Name of project designer (individual responsible for design concepts)
  - 3.4.1.11 Consultants and name of project manager for each consultant. Identify proposed personnel for this Project along with explanations of their role in the past project(s).

- 3.4.2 References (for each project listed above, identify the following):
  - 3.4.2.1 The owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number and email address.
  - 3.4.2.2 Contractor's name and representative who served as the day-to-day liaison during the preconstruction and/or construction phase of the project, including telephone number and email address.
  - 3.4.2.3 Length of business relationship with the owner.

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

- 3.4.3 Explain how your proposed team performed on past projects which included significant involvement from faculty and staff, and an interactive decision-making process.
- 3.4.4 Briefly describe up to five (5) other projects, which further illustrate experience and capabilities relevant to this proposed Project.
- 3.4.5 Has Proposer worked with The System or one of the Member Institutions in the past five (5) years? If "yes," state The System contact (or Member Institution name, department name, and department contact) and provide a brief description of work performed.

3.5 CRITERION FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES (Criterion Weight: 15%)

- 3.5.1 Describe the Respondent's design philosophy, design methodology, and process for integrating institutional standards into the design.
- 3.5.2 Describe the Respondent's quality assurance program explaining the methods used and how Respondent maintains quality control during the development of construction documents and quality assurance during the construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criterion 3.4.
- 3.5.3 Describe Respondent's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.
- 3.5.4 Describe Respondent's cost estimating methods for the design and construction phases. Explain how cost estimates are developed and how often are they updated. For any combination of three (3) projects listed in response to Criterion 3.4, provide examples of how these techniques were used and what degree of accuracy was achieved.
- 3.5.5 Describe the way in which Respondent develops and maintains work schedules to coordinate with the owner's project schedule, assuring timely completion of this Project, including methods for schedule recovery if necessary. For any combination of three (3) projects listed in response to Criterion 3.4, provide examples of how these techniques were used.
- 3.5.6 Describe Respondent's experience working with the CMR project delivery method. Discuss Respondent's method of working with the contractor, as a team member, to deliver

a Guaranteed Maximum Price (“GMP”) and to maintain the GMP throughout the design and construction process.

3.5.7 Describe Respondent’s experience with various types of construction methods/materials as it relates to housing and dining facilities. Methods and materials include tilt wall, cast-in-place, load bearing metal framing, structural steel and mass timber.

3.6 CRITERION SIX: RESPONDENT’S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS  
(Criterion Weight: 15%)

3.6.1 Describe what Respondent perceives as the critical issues for this Project and briefly state what Respondent believes to be the most pertinent considerations and challenges that must be addressed in the design of a project of this type. Respondent may wish to include sketches, diagrams, analyses, or other tools from similar projects that help illustrate Respondent's points. This is **not** an opportunity for the Respondent to present design solutions.

3.6.2 State why Respondent believes its team to be qualified to skillfully address the issues that Respondent believes will be relevant to this Project.

3.6.3 Provide an analysis of the Owner’s Project Planning Schedule and describe how Respondent plans to develop and communicate design, scope, and budget options in a manner that will help the Owner make timely and informed decisions.

3.6.4 Explain Respondent’s organizational process for coordinating and conducting construction administration of similar type projects.

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

[Execution of Offer continues on the next page]

3.7 **EXECUTION OF OFFER**

NOTE TO RESPONDENTS: **SUBMIT ENTIRE SECTION WITH RESPONSE**

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

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

- 3.7.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.
- 3.7.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.
- 3.7.3 By signature hereon, Respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Qualifications.
- 3.7.4 By signature hereon, a corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, *Texas Tax Code*, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.
- 3.7.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or owner represented by the Respondent, nor anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, ET. seq., *Texas Business and Commerce Code*, or the Federal antitrust laws. Respondent further certifies that it has not communicated directly or indirectly the Qualifications submitted to any competitor or any other person engaged in a similar line of business.
- 3.7.6 By signature hereon, Respondent represents and warrants that:
  - 3.7.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;

