THE TEXAS STATE UNIVERSITY SYSTEM

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEER
PROFESSIONAL SERVICES

FOR
TEXAS STATE UNIVERSITY
SAN MARCOS, TEXAS

STUDENT HEALTH CENTER EXPANSION

RFQ No.:

758-27-09111

Submission Date:

November 5, 2026 – 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

THE TEXAS STATE UNIVERSITY SYSTEM

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 Optional Pre-Submittal Conference
1.12 Eligible Respondents
1.13 Veteran Heroes United in Business 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
1.27 Hardening of Texas's Critical Infrastructure

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

THE TEXAS STATE UNIVERSITY SYSTEM

REQUEST FOR QUALIFICATIONS FOR ARCHITECT/ENGINEER PROFESSIONAL SERVICES TEXAS STATE UNIVERSITY SAN MARCOS, TEXAS STUDENT HEALTH CENTER EXPANSION RFQ No.: 758-27-09111

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: The Texas State University System ("Owner"), on behalf of Texas State University ("Institution"), is soliciting Statements of Qualifications ("Qualifications") for the selection of an Architect/Engineer ("A/E") firm for design of the **Student Health Center Expansion** 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. Without limiting the foregoing, the requirements of Subchapter J, Chapter 552, *Texas Government Code*, may apply to this solicitation and the Respondent agrees that the contract can be terminated

if the A/E entering into the contract pursuant to this solicitation knowingly or intentionally fails to comply with a requirement of that Subchapter.

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 Competitive Sealed Proposal 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. 758-27-09111 at the time and location described below.

November 5, 2026 - 2:00 p.m. (C.S.T.)

Sandra Vasquez, Buyer III
Texas State University
151-2 East Sessom Drive
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 VetHUB 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**.

Sandra Vasquez, Buyer III
Texas State University
Email Address: vbr33@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 OPTIONAL PRE-SUBMITTAL CONFERENCE: An optional pre-submittal conference is scheduled for:

October 21, 2026 – 10:00 a.m. (C.D.T.) at:
Texas State University
LBJ Student Center, Room 316
301 Student Center Drive
San Marcos, Texas 78666

- Questions regarding the Pre-Submittal Conference may be directed to Sandra Vasquez at: vbr33@txstate.edu.
- A guided tour will not be included as part of the Pre-Submittal Conference.
- Parking Location/Instructions: https://map.concept3d.com/?id=308#!bm/?ct/18453,19314,49975?m/323415?s/lbj%20parking

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 VETERAN HEROES UNITED IN BUSINESS SUBMITTAL REQUIREMENTS: It is the policy of the Owner and each of its Member Institutions, to promote and encourage contracting and subcontracting opportunities for service disabled veterans, referred to as Veteran Heroes United in Business ("VetHUB" or "VetHUBs"), in all contracts. Accordingly, specific plans and representations by Respondents that appear to facilitate the State's commitment to supporting VetHUB enterprises are required in the selection process. Failure to submit specific plans and representations regarding VetHUB 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 VetHUB 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: Veteran Heroes United in Business (VetHUB)

1.13.2 Questions regarding VetHUB HSP requirements can be directed to:
HUB Specialist
Texas State University
Email Address: hub@txstate.edu

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 **ce**rtification 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 the Institution's computer system also known as Institution's information system, must complete a cybersecurity training program certified under Section 2054.519, *Texas Government Code* as selected by the Institution. 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 Institution 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 87th 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 87th 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 87th 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 contact 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.

1.27 HARDENING OF TEXAS'S CRITICAL INFRASTRUCTURE. Pursuant to Executive Order GA-48 (2024), Contractor certifies that it, and, if applicable, any of its holding companies or subsidiaries, is not:

1.27.1 Listed in Section 889 of the 2019 National Defense Authorization Act ("NDAA"); or
1.27.2 Listed in Section 1260H of the 2021 NDAA; or

1.27.3 Owned by the government of a country listed on US Department of Commerce's foreign adversaries list under 15 C.F.R. Section 791.4; or

1.27.4 Controlled by any governing or regulatory body located in a country on the US Department of Commerce's foreign adversaries list under 15 C.F.R. Section 791.4.

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: The Student Health Center Expansion Project will bring together health and well-being resources into a single space to provide a single point of contact for students to access resources. The 2-story, 20,000 GSF expansion will include site utility relocation, demolition along the existing building front, upgrades and improvements to the existing building entry/lobby and new driveway, parking and landscaping.

The total Construction Cost Limitation for the project is $15,000,000

2.4 FACILITY PROGRAM: A Design Criteria Package for the Student Health Center Expansion project, dated October 13, 2026, is 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	10/13/2026
2.5.2	Optional Pre-Submittal Conference (10:00 a.m.)	10/21/2026
2.5.3	RFQ submittal of questions deadline (12:00 p.m.)	10/28/2026
2.5.4	Deadline for submittal of Qualifications and HSP (2:00 p.m.)	11/05/2026
2.5.5	Owner announces "short-list" of Respondents selected for interviews (if required)	11/19/2026

2.5.6	Owner interviews Respondents (if required)	12/02/2026
2.5.7	Owner selects most qualified Respondent	12/08/2026
2.5.8	Owner negotiates fee and executes Agreement	02/04/2027
2.5.9	Schematic Design begins	02/05/2027
2.5.10	Board of Regents approval of Design Development Submittal	08/19/2027
2.5.11	A/E completes Construction Documents	11/12/2027
2.5.12	Owner issues RFP for Competitive Sealed Proposals (CSP)	11/19/2027
2.5.13	Deadline for submittal of Competitive Sealed Proposals	12/17/2027
2.5.14	Owner executes CSP Agreement	01/28/2028
2.5.15	Notice to Proceed for Construction Issued	02/14/2028
2.5.16	Owner accepts Substantial Completion of Construction	02/09/2029
2.5.17	Final Completion	03/09/2029
2.5.18	Occupancy	03/12/2029

The schedule of events presented above represent a basic timeline for the project. A final project timeline will be developed with the Owner at a later time. The Owner can be expected to work with the A/E and the Contractor 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 (Criterion Weight: 10%) (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.

