



REQUEST FOR QUALIFICATIONS FOR
ARCHITECT/ENGINEER PROFESSIONAL SERVICES

TEXAS WOMAN'S UNIVERSITY
RFQ No.: [INSERT RFQ#]

FOR
[INSERT PROJECT NAME]

Project Number:[INSERT PROJECT NUMBER]

ISSUE DATE: [MM/DD/YYYY]

DEADLINE FOR SUBMISSION: [MM/DD/YYYY]

Prepared By:
[INSERT NAME]-Contract Manager
Texas Woman's University
Office of Procurement and Contracting
411 Texas Street
Denton, TX 76201
[INSERT EMAIL ADDRESS]

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 Debriefing
- 1.11 No Reimbursement for Costs
- 1.12 Pre-Submittal Conference
- 1.13 Eligible Respondents
- 1.14 Historically Underutilized Businesses' Submittal Requirements
- 1.15 Sales and Use Taxes
- 1.16 Certification of Franchise Tax Status
- 1.17 Required Notices of Workers' Compensation Insurance Coverage
- 1.18 Prevailing Wage Rate Determination
- 1.19 Delinquency in Paying Child Support
- 1.20 State Registration of Architecture Firms
- 1.21 State Registration of Engineering Firms
- 1.22 Office of Procurement and Contracting Policy Regarding Receiving Benefits, Gifts and Honoraria

Section 2 - Executive Summary

- 2.1 Historical Background
- 2.2 Mission Statement
- 2.3 Project Description, Scope and Budget
- 2.4 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 Prime Firm'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 Past Performance on Texas Woman's University Projects
- 3.6 Respondent's General Understanding of the Texas Woman's University Professional Services Agreement
- 3.7 Respondent's Knowledge of Best Practices
- 3.8 Respondent's Ability to Identify and Resolve Problems on Past Projects
- 3.9 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
- 4.5 HUB Submittal

Section 5 - Attachments to the RFQ

- 5.1 Draft Agreement Between Texas Woman's University and Project Architect/Engineer
- 5.2 Policy on Utilization Historically Underutilized Businesses
- 5.3 Owner's Design Guidelines
- 5.4 Receiving Benefits Gifts and Honoraria
- 5.5 Texas Woman's University Campus Map and Pre-Submittal Conference Parking Information

REQUEST FOR QUALIFICATIONS FOR
ARCHITECT/ENGINEER PROFESSIONAL SERVICES
TEXAS WOMAN’S UNIVERSITY
[INSERT PROJECT NAME]
RFQ No.: [INSERT RFQ #]

1 SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: Texas Woman’s University (“Owner”) is soliciting statements of qualifications (“Qualifications”) for selection of an Architect/Engineer firm for Project No. [INSERT PROJECT NUMBER] (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications.

1.1.1 This Request for Qualifications (“RFQ”) is the first step in a two-step process for selecting an Architect/Engineer firm. The RFQ provides the information necessary to prepare and submit Qualifications for consideration and initial ranking by the Owner. Based on the initial ranking, the Owner may select up to five (5) of the top ranked qualified respondents to attend Interviews in the final step of the process.

1.1.2 In the final step of the process the “most” qualified respondents may be requested to attend an interview with the Owner to confirm the Qualification submittal and answer additional questions. The Owner will then rank the remaining respondents in order to determine a “most” qualified respondent.

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.

1.2.1 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

1.3 TYPE OF CONTRACT: Any contract resulting from this solicitation will be in the form of the Professional Services Agreement, a copy of which is attached to this RFQ.

1.4 CLARIFICATIONS AND INTERPRETATIONS: Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the State of Texas Electronic Business Daily (<http://esbd.cpa.state.tx.us/>) and the Office of Procurement and Contracting web site (<http://www.twu.edu/procurement/purchasing.asp>). It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due are part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications.

1.4.1 Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 DEADLINE AND LOCATION: The Owner will receive Qualifications at the time and location described below.

[INSERT MM/DD/YYYY AND HH:MM] local time

[INSERT NAME]-Contract Manager
Texas Woman's University
Office of Procurement and Contracting
Bralley Annex
411 Texas Street
Denton, TX 76201
940-898-4131

Note: this is located between Oakland Street and N. Bell Avenue

1.5.2 Submit one (1) original and [INSERT NUMBER OF COPIES] (x) identical copies of the Qualifications AND an electronic copy of the Qualifications on a USB flash drive. An original signed Execution of Offer must be included with the "Respondent's Statement of Qualifications and Ability to Undertake the Project" document submitted with each copy.