- 3.7.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
- 3.7.6.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;
- 3.7.6.4 Respondent, if selected by the Owner, will maintain insurance as required by the contract;
- 3.7.6.5 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true, and accurate. Respondent acknowledges that the Owner will rely on such statements, information, and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.
- 3.7.7 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.
- 3.7.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident bidder as defined in *Texas Government Code* Section 2252.001(4).
- 3.7.9 By signature hereon, Respondent certifies as follows:
  - 3.7.9.1 "Under Section 231.006, *Texas Family Code*, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate."
  - 3.7.9.2 "Under Section 2155.004, *Texas Government Code*, the vendor or applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."
  - 3.7.9.3 Under Section 2254.004, *Texas Government Code*, the vendor, or applicant certifies that each individual or business entity which is an engineer or architect proposed by Respondent as a member of its team was selected based on "demonstrated competence and qualifications" only.
- 3.7.10 By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of Owner and any Member, or Respondent has not been an employee of Owner or any Member within the immediate twelve (12) months prior to Respondent's RFQ response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.



- 3.7.11 By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ. (ref. Section 2155.004 *Texas Government Code*).
- 3.7.12 Respondent represents and warrants that all articles and services quoted in response to this RFQ meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.
- 3.7.13 By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 3.7.14 By signature hereon, Respondent agrees, to the extent provided by Section 2254.0031 of *Texas Government Code*, to defend, indemnify, and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Respondent's Qualifications.
- 3.7.15 By signature hereon, Respondent agrees to complete a Cybersecurity Training Program. Pursuant to Section 2054.5192, *Texas Government Code*, Respondent and its subcontractors, officers, and employees, who are provided credentials granting access to Member's computer system also known as Member's information system, must complete a cybersecurity training program certified under Section 2054.519, *Texas Government Code* as selected by the Member. The cybersecurity training program must be completed during the term and any renewal period of the Agreement. Respondent shall verify in writing completion of the program to the Member within the first thirty (30) calendar days of the term and any renewal period of the Agreement. Failure to comply with the requirements of this section are grounds for termination for cause of the Agreement.
- 3.7.16 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.
- 3.7.17 By signature hereon, Respondent certifies that no member of the Board of Regents of the Texas State University System, or the executive officers of the Owner or its Member institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract, and that no member of the Board of Regents has a "substantial interest" (as that term is defined in Section 51.923 of the *Texas Education Code*) in the Respondent.
- 3.7.18 Pursuant to Chapter 2274, *Texas Government Code*, Respondent certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the Agreement against a firearm entity or firearm trade association.
- 3.7.19 Pursuant to Chapter 2274, *Texas Government Code*, Respondent certifies that it does not boycott energy companies as defined in Section 809.001(1)(a), *Texas Government Code*, (i.e., fossil fuel companies); and will not boycott energy companies during the term of the Agreement.

- 3.7.20 Respondent certifies that it does not require its customers to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery, on entry to, to gain access to, or to receive service from the Respondent's business. Respondent acknowledges that such a vaccine or recovery requirement would make Respondent ineligible for a state-funded contract.
- 3.7.21 Pursuant to Section 2274.0102, *Texas Government Code*, Respondent certifies that neither it nor its parent company, nor any affiliate of Respondent is majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Section 2274.0103, *Texas Government Code*, or headquartered in any of those countries.

[Execution of Offer continues on the next page]

**3.7.22 Execution of Offer: RFQ No. 758-25-09105 – Request for Qualifications for Architect/Engineer Services for Hilltop Housing – Phase II at 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)*

Respondent acknowledges receipt of the following Addenda:

No. 1 \_\_\_\_\_; No. 2 \_\_\_\_\_; No. 3 \_\_\_\_\_; No. 4 \_\_\_\_\_; No. 5 \_\_\_\_\_; No. 6 \_\_\_\_\_

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

**4.1 GENERAL INSTRUCTIONS**

- 4.1.1 Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 The statement of Qualifications shall be a maximum of 50 printed pages (25 sheets printed double-sided or 50 sheets single-sided) and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, HSP, and Execution of Offer do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.9 Failure to comply with all requirements contained in this RFQ may result in the rejection of the Qualifications.