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.

3.5 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 CSP project delivery method. Discuss Respondent's method of working with the consultants as a team, to deliver a complete and final set of construction doucments and specifications for accurate pricing by a contractor.

3.6 CRITERION SIX: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS (Criterion Weight: 10%)

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.

(EXECUTION OF OFFER 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 antitrust laws of the United States (15 U.S.C.A. Sec. 1 *et seq.*). 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. Respondent hereby assigns to Owner any and all claims for overcharges associated with any resulting contract arising under the antitrust laws of the United States and/or the State of Texas.

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 Section 2252.001(4), *Texas Government Code*.

3.7.9 By signature hereon, Respondent certifies pursuant to Section 231.006, *Texas Family Code*, that it 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.

3.7.10 By signature hereon, Respondent certifies, pursuant to Section 2155.004, *Texas Government Code*, that no employee or other person having an ownership interest in Respondent has received compensation from the Owner or a Member for the preparation of specifications or requests for proposals for this Project and Respondent acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

3.7.11 By signature hereon, Respondent certifies, pursuant to Section 2254.004, *Texas Government Code*, 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.

3.7.12 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.

3.7.13 By signature hereon, 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.

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

3.7.15 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.

3.7.16 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.

3.7.17 By signature hereon, pursuant to Sections 2107.008 and 2252.903, *Texas Government Code,* Section 231.006, *Texas Family Code,* and Chapter 171, *Texas Tax Code,* 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.

3.7.18 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.

3.7.19 By signature hereon, 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.

3.7.20 By signature hereon, 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.

3.7.21 By signature hereon, 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.

3.7.22 By signature hereon, pursuant to Section 2275.0102, *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 2275.0103, *Texas Government Code*, or headquartered in any of those countries.

3.7.23 By signature hereon, pursuant to Executive Order GA-48 (2024), Respondent certifies that it, and, if applicable, any of its holding companies or subsidiaries, is not:

3.7.23.1 Listed in Section 889 of the 2019 National Defense Authorization Act ("NDAA"); or
3.7.23.2 Listed in Section 1260H of the 2021 NDAA; or
3.7.23.3 Owned by the government of a country listed on US Department of Commerce's foreign adversaries list under 15 C.F.R. Section 791.4; or
3.7.23.4 Controlled by any governing or regulatory body located in a country on the US Department of Commerce's foreign adversaries list under 15 C.F.R. Section 791.4.

3.7.24 By signature hereon, pursuant to Section 2252.152, *Texas Government Code*, Respondent represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization as prohibited by Section 252.152, *Texas Government Code*.

3.7.25 By signature hereon, pursuant to Section 2271.002, *Texas Government Code*, Respondent certifies that it does not boycott Israel and will not boycott Israel during the term of the Agreement. "Boycott Israel" shall have the meaning set forth in Section 808.001, *Texas Government Code*.

3.7.26 By signature hereon, in accordance with Section 2252.901, *Texas Government Code*, Respondent represents and warrants that, if a former employee of the Owner or any Member was employed by Respondent within one year of the employee's leaving the Owner or Member, then such employee will not perform services on projects with Respondent that the employee worked on while employed by the Owner or Member.

3.7.27 By signature hereon, pursuant to Section 669.003 of the *Texas Government Code*, Respondent represents, certifies and warrants that is (i) is not the executive head of the Owner or any of its member institutions, (ii) was not the executive head of the Owner or any of its member institutions at any time during the four years before the Submission Date, and (iii) does not employ (or anticipate employing) either (a) the current executive head of the Owner or any of its member institutions or (b) any person who was the executive head of the Owner or any of its member institutions during the four years before the Submission Date. Provided, however, in the event that the Respondent cannot make the above representation, certification and warranty, then Respondent must include in its Qualifications a statement of why Respondent is unable to do so as well as all of the following information in order for their bid to be evaluated by the Owner for compliance with Section 669.03:

3.7.27.1 Respondent must identify the names of the current or any former executive heads of the Owner or any of its member institutions (1) with whom Respondent proposes to enter into a contract or agreement or (2) who are employed by Respondent (or whom Respondent anticipates employing.)

3.7.27.2 Respondent must identify the following information for each individual identified in item A above who was formerly an executive head of the Owner or any of its member institutions:

3.7.27.2.1 the individual's date of separation from the Owner or such institution;
3.7.27.2.2 the position that the individual holds (or will hold) with Respondent; and
3.7.27.2.3 the date(s) during which the individual has been employed by Respondent, or dates on which the individual is to start employment with Respondent.