1.5.3 DEADLINE AND LOCATION: The Owner will receive HUB Subcontracting Plans at the time and location described below.

[INSERT MM/DD/YYYY AND HH:MM] local time

One (1) Original and One (1) Evaluation Copy
[INSERT NAME]-Contract Manager
Texas Woman's University
Office of Procurement and Contracting
Bralley Annex
411 Texas Street
Denton, TX 76201
940-898-4131

Note: this is located between Oakland Street and N. Bell Avenue

1.5.4 Submit one (1) original and one (1) copy of the HUB Subcontracting Plan (HSP) as separate attachments to the Qualifications as described in Section 1.14.

1.5.5 Late received Qualifications will be returned to the respondent.

1.5.6 The Owner will not acknowledge or receive 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 Qualifications materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; the package must clearly identify the submittal deadline, the RFQ number, and the name and return address of the respondent.

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, conditions and qualifications, to the Point-of-Contact person.

[INSERT NAME] – Contract Manager
Texas Woman’s University
Office of Procurement and Contracting
411 Texas Street
Denton, TX 76201
Phone: 940-898-[XXXX]
e-mail: xxxxxxx@twu.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 the Owner. The top five or fewer ranked respondents may be selected by the Owner to participate in step two of the selection process.

1.7.1 Qualifications shall not include any information regarding respondent’s fees, pricing, or other compensation.

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 proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner.

1.10 DEBRIEFING: After evaluation and award by Texas Woman’s University, any unsuccessful firms may request a debriefing regarding their qualification submittal. Please contact Alex Thomas via email at athomas18@twu.edu.

1.11 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.

1.12 PRE-SUBMITTAL CONFERENCE: A pre-submittal conference will be held at the time and location described below.

[INSERT MM/DD/YYYY AND HH:MM] local time

Texas Woman’s University
[INSERT ADDRESS LINE 1]
[INSERT ADDRESS LINE 2]

Denton, TX 76201

1.12.1 Add information regarding parking

1.12.2 Attendance at the pre-submittal conference is required for Prime Firms.

1.13 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply (this does not preclude a respondent from using sub-contractors). The Owner will contract only with the individual firm or formal organization that submits a Qualification.

1.14 HISTORICALLY UNDERUTILIZED BUSINESSES' SUBMITTAL REQUIREMENTS: It is the policy of Texas Woman's University, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (see attached). The Policy applies to all contracts with an expected value of \$100,000 or more. If the Office of Procurement and Contracting Services determines that subcontracting opportunities are probable, then a HUB Subcontracting Plan is a required element of the Qualifications. Failure to submit a required HUB Subcontracting Plan will result in rejection of the Qualifications.

1.14.1 STATEMENT OF PROBABILITY:

Texas Woman's University, Office of Procurement and Contracting, has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part of the respondent's Qualifications. The respondent shall develop and administer a HSP as a part of the respondent's Qualifications in accordance with the Texas Woman's University policy on Utilization of Historically Underutilized Businesses (HUB).

1.14.2 The HUB Subcontracting Plans are available on the State of Texas website at <http://comptroller.texas.gov/procurement/prog/hub/hub-subcontracting-plan/>

1.14.3 Submit one original and one copy of the HUB Subcontracting Plan **in a separate attachment apart from the submittal of qualifications.**

1.15 SALES AND USE TAXES: Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include Texas Woman's University. 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 (H.B. 175, Acts 70th Leg. R.S., 1987, Ch. 283, p. 3242). The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.

- 1.17 REQUIRED NOTICES OF WORKERS' COMPENSATION INSURANCE COVERAGE: The Texas Workers' Compensation Commission has adopted a new rule, 28 TAC, sec. 110.110, relating to REPORTING REQUIREMENTS FOR BUILDING OR CONSTRUCTION PROJECTS FOR GOVERNMENTAL ENTITIES. The rule implements sec. 406.096, Texas Labor Code, which requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity.
- 1.18 PREVAILING WAGE RATE DETERMINATION: Respondents are advised that the Texas Prevailing Wage Law will be administered in accordance with Texas Government Code Title 10, Subtitle F, Chapter 2258.
- 1.19 DELINQUENCY IN PAYING CHILD SUPPORT: Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 1.20 STATE REGISTRATION OF ARCHITECTURE FIRMS: Respondents