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

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. Do not use metal-ring hard cover binders.
- 4.2.2 Additional attachments shall not be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

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

**END OF REQUEST FOR QUALIFICATIONS**

# **Addendum No. 1**

**Issued December 4, 2024**

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

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

## **Hilltop Housing – Phase II**

***RFQ No.:***

**758-25-09105**

#### **Notice To All Respondents:**

The following is Addendum No. 1 to the Request for Qualifications (RFQ) ESDB Posting No. 758-25-09105 was posted on November 21, 2024

**Prepared By:**

Donna Bryce, Senior Contract Administrator  
The Texas State University System  
601 Colorado Street  
Austin, TX 78701 - 512-463-1808  
Donna.Bryce@tsus.edu

**I. GENERAL:**

- A.** The Mandatory Pre-Submittal Conference was held on December 3, 2024, at Texas State University. The Attendance Sign-In Sheets are included as part of this Addendum

Attachments:

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

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



# Pre-Submittal Conference Agenda

December 3, 2024 | 10:00 AM

## Hilltop Housing Phase II

Architect/Engineer

RFQ 758-25-09105

**RFQ DUE DATE: December 17, 2024 – before 2:00 PM - FPDC Office**

### A. Introductions

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

### B. Project Scope

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

**PROJECT DESCRIPTION, SCOPE, AND BUDGET:** Although the Program of Requirements identifies a single 8-story housing complex and detached dining complex, the new Hilltop Housing – Phase II may be comprised of multiple, perhaps four (4) separate 8-10-story housing structures comprised of 385,000 to 415,000 GSF, and a separate dining complex comprised of 40,000 to 45,000 GSF that will connect to the resident halls and other buildings on campus. The proposed project will require site and utility improvements/upgrades in this portion of the campus to provide a facility that is efficient and functional to its users.

**Construction Cost Limitation (CCL) Amount: \$175,000,000 to \$223,000,000**

### C. Timeline

Project Planning Schedule: Key Project planning schedule milestones are:

2.5.1 Owner publishes RFQ for A/E Professional Services .....	11/21/2024
2.5.2 Mandatory Pre-Submittal Conference (10:00 a.m.).....	12/03/2024
2.5.3 RFQ submittal of questions deadline (12:00 p.m.) .....	12/06/2024
2.5.4 Deadline for submittal of Qualifications and HSP (2:00 p.m.).....	12/17/2024
2.5.5 Owner announces “short-list” of Respondents selected for interviews (if required) .....	01/07/2025
2.5.6 Owner interviews Respondents (if required) .....	01/21/2025
2.5.7 Owner selects most qualified Respondent .....	01/24/2025
2.5.8 Owner selects Construction Manager at Risk (CMR) .....	01/30/2025
2.5.9 Owner negotiates fee and executes Agreement .....	02/06/2025
2.5.10 Schematic Design begins .....	02/10/2025
2.5.11 Owner executes CMR Agreement .....	02/13/2025
2.5.12 Notice to Proceed for Pre-Construction Services .....	02/14/2025
2.5.13 Board of Regents approval of Design Development Submittal .....	08/15/2025
2.5.14 Owner approves Guaranteed Maximum Price Proposal .....	10/20/2025
2.5.15 Notice to Proceed for Construction Phase issued .....	10/21/2025
2.5.16 A/E completes Construction Documents .....	12/02/2025
2.5.17 Owner accepts Substantial Completion of Construction .....	06/01/2027
2.5.18 Final Completion .....	08/01/2027
2.5.19 Occupancy .....	08/15/2027



The Division of Student Success, Department of Housing and Residential Life and Texas State University Facilities Planning Design and Construction will work with the selected A/E and CMR to develop a strategy for accomplishing this schedule by use of early release packages, such as site utilities and structural packages, or other possibilities to meet a Fall 2027 completion goal.