Respondent's failure to provide such a statement and all of the above information in its Qualifications constitutes Respondent's agreement to the representation, certification and warranty set forth at the start of this Section. The Owner may require Respondent to provide additional information and assistance in order to comply with Section 669.003; Respondent acknowledges that the Owner may reject Respondent's bid in the event that Respondent does not provide such additional information and assistance. Respondent acknowledges that Section 669.003 may prevent Respondent from being awarded any contract or agreement resulting from this solicitation

[Execution of Offer continues next page]

3.7.28 Execution of Offer: RFQ No. 758-27-09111 – Request for Qualifications for Architect/Engineer Services for the Student Health Center Expansion at Texas State University in San Marcos, Texas

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

Respondent's Name: _____
(Legal Name of the Company)

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: _____

Is Respondent a State of Texas VetHUB Certified Firm (Yes or 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

THE TEXAS STATE UNIVERSITY SYSTEM

Addendum No. 1

Issued October 22, 2026

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEER SERVICES
FOR

TEXAS STATE UNIVERSITY
SAN MARCOS, TEXAS

STUDENT HEALTH CENTER EXPANSION

RFQ No.:

758-27-09111

Notice To All Respondents:

The following is Addendum No. 1 to the Request for Qualifications (RFQ) ESBD Posting No. 758-27-09111 was posted on October 13, 2026

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 Optional Pre-Submittal Conference was held on October 21, 2026, at Texas State University. The agenda and attendance sign-in sheets are included as part of this Addendum.

Attachments:

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

- END OF ADDENDUM NO. 1 -

Pre-Submittal Conference Agenda
RFQ# 758-27-09111 | RFQ for Student Health Center Expansion A/E
October 21, 2026, | 10:00 am | LBJ Student Center Conference Rm 316
RFQ DUE DATE: November 5, 2026, by 2:00 PM | FPDC Office

A. Introductions

a. Staff - FPDC
b. VetHUB Specialist information – email: hub@txstate.edu phone: (512) 245-2521

B. Scope of Work

The Student Health Center Expansion Project will bring together health and well-being resources into a single space to provide a single point of contact for students to access resources. The 2-story, 20,000 GSF expansion will include site utility relocation, demolition along the existing building front, upgrades and improvements to the existing building entry/lobby and new driveway, parking and landscaping.

C. Construction Cost Limitation ("CCL"): $15,000,000.00

D. Project Planning Schedule:

2.5.1 Owner publishes RFQ for A/E Professional Services 10/13/2026
2.5.2 Optional Pre-Submittal Conference (10:00 a.m.) 10/21/2026
2.5.3 RFQ submittal of questions deadline (12:00 p.m.) 10/28/2026
2.5.4 Deadline for submittal of Qualifications and HSP (2:00 p.m.) 11/05/2026
2.5.5 Owner announces "short-list" of Respondents selected for interviews (if required) 11/19/2026
2.5.6 Owner interviews Respondents (if required) 12/02/2026
2.5.7 Owner selects most qualified Respondent 12/08/2026
2.5.8 Owner negotiates fee and executes Agreement 02/04/2027
2.5.9 Schematic Design begins 02/05/2027
2.5.10 Board of Regents approval of Design Development Submittal 08/19/2027
2.5.11 A/E completes Construction Documents 11/12/2027
2.5.12 Owner issues RFP for Competitive Sealed Proposals (CSP) 11/19/2027
2.5.13 Deadline for submittal of Competitive Sealed Proposals 12/17/2027
2.5.14 Owner executes CSP Agreement 01/28/2028
2.5.15 Notice to Proceed for Construction Issued 02/14/2028
2.5.16 Owner accepts Substantial Completion of Construction 02/09/2029
2.5.17 Final Completion 03/09/2029
2.5.18 Occupancy 03/12/2029

The schedule of events presented above represent a basic timeline for the project. A final project timeline will be developed with the Owner at a later time. The Owner can be expected to work with the A/E to validate and improve on this initial schedule.

E. Criteria

A Design Criteria Package for the Student Health Center Expansion project, dated October 13, 2026, is provided as Attachment A on ESBD.

Criterion One: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (10%) (Maximum of two (2) printed pages per question)

Criterion Two: RESPONDENT'S ABILITY TO PROVIDE SERVICES (10%)

Criterion Three: PROJECT TEAM'S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES (30%)

Criterion Four: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (25%)

Criterion Five: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES (15%)

Criterion Six: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS (10%)

F. Questions on the RFQ

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

Sandra Vasquez,
Buyer III, CTCD, CTCM
vbr33@txstate.edu

G. Parking and Permitting Information

- Contractors, service providers, and vendors with a University contract must purchase and display a valid parking permit to park on campus at all times, except in park-and-pay lots or garages. Permits do not guarantee a parking space. All vehicles on University property must comply with University Traffic and Parking Regulations and display a current permit. Unauthorized parking or lack of a visible permit may result in ticketing, booting, or towing at the owner's expense. For details on parking violations and fines, refer to the University Traffic and Parking Regulations.
- Please visit the Parking Services https://www.parking.txst.edu/construction-contractors.html website.

H. Veteran Heroes United in Business Submittal Requirements

It is the policy of the Owner and each of its Member Institutions, to promote and encourage contracting and subcontracting opportunities for service-disabled veterans, referred to as Veteran Heroes United in Business ("VetHUB" or "VetHUBs"), in all contracts. Accordingly, specific plans and representations by Respondents that appear to facilitate the State's commitment to supporting VetHUB enterprises are required in the selection process. Failure to submit specific plans and representations regarding VetHUB 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 State of Texas Subcontracting Plan is required as a part of the Respondent's Qualifications.