#### **D. Criteria**

Criterion One: Respondent's Statement of Qualifications and Availability to Undertake the Project

Criterion Two: Respondent's Ability to Provide Services

Criterion Three: Project Team's Ability to Provide Design and Construction Administration Services

Criterion Four: Respondent's Performance on Past Representative Projects

Criterion Five: Respondent's Knowledge of Best Practices

Criterion Six: Respondent's Ability to Identify and Resolve Problems

#### **E. Historically Underutilized Businesses**

A HUB Subcontracting Plan (HSP) is required as a part of the Respondent's Qualifications. 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 and will disqualify the Respondent.

#### **F. Questions on the RFQ**

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

Melissa Wile, CTCD

Buyer III

[mao114@txstate.edu](mailto:mao114@txstate.edu)

**Questions deadline 12/06/2024 @ 12:00 PM**

#### **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**

# Attendance - Pre-Submittal Conference

December 3, 2024 @ 10:00 AM - LBJ Student Center, Room 316

## A/E Professional Services: Hilltop Housing Phase II

RFQ# 758-25-09105

Company	Name	Phone #	Email Address	Signature
1 BAIRD HAMPTON & BROWN	ALLEN GRAMMER	817-338-1277	AGRAMMER@BHBINC.COM	<i>[Signature]</i>
2 HKS	ANDY ALBIN	512-214-7780	AALBIN@HKSINC.COM	<i>[Signature]</i>
3 Lawrence Group	Luma Jaffar	512-656-4866	Luma.Jaffar@thelawrencegroup.com	<i>[Signature]</i>
4 TXST	Alli England	245-5519	ae15@txstate.edu	<i>[Signature]</i>
5 MWM	DAVID HILDEBRANDT	512 534 8067	David.Hildebrandt@mwmwdg.com	<i>[Signature]</i>
6 PGAL	TAYLOR WENDT	262-347-7232	twendt@PGAL.com	<i>[Signature]</i>
7 TXST	Melissa Wile	512-245-3657	mas114@txstate.edu	<i>[Signature]</i>
8 Marmon Mok	Jennifer Soto	210.270.2236	soto@marmormok.com	<i>[Signature]</i>
9 BJK ARCHITECTS	CARL BRONATZKY	512.796.8613	cbronatzky@bjkarchitects.com	<i>[Signature]</i>
10 Datum Rios	Jeremy Klahorst	512-469-9490	jklahorst@datumengineers.com	<i>[Signature]</i>
11 <del>ALAMO ARCHITECTS</del>	1			
12 ALAMO ARCHITECTS	ARIEL CHAVELA	210-216-4125	ariel@alamoarchitects.com	<i>[Signature]</i>
13 Treanor	Nadia Ziri	785-766-4064	nzhiri@treanor.design	<i>[Signature]</i>
14 Page	Rachel Bruchm	512-380-3666	rbruchm@pagethink.com	<i>[Signature]</i>
15 Ayers Saint Gross	Allison Wilson	410-347-8500	awilson@ayerssaintgross.com	<i>[Signature]</i>
16 Span Glass	Chance Ruffin	512-496-8083	Chance.Ruffin@spanglass.com	<i>[Signature]</i>
17 GOUSLER	MICHAEL REY	210.643.3284	MICHAEL_REY@GOUSLER.CO	<i>[Signature]</i>
18 LEVY DYKEMA	Betty Vera	512-342-9177	betty@levydykema.com	<i>[Signature]</i>
19 MOODY NOLAN	Rosalind Wyatt	832-689-4281	rosalind.wyatt@moodynolan.com	<i>[Signature]</i>
20 BJK ARCHITECTS	KEITH PINKELMAN	512 476 7133	kpinkelman@bjkarchitects.com	<i>[Signature]</i>

21. ~~CORGAN~~ SARA HAZARD 737 381 3909 sara.hazard@corgan.com  
 21. ~~LAKE ARCHITECTS~~ MLINEBERRY 767-553-2075 mlineberry@lakefirm.com  
 Addendum No. 1 - RFQ for Architect/Engineer Professional Services (posted 12/04/2024)  
 Hilltop Housing - Phase II at Texas State University in San Marcos, Texas  
 RFQ No. 758-25-09105  
 Page 5 of 14

(SEE BACK-OVER) \*

ENSIGHT HAYNES WHARVEY GARRETT COLEMAN 512-527-4250 gcoleman@ehwteam.com

WHITE CONSTRUCTION DAVID CARTER 512-496-4830 davidc@whiteconst.com

RHODE PARTNERS BRETT RHODE 512-354-1193 BRHODE@RHODEPARTNERS.COM

PLBK ARCHITECTS RYAN E. 517-775-7310 ryan.ecclaw@plbk.com

~~WHH~~

Collaborate Arch. HUBS Ron Valentin 210-580-6409 RValentin@CollaborateTEAM.com

### Attendance - Pre-Submittal Conference

December 3, 2024 @ 10:00 AM - LBJ Student Center, Room 316

### A/E Professional Services: Hilltop Housing Phase II

### RFQ# 758-25-09105

Company	Name	Phone #	Email Address	Signature
21 RANDALL SCOTT ARCHITECTS	RANDALL SCOTT	972 664 9100	rscott@rsarchitects.com	Randall Scott
22 RANDALL SCOTT ARCHITECTS	WILLIAM GREEN	972-664-9100	wgreen@rsarchitects.com	William Green
23 RANDALL SCOTT ARCHITECTS	PRESTON SCOTT	972.664-9100	pscott@rsarchitects.com	Preston Scott
24 PGAL	CHRISTINA HOUSEMAN	512-236-1005	CHOUSEMAN@PGAL.COM	Christina Houseman
25 BGK Architects	Valerie Kelly	512-694-1862	vkelly@bgkarchitects.com	Val Kelly
26 Datum/DatumRios	Erika Passalunig	512-469-9490	erikap@datumengineers.com	Erika Passalunig
27 Pfluger Architects	Jill Stewart	512-296-8136	jill.stewart@pflugerarchitects.com	Jill Stewart
28 TRENOR	JAMES REITTINGER	913 777 8421	jreittinger@trenor.design	James Reitinger
29 Kirksey	Brady Jobe	214-466-2719	brady.jobe@kirksey.com	Brady Jobe
30 Kirksey	Steve Durham	713-822-3086	steved@kirksey.com	Steve Durham
31 LORD AECK SURFACENT	ANDREA KIRK	347-749-3573	andrea.kirk@lordaecksurfacent.com	Andrea Kirk
32 Rhode Partners	Kate Meehan	512-826-2132	kmeehan@rhodepartners.com	Kate Meehan
33 Kate Stuteville	LAKE FLATO	210.888.5383	kstuteville@lakeflato.com	Kate Stuteville
34 GARY MIER	GLUMAC	915-539-9023	GMIER@GLUMAC.COM	Gary Mier
35 CASEY KENT	PERKINS WILL	303-578-9445	CASEY.KENT@PERKINSWILL.COM	Casey Kent
36 STG DESIGN	JEFF ERVIN	512 899 3500	JEFFERVIN@STGDESIGN.COM	Jeff Ervin
37 STG Design	Paul Labrant	512-899-3500	plabrant@stgdesign.com	Paul Labrant
38 CORGAN	SARA HAZARD	737 381 3909	sara.hazard@corgan.com	Sara Hazard
39 STANTEC	AUNE YOLDI	210 241 7349	aline.yoldi@stantec.com	Aune Yoldi
40 Dally Associates	CHRIS LAMMERS	512-5625	molmos@dallyassociates.com	Chris Lammers