The State of Texas Subcontracting 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

Questions regarding the State of Texas Subcontracting Plan requirements can be directed to: hub@txstate.edu

I. Closing

*****Please leave business card by sign in sheet*****

Attendance | Pre-Submittal

October 21, 2026 @ 10:00 am | LBJ Student Center Rm 316

RFQ # 758-27-09111 Student Health Center Expansion A/E

Company	Name	Phone #	Email Address	Signature
HKS	ANDY ALBIN	512·214·7780	AALBIN@HKSINC.COM	
TXST	Scott Rouse	512.245.1890	SR16@TXSTATE.EDU	
Beck	Audrey Arellano	713-452-0717	audreyarellano@beckgroup.com	
Perkins + Will	Jena Naylor	512-640-8506	jena.naylor@perkinswill.com	
SPAWGLASS	JAMES HARDEN	512-800-3916	james.harden@spawglass.com	
KIRKSEY ARCHITECTS	ROBERT OLVERA	713.502.9421	ROBERT.OLVERA@KIRKSEY.com	
Erika Passailaigue	Datum Engineers	512-789-9152	erikap@datumengineers.com	
EEA Engineering Cons.	Doug Bynum	512-574-2861	dougbynum@eeace.com	
SmithGroup	Clint Menefee	24-478-7872	clint.menefee@smithgroup.com	
PLANTIQUITY (CLA) (VETHUB)	COLTER SONNEVILLE	512-914-6872	COLTER@PLANTIQUITY.C	
~~PAUL LaBRANT~~				
STG Design	Paul LaBrant	512.899.3500	plabrant@stgdesign.com	
PMC	Carrie Vanhoon	512-203-0198	CVanhoon@pmcorp.com	
BSA	STEVE BRUPBACHER	512-944-9370	sbrupbacher@bsadesign.com	
LPA	FEDERICO CAVAZOS	210-503-6199	FCAVAZOS@LPADESIGNSTUDIOS.COM	
Cadence Mesh	Kevin Cummings	512-626-4736	kcummings@cadencemesh.com	
Studio 8 Architects	DEANNA BOUNDS	512 228 2474	dbounds@studio8architects.com	
TXST	Allison England	512.245.5519	acg15@txstate.edu	
TXST	Pascuala Rogue	512.245.2202	PR16@txstate.edu	

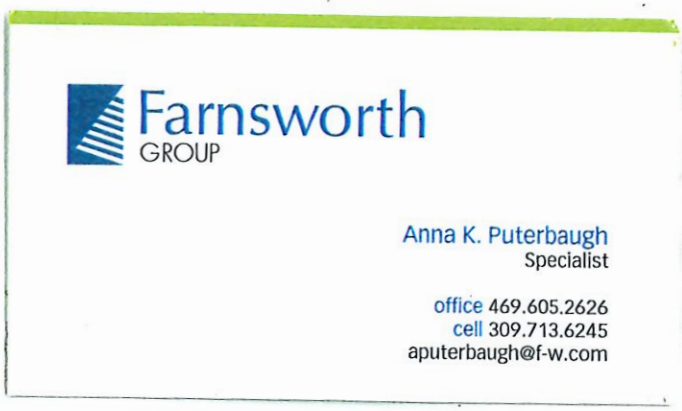
Attendance | Pre-Submittal

October 21, 2026 @ 10:00 am | LBJ Student Center Rm 316

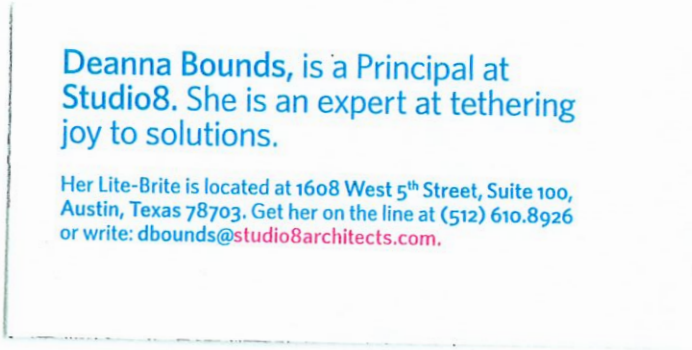
RFQ # 758-27-09111 Student Health Center Expansion A/E

Company	Name	Phone #	Email Address	Signature
TX ST	Sandra Vasquez	512.408.9013	vbr33@txstate.edu	Sandra V
TXST	Tim A. Malinowsky	512.738.1136	TM14555@txstate.edu	
TXST	DAMIEN DACTOR-NAVEE	512.245.2521	VCC40@TXSTATE.EDU	
Lawrence Group	Kilpatric Davidson	512.605.9144	Kilpatric.davidson@thelawrencegroup.com	
PBK	Arialle Little	281.224.9550	arialle.little@pbk.com	
KGA	Priscilla Spung	512-962-9205	pspung@KGA.DESIGN	
KGA	Brian Henley	512-441-8200	brian@kga.design	
Farnsworth Gr	Anna Puterbaugh	309-713-6245	aputerbaugh@f-w.com	
KIMLEY-HORN	JORDAN SCHAEFER	361-772-5397	JORDAN.SCHAEFER@KIMLEY-HORN.COM	
O'Connell Robertson	Leticia Mendoza	512-659-2271	LMendoza@Oconnellrobertson.com	L. Mendoza
ALAMO ARCHITECTS	CHRIS ARMENDARIZ	210.227.2612	chrisa@alamoarchitects.com	
[illegible]				
DUNAWAY	BRENDAN WITTSTRUCK	512-917-4998	bwittstruck@dunaway.com	
Parkhill	Amber Buscarello	806-570-6708	abuscarello@parkhill.com	
CLAYCOMB ASSOCIATES	CHRISTINE WALKER	512-263-7940	christine.walker@claycomb.net	
Daily + Associates	Moises Olmos	713-572-5625	molmos@dallyassociates.com	
WEST EAST	EDUARDO DI LORETO	210-430-7564	eduardod@westeastdesign.com	
Dunaway	Francisco Cuevas	832-489-9686	fcuevas@dunaway.com	
TXST	GORDON BOUNEFAUK		gfr11@txs...	