Mackey Mitchell Architects Destiny Silva 817.500.0830 destiny-smackey@mitchell.com  
JOSE I. GUERRA SHAWN ALLEN 512-445-2090 SALLEN@GUERRA.COM  
FGMARCHITECTS ELLEN MORIARTY 972.415.1136 ellenmoriarty@fgmarchitects.com  
K&S DESIGN DAVID SHORT 918.633.5045 dshort@ksq.design  
Collaborate ARCH (HUB) Ron Valentin 210-580-6409 RValentin@collaborateTeam.com

**Jill Stewart, AIA, LEED AP**  
Senior Project Manager

Jill.Stewart@pflugerarchitects.com  
O 512.476.4040 | D 512.596.5195 | C 512.296.8136

**pfluger**

**pflugerarchitects.com**  
Austin | Corpus Christi | Dallas-Ft. Worth | Houston | San Antonio

**Aline Yoldi** AIA, RID, EDAC, NCARB, LEED AP BD+C  
Central Texas Higher Education Market Leader  
Senior Associate

Stantec Architecture Inc.  
70 NE Loop 410 Suite 1116  
San Antonio TX 78216-5893

aline.yoldi@stantec.com  
Direct: 210-714-5014  
Mobile: 210-980-3585  
Office: 210-525-9090



**CELL (210) 2417349**

**Casey  
Kent**

**Associate Principal, AIA, WELL AP, NCARB**

t. +1 512 640 8508 m. +1 303 578 9445  
casey.kent@perkinswill.com

**KATE MEEHAN**  
PARTNER  
DIRECTOR - OPERATIONS

kmeehan  
@rhodepartners.com

512.410.0362



515 CONGRESS AVE  
SUITE 1600  
AUSTIN, TX 78701  
512.473.0923 main  
rhodepartners.com

**BRETT RHODE**  
AIA LEED AP

FOUNDING PARTNER  
DIRECTOR - DESIGN

brhode  
@rhodepartners.com

512.354.1193

515 CONGRESS AVE  
SUITE 1600  
AUSTIN, TX 78701  
512.473.0923 main  
rhodepartners.com

601 N.W. Loop 410  
Suite 400  
San Antonio, Texas 78216  
Phone 210-829-0123  
Mobile 517-775-7310  
ryan.escano@pbk.com



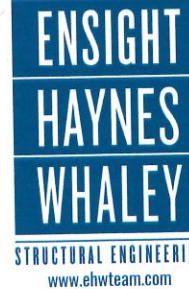
**Ryan Escano**  
Project Manager

**FGMA**ARCHITECTS

**ELLEN MORIARTY, AIA, LEED AP**  
ellenmoriarty@fgmarchitects.com

300 Throckmorton Street, Suite 580  
Fort Worth, Texas 76102

817.900.6026 MAIN  
817.900.6039 DIRECT



**GARRETT COLEMAN**  
Project Engineer



gcoleman@ehwteam.com

Office: 512.351.7897  
Direct: 512.540.5248  
Mobile: 512.527.4250

5910 Courtyard Dr., #200 | Austin, TX 78731  
12603 Southwest Fwy., #603 | Stafford, TX 77477

HUB Austin & Houston MBE SBE Federal SDB DBE

**Luma Jaffar**

MANAGING PRINCIPAL, AIA, RIBA, LEED BD+C



luma.jaffar@thelawrencegroup.com

O 512 391 1932     Barton Oaks Plaza Four  
D 512 827 5504     901 MoPac Expy South, Suite 180  
M 512 656 4866     Austin, TX 78746  
[thelawrencegroup.com](http://thelawrencegroup.com)

**MarmonMok**  
ARCHITECTURE

**Jennifer Soto**  
Associate  
Marketing Manager  
soto@marmonmok.com  
marmonmok.com  
**Design. Done.**

**San Antonio**  
1020 NE Loop 410, Suite 201  
San Antonio, Texas 78209  
T 210-270-2236  
C 210-254-5624

**Austin**  
900 East 6th Street, Suite 105  
Austin, Texas 78702  
T 512-687-3423



**Ariel Chavela, Architect**  
Senior Principal

ariel@alamoarchitects.com  
210.227.2612

**Alamo Architects**  
1512 South Flores Street  
San Antonio, Texas 78204



**Nadia Zhiri**  
AIA, LEED AP  
Principal

nzhiri@treanor.design  
d 785.371.0784 c 785.766.4064  
[www.treanor.design](http://www.treanor.design)