Priscilla Spong
Director of Business Development
LEED Green Associate
pspong@kga.design
kga.design
1701 Directors Boulevard, Suite 770
Austin, TX 78744 512 441 8200


Farnsworth
GROUP
Anna K. Puterbaugh
Specialist
office 469.605.2626
cell 309.713.6245
aputerbaugh@f-w.com


ALAMO
Chris Ahumada, Architect
Senior Associate
chrisa@alamoarchitects.com
210.227.2612
Alamo Architects
1512 South Flores Street
San Antonio, Texas 78204

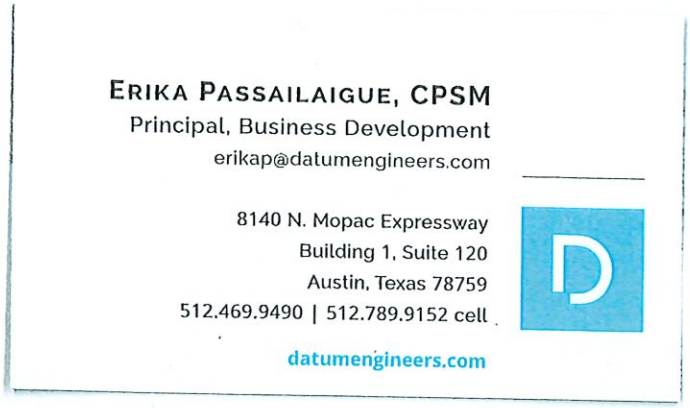

Deanna Bounds, is a Principal at Studio8. She is an expert at tethering joy to solutions.
Her Lite-Brite is located at 1608 West 5th Street, Suite 100, Austin, Texas 78703. Get her on the line at (512) 610.8926 or write: dbounds@studio8architects.com.


e. lmendoza@oconnellrobertson.com
p. 512.478.7286
811 Barton Springs Road
Suite 900
Austin, TX 78704
oconnellrobertson.com
Leticia Mendoza
Senior Associate


Kilpatric Davidson
DESIGN PROFESSIONAL
kilpatric.davidson@thelawrencegroup.com
O 512 391 1932
D 512 827 5516
Barton Oaks Plaza Four
901 MoPac Expy South, Suite 180
Austin, TX 78746
thelawrencegroup.com


Austin + Houston + Dallas
Kirksey
ARCHITECTURE
1023 Springdale Road
Building 11A
Austin Texas 78721
512 861 9600
Kirksey.com
Robert Olvera, AIA, LEED AP
Partner & Director – Central Texas
robert.olvera@kirksey.com 512 640 1097 713 502 9421

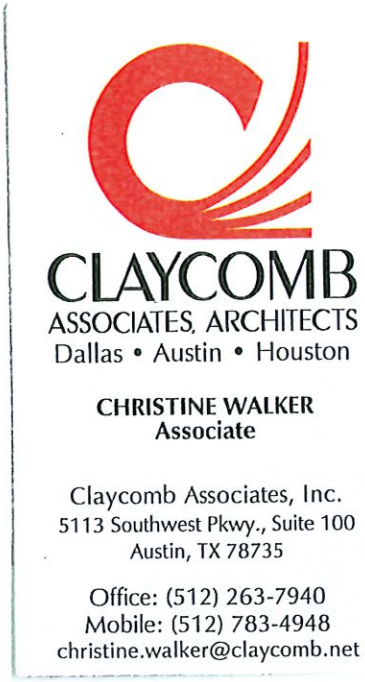

SpawGlass
Providing the Absolute Best Construction Experience
1111 Smith Road
Austin, Texas 78721
James Harden
LEED AP
DIRECTOR OF HEALTHCARE
o. 512-719-5251
c. 512-800-3916
e. James.Harden@SpawGlass.com
Build Trust | Be Professional | Live Teamwork | Be Passionate | Think Like an Owner



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



CLAYCOMB
ASSOCIATES, ARCHITECTS
Dallas • Austin • Houston

CHRISTINE WALKER
Associate

Claycomb Associates, Inc.
5113 Southwest Pkwy., Suite 100
Austin, TX 78735

Office: (512) 263-7940
Mobile: (512) 783-4948
christine.walker@claycomb.net



DUNAWAY

FRANCISCO CUEVAS, PE
Senior Discipline Lead
Associate Principal

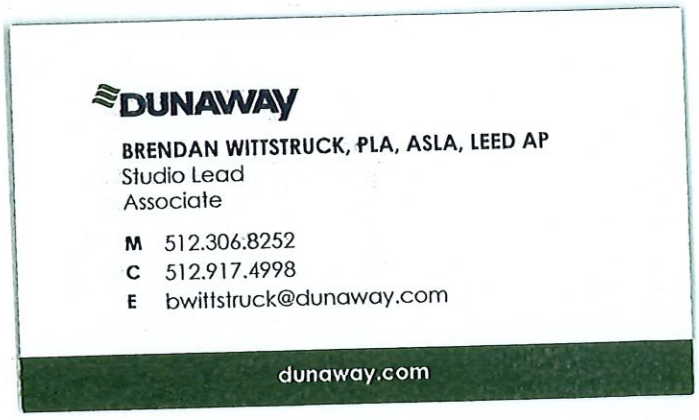
D 512.717.6311
C 832.489.9686
E fcuevas@dunaway.com

dunaway.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



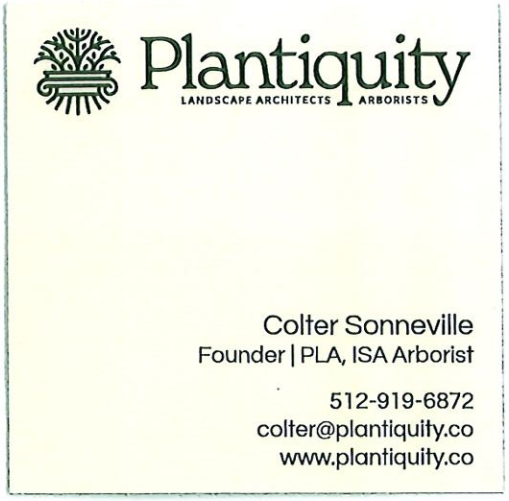
DUNAWAY

BRENDAN WITTSTRUCK, PLA, ASLA, LEED AP
Studio Lead
Associate

M 512.306.8252
C 512.917.4998
E bwittstruck@dunaway.com

dunaway.com


Doug Bynum
Senior Technical Advisor
(D) 512.744.4409
dougbynum@eeace.com
7300 Ranch Road 2222
Building II, Suite 100
Austin, TX 78730
512.744.4400
Austin
Albuquerque
San Antonio


Plantiquity
LANDSCAPE ARCHITECTS ARBORISTS
Colter Sonneville
Founder | PLA, ISA Arborist
512-919-6872
colter@plantiquity.co
www.plantiquity.co


SMITHGROUP
CLINT MENEFEE
AIA, LEED AP BD+C
Vice President | Studio Leader
T 469.232.5527
C 214.478.7872
Clint.Menefee@smithgroup.com


Dally
+ ASSOCIATES
STRUCTURAL | CIVIL
Moises Olmos, E.I.T.
Project Engineer
505 E. Huntland Dr., Suite 150
Austin, TX 78752
c 713 572 5625
molmos@dallyassociates.com
www.dallyassociates.com


San Antonio
601 N.W. Loop 410, Suite 400
Texas 78216
Phone 210-829-0123
Cell 281-224-9550
arialle.little@pbk.com
www.pbk.com
PBK
Arialle Little

THE TEXAS STATE UNIVERSITY SYSTEM

Addendum No. 2

Issued October 30, 2026

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEER SERVICES
FOR

TEXAS STATE UNIVERSITY
SAN MARCOS, TEXAS

STUDENT HEALTH CENTER EXPANSION

RFQ No.:

758-27-09111

Notice To All Respondents:

The following is Addendum No. 2 to the Request for Qualifications (RFQ)
Addendum No. 1 was posted on October 22, 2026
ESBD Posting No. 758-27-09111 was posted on October 13, 2026

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 are the questions that were presented along with answers to each in relation to this RFQ as of noon on October 28, 2026.

1. **Question:** To better determine our consultant team, can you let us know the VetHUB Goal for this project?
Answer: The VetHUB participation goal for this project is 23.7 percent for professional services contracts. A form is attached to guide for the new subcontracting plan and an example plan.

2. **Question:** Requesting confirmation of the VetHUB desired participation for the subject RFQ. One of my colleagues attended the pre-submittal meeting this morning regarding this RFQ. She heard that the desired participation is 23.7%. As this figure was not mentioned in the RFQ, I'd like to confirm Texas State/TSUS expectations. It will significantly impact teaming considerations. I'm familiar with 23.7% participation under the old, state HUB guidance but have not seen this high of a percentage under VetHUB.
Answer: See answer to Question No. 1. Note that the 23.7% value is not a mandatory minimum subcontracting requirement or a requirement that Respondents commit 23.7% of the contract value to Texas-certified VetHUB firms. Respondents are encouraged to maximize VetHUB participation where practical, and are not required to structure their teaming arrangement to meet the 23.7% value. Following the required good-faith effort, respondents remain responsible for selecting the subcontractors that best meet their business and project needs.

3. **Question:** We were unable to attend the Pre-Submittal Conference on Wednesday. Are you aware of any Meeting Minutes that you could share from the Conference?
Answer: There are no meeting minutes from the Pre-Submittal Conference. Refer to Addendum No. 1 to RFQ No. 758-27-09111 for Architect/Engineer Services, posted on the ESBD website. It includes the Agenda and Sign-in sheets from the meeting.

4. **Question:** What are the scope of the renovations of the existing building once the addition is complete?
Answer: The renovation scope for the existing building will be determined by the selected Architect/Engineer in consultation and collaboration with the university.

5. **Question:** Can floor plans be provided of the existing building?
Answer: No. Floor plans for the existing building will be shared with the selected Architect/Engineer.

6. **Question:** Are the spaces listed, specifically in counseling and disability services, in the program student / patient facing?
Answer: The orientation and relationship of spaces listed in the Design Criteria will be determined during the early design phases with the selected Architect/Engineer.

7. **Question:** Is there a sample contract for this opportunity you can send me so we can pull the below information to include in our consultant outreach? I couldn't find any of this information provided in the RFQ.
   a. Bonding and insurance requirements
   b. Other contract requirements
   c. Location to review plans/specifications, if applicable

Answer: Refer to Paragraph 1.3 of the RFQ. It includes a link to the Owner's Standard Architect/Engineer Agreement for Competitive Sealed Proposal projects.

8. **Question:** Can you send me the bid drawings and specs?
Answer: There are no bid drawings or specifications.

9. **Question:** Attachment A, Project Requirements E refers to the "CMR," while the RFQ and Project Requirements A identify Competitive Sealed Proposals. Please confirm the delivery method is CSP, and whether any contractor will participate before construction documents are complete.
Answer: The delivery method for this solicitation is Competitive Sealed Proposals (CSP). The reference to a CMR under Attachment A of the RFQ is an error.

10. **Question:** Does the $15,000,000 Construction Cost Limitation include site utility relocation, demolition, the drive and parking, the entry/lobby and pharmacy renovations, landscape, signage, and AV/IT/security? Also, what is the scope of the pharmacy renovation, and does it include compounding?
Answer: The Construction Cost Limitation includes all required construction, site utilities/relocation, demolition, driveways, parking, and interior renovations directly associated with the Project.

11. **Question:** The Program Space Allocation lists areas only. Will the A/E's scope include a detailed programming phase with the four departments before Schematic Design? If so, does that work fall within the period between the February 5, 2027 Schematic Design start and the August 19, 2027 Board of Regents approval of Design Development?
Answer: The A/E's scope of services will be negotiated upon selection of the most qualified respondent. These negotiations will include discussion on the scope of any required programming efforts. Any programming, program verification, Schematic Design and Design Development Phase efforts must be complete prior to presenting the Design Development Submittal to the Board of Regents for their consideration.

12. **Question:** Which spaces will the four departments vacate, and are any renovations of the vacated spaces part of this project?
Answer: Renovation of vacated spaces outside of the Student Health Center are not part of the Project scope.

13. **Question:** Will Texas State provide floor plans, record drawings, and the life safety and egress plan for the existing Student Health Center?
Answer: See reply to Question No. 5.

14. **Question:** Is there a capacity study for the existing chilled water and steam serving the building? Will Texas State provide subsurface utility engineering, or only the survey with approximate utility locations?
Answer: Utilities engineering and capacity studies (as applicable) will be shared with the selected Architect/Engineer.

15. **Question:** Beyond safe access, outage coordination, and code-compliant entry and egress (Attachment A, item D and Project Requirements H), does Texas State expect any temporary relocation of existing Student Health Center functions during construction? Who approves the temporary entry?
Answer: Any required temporary relocation of existing Health Center functions will be determined through the design process with the selected Architect/Engineer. Temporary entries will be reviewed and approved by the building stakeholders, and appropriate university departments and authorities having jurisdiction.

16. **Question:** What drop-off, accessible parking, and entry access must remain available during construction? How many parking spaces will the project remove and need to replace, and is the surface lot east of the addition available for contractor staging?
Answer: These decisions will be made with the selected Architect/Engineer during the initial design process.

17. **Question:** Attachment A is marked “DRAFT rev2.” Are the program, site plan, and utility map final, or will an addendum revise them?
Answer: The Design Criteria, included as Attachment 'A', will not be revised.

Attachment: Subcontracting Plan Instructions

- END OF ADDENDUM NO. 2 -

State of Texas Subcontracting Plan

When is a subcontracting plan required?

A subcontracting plan is required for state of Texas contracts when the contracting agency has determined that subcontracting opportunities are probable with prospective vendors certified by the Texas Comptroller through the Veteran Heroes United in Business (VetHUB) program, for a contract with an expected value of $100,000 or more. (**Texas Government Code Chapter 2161, Subchapter F**; **34 Texas Administrative Code Section 20.285**.)

When a state agency requires a subcontracting plan as part of the contract solicitation, a bid, proposal, offer or other applicable expression of interest must contain a completed plan to be considered responsive.

Who completes a subcontracting plan?

Every responding vendor — whether a prime contractor or self-performing with no subcontractors — must submit a complete subcontracting plan.

A vendor who intends to use subcontractors must demonstrate their good faith effort to recruit certified VetHUBs, whether or not they ultimately award business to them. *A state agency will not use the subcontractors' VetHUB status to select the winning vendor.* All subcontractors must be listed in the subcontracting plan.

A self-performing vendor who will not subcontract any of the work on the contract must indicate that it will complete the contract with its own resources and submit the completed subcontracting plan.

Does a subcontracting plan have to be followed?

The subcontracting plan forms part of the contract. Subcontractors may not be dropped or replaced without amending the subcontracting plan with approval by the agency. A self-performing contractor may not use subcontractors without amending the subcontracting plan.

SUBCONTRACTING PLAN INSTRUCTIONS

The contracting agency must complete this section and include this form in the solicitation.

Solicitation Number	Solicitation Title
754	
Agency Number	**Agency Name**

AGENCY COORDINATOR FOR COURTESY SUBCONTRACTING PLAN REVIEWS (OPTIONAL)

Name	
Damien Dalton-Nanez	
Email Address	**Phone Number: (Point of Contact)**
hub@txstate.edu	(512)245-2521

SOLICITATION POINT OF CONTACT

Name	
Email Address	**Phone Number: (Point of Contact)**
robbie@txstate.edu	

The contracting agency must describe the subcontracting goal and provide examples of potential subcontracting opportunities. This information may also be included in the solicitation document.

Section 1: Respondent Information

Respondent (Company) Name

State of Texas Vendor ID Number

Point of Contact

Email Address

Phone Number

Is your company a state of Texas Certified VetHUB? Yes No

Requisition/Solicitation No.

Bid/Response Due Date (mm/dd/yyyy)

Section 2: Declaration of Self-performing or Subcontracting

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. 34 Texas Administrative Code Section 20.282 defines a "Subcontractor" as an entity that contracts with a prime contractor to work or contribute toward completing work under a purchase order or other contract. *The term does not include employees of the contractor but includes contracted workers who will work on the contract.*

Will your company fulfill the entire contract with its own resources, including employees, goods and services?

Yes, my company will self-perform the entire contract.
Submit pages 1 and 2 only.

No, my company will subcontract portions of the contract.
Go to Section 4: Respondent's Subcontracting Opportunities

Section 3: Affirmation of Self-performing Contractor

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in Section 1, and that the information and supporting documentation submitted with the subcontracting plan is true and correct. Respondent understands and agrees that, if awarded any portion of the contract:

- The respondent must seek approval from the contracting agency prior to making any modifications to its subcontracting plan, including hiring subcontractors to perform any work under this contract. If the subcontracting plan is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work site where services are being performed and must provide documentation regarding staffing and other resources.

sign here Signature

print here Printed Name

Title

Date (mm/dd/yyyy)

Section 4: Respondent's Subcontracting Opportunities

This section must be completed by all respondents who propose to subcontract portions of the contract work.