Associate  
Mechanical Engineer

**Allen  
Grammer, PE, NSSA AP**

tgrammer@bhbinco.com  
817.338.1277 o  
682.207.1856 d  
817.894.4536 m

6300 Ridglea Place, Suite 700  
Fort Worth, Texas 76116



**BAIRD, HAMPTON & BROWN**

building partners

**Barnes  
Gromatzky  
Kosarek  
Architects**

Valerie T. Kelly  
Business Development and Marketing

~~1508 West 5th Street, Suite 200~~  
Austin, Texas 78703

O: 512.476.7133  
M: 512.694.1862

1224 E. 12  
St 320  
Austin, TX  
78731

✓ vkelly@bgkarchitects.com  
www.bgkarchitects.com

**Destiny Silva**  
BUSINESS DEVELOPMENT MANAGER  
Associate

M 817 300 0830  
destiny\_s@mackeymittell.com

2811 McKinney Avenue  
Suite 350  
Dallas, TX 75204



**MACKEY MITCHELL  
ARCHITECTS**

**TAYLOR WENDT**  
twendt@PGAL.COM



D 512 634 5110  
T 512 236 1005  
C 262 347 7232

3601 S. Congress Ave.  
Suite D100  
Austin, TX 78704

PGAL.COM

**CHRISTINA HOUSEMAN**  
chouseman@PGAL.COM



D 512 634 5116  
T 512 236 1005  
C 407 990 2585

3601 S. Congress Ave.  
Suite D100  
Austin, TX 78704

PGAL.COM



**Rosalind A. Wyatt**  
LEED AP O+M  
Business Development Manager

O. 832.530.4570  
C. 832.689.4281  
rosalind.wyatt@moodynolan.com

**Page/**

**Rachel Brehm**  
Business Development Director  
rbrehm@pagethink.com

DIRECT 512 382 3666

**Page Southerland Page, Inc.**  
7373 Broadway Street, Suite 405  
San Antonio, Texas 78209  
pagethink.com



**Andrea Kirk , AIA**  
Director Austin Office

D: 512-831-6250  
M: 347-749-3573  
Andrea.Kirk@lordaecksargent.com

1300 Guadalupe Street  
Suite 225  
Austin, Texas 78701  
877-929-1400

lordaecksargent.com



**HKS**

**Andy Albin**  
LEED AP  
Principal  
Studio Practice Leader,  
Education

98 San Jacinto Blvd., #500  
Austin, TX 78701  
+1 512 214 7780 mobile  
aalbin@hksinc.com  
www.hksinc.com



**David Carter**  
Vice President of Relationship Development

2705 Bee Cave Road, Suite 250, Austin, TX 78746  
O: (512) 583-9207 C: (512) 496-4830  
DavidC@whiteconst.com | www.whiteconst.com



**David Hildebrandt, PE**  
Sr. Project Manager  
david.hildebrandt@mwmdbg.com

9001 N. IH-35, Suite 102  
Austin, Texas 78753  
c 512.534.8067  
o 512.453.0767

TBPELS F-1416 10065600 | TBAE 1452 | HUB



**RANDALL SCOTT  
ARCHITECTS**

ARCHITECTURE | INTERIORS | PLANNING

**WILLIAM GREENE AIA, LEED AP BD+C**  
**SR. PROJECT MANAGER, ASSOCIATE VICE PRESIDENT**  
wgreene@rsarchitects.com  
(972) 664-9100 x1011