List below all opportunities (commodities, services or contractor staffing) you will subcontract. Also, based on the total value of the contract, provide the percentage of the contract you expect to subcontract to certified VetHUBs, and the percentage of the contract you expect to award to other subcontractors.

Search NIGP Code Book at **https://commbook.app.cpa.state.tx.us/**

Item Number	Subcontracting Opportunity Description	Reference Code (e.g. NIGP, NAICS, CIS, UNSPSC)	VetHUB-certified subcontracted percentage of total contract	Other subcontracted percentage of total contract
1			%	%
2			%	%
3			%	%
4			%	%
5			%	%
6			%	%
7			%	%
8			%	%
9			%	%
10			%	%
11			%	%
12			%	%
13			%	%
14			%	%
15			%	%
16			%	%
17			%	%
18			%	%
19			%	%
20			%	%
21			%	%
22			%	%
23			%	%
24			%	%
25			%	%

Section 5: Subcontracting Plan – Good Faith Effort

Section 5.1: Subcontracting Opportunity

Submit a copy of Section 5 for each subcontracting opportunity you listed in Section 4. Download additional forms at https://comptroller.texas.gov/purchasing/vendor/hub/forms.php.

Enter the item number and description of the subcontracting opportunity you listed in Section 4.

Item Number	Subcontracting Opportunity

Section 5.2 Mentor Protégé Program

If respondent is participating as a mentor in a state of Texas Mentor Protégé Program, submitting a protégé (protégé must be a state of Texas certified VetHUB) as a subcontractor to perform the subcontracting opportunity listed in **Section 5.1** constitutes a good faith effort for that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in Section 5.1 to your protégé.

No. Go to Section 5.3: Notification of Subcontracting Opportunity.

Yes. Go to Section 5.4: Subcontractor Selection.

Section 5.3 Notification of Subcontracting Opportunity

Demonstrate your good faith effort to notify Texas certified VetHUBs by communicating each subcontracting opportunity you listed in Section 4.

Search the VetHUB Directory by business category or NIGP code to identify appropriate VetHUBs that work in the area where you are seeking subcontractors. Certified VetHUBs can be sourced using the VetHUB-only search and will be marked with the Active Bidder (A-Approved) VetHUB status.

Send either the Subcontracting Opportunity Notification template or an email notice that includes at minimum:

- Scope of work
- Location to review plans and specifications (if applicable)
- Bonding and insurance requirements
- Required qualifications
- Name of state agency
- State agency's point of contact
- State agency point of contact's phone number
- Requisition/solicitation number
- Prime contractor's contact name
- Prime contractor's contact email
- Prime contractor's contact phone number
- Date response required; allow at least seven business days for response excluding weekends and state holidays.

Save copies of emails sent to VetHUBs and the responses received and attach to your subcontracting plan to document the good faith effort. A contract shall not be awarded to a prime contractor whose subcontracting plan good faith effort does not contain accurate supporting documentation.

List two VetHUBs you notified of the subcontracting opportunity listed in Section 5.1. Include the company's Texas Vendor Identification (VID) Number, the date of the notice and indicate whether the HUB responded.

Company Name	Texas VID (Do not enter Social Security Nos.)	Date Notice Sent (mm/dd/yyyy)	VetHUB Response
			Yes No
			Yes No

Section 5.4 Subcontractor Selection

A copy of Section 5 must be completed for each subcontracting opportunity you listed in Section 4. Download additional forms at **https://comptroller.texas.gov/purchasing/vendor/hub/forms.php**.

Company Name	Certified VetHUB	Texas VID or Federal EIN (Do not enter Social Security Nos.)	Approximate Dollar Amount	Expected Percentage of Contract
	Yes No		$	%
	Yes No		$	%
	Yes No		$	%
	Yes No		$	%
	Yes No		$	%
	Yes No		$	%

Section 6: Affirmation of Prime Contractor

I am an authorized representative of the respondent listed in Section 1 ("Respondent"). I affirm that the information and supporting documentation submitted with this subcontracting plan is true and correct. Respondent understands and agrees that, if awarded a contract:

- Respondent will promptly notify all the subcontractors of their selection as a subcontractor for the contract. The notice must specify the contracting agency's name, point of contact for the contract, the contract award number, the subcontracting opportunity the subcontractor will perform and the value of the subcontract.
- Respondent must obtain approval from the contracting agency prior to modifying its subcontracting plan, including hiring subcontractors to perform any work under this contract.
- Respondent must submit progress assessment reports (PAR) with each invoice to the contracting agency. The PAR template is available on the **Comptroller's website**.
- Respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and work site where services are being performed and provide documentation regarding staffing and other resources.

sign here _____
Signature

print here _____
Printed Name

_____
Title

_____
Date (mm/dd/yyyy)

Subcontracting Opportunity Notification Form

If your business is interested in bidding on the subcontracting opportunity identified in Section C, please reply by the date listed.

Section A: Prime Contractor's Information

Company Name

Point of Contact | Email Address | Phone Number

Section B: Contracting State Agency Information

Agency Name | Solicitation No.

Section C: Due Date and Description

Subcontracting Opportunity

Time and Date Response Due (minimum seven business days):

Time _____ ☐ a.m. ☐ p.m. on Date (mm/dd/yyyy) _____

Subcontracting Opportunity Scope of Work:
Required Qualifications:
Bonding and Insurance Requirements:
Other Contract Requirements: ☐ Not Applicable
Location to Review Plans/Specifications: ☐ Not Applicable