4975 PRESTON PARK BLVD | SUITE 620 | PLANO, TX 75093



**MARY BETH LINEBERRY**  
Director of Branding &  
Market Strategy

mlineberry@lakeflato.com  
p 210 679 2302 m 404 558 2075

311 third street san antonio texas 78205 www.lakeflato.com

**Ron  
Valentin**

**Principal**

M: (210) 724-9997  
O: (210) 580-6409  
F: (267) 695-9035  
E: rvalentin@collaborateteam.com

**Betty Vera**

*Executive Assistant*

Betty@LevyDykema.com  
o 512.342.9177 x 116  
c 512.845.8040  
LevyDykema.com

Austin | Corpus Christi

**LEVY**  
DYKEMA

**ERIKA PASSAILAIGUE, CPSM**  
Principal, Business Development  
erikap@datumengineers.com

8140 N. Mopac Expressway  
Building 1, Suite 120  
Austin, Texas 78759  
512.469.9490 | 512.789.9152 cell

[datumengineers.com](http://datumengineers.com)



**JEREMY KLAHORST, PE**

Operations Director

jeremyk@datumengineers.com

8140 N. Mopac Expressway  
Building 1, Suite 120  
Austin, Texas 78759  
512.469.9490 | 512.658.9613 cell

[datumengineers.com](http://datumengineers.com)



**SARA HAZARD** AIA, LEED Green Associate  
Project Architect  
sara.hazard@corgan.com  
D — +1 737 381 3909

**Michael Rey, AIA, NCARB**  
Principal/Managing Director

**Gensler**

Direct +1 210.729.2058  
Main +1 210.222.8059  
Mobile +1 210.643.3284  
michael\_rey@gensler.com

229 E. Houston Street  
Suite 200  
San Antonio TX 78205  
USA

# List of Firms - Pre-Submittal Conference

December 3, 2024 @ 10:00 AM - LBJ Student Center, Room 316

A/E Professional Services: Hilltop Housing Phase II

RFQ# 758-25-09105

#	Company
1	Alamo Architects
2	Ayers Saint Gross
3	Baird, Hampton & Brown
4	Barnes Gromatzky Kosarek Architects
5	Collaborate Architects
6	Corgan
7	Dally & Associates
8	Datum Engineers
9	Ensign Haynes Whaley Structural Engineering
10	FGM Architects
11	Gensler
12	Glumac
13	HKS
14	Jose I Guerra
15	Kirksey
16	KSQ Design
17	Lake Huto Architects
18	Levy Dykema
19	Lord AECK Sargent
20	Mackey Mitchell Architects
21	Marmon Mok
22	Moody Nolan
23	MWM Design Group
24	Page Southerland Page
25	PBK Architects
26	Perkins Will
27	PGAL
28	Pgfluger Architects
29	Randall Scott Architects
30	Rhode Partners
31	SpawGlass
32	Stantec
33	STG Design
34	The Lawrence Group
35	Treanor

# **Addendum No. 2**

**Issued December 9, 2024**

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

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

## **Hilltop Housing – Phase II**

**RFQ No.:**

**758-25-09105**

#### **Notice To All Respondents:**

The following is Addendum No. 2 to the Request for Qualifications (RFQ)  
Addendum No. 1 was posted December 4, 2024  
ESBD Posting No. 758-25-09105 was posted on November 21, 2024

**Prepared By:**

Donna Bryce, Senior Contract Administrator  
The Texas State University System  
601 Colorado Street  
Austin, TX 78701 - 512-463-1808  
Donna.Bryce@tsus.edu

**I. GENERAL:**

**A.** Below is a Question that was presented along with the Answer in relation to this RFQ, as of December 6, 2024, 12:00 p.m.

**1.** **Question:** We are preparing our submission for the Texas State University Hilltop Housing, Phase 2 pursuit and we had a question regarding 3.4.1 – Past Representative Projects. Must these projects be complete or would projects currently under construction be acceptable for inclusion?

**Answer:** Although completed projects are preferred and responsive to the criterion question, if the Respondent has a representative project that is in construction, please include status (percent complete), photos and renderings of the project, along with all other requested information for this Criterion.

**- END OF ADDENDUM NO. 2 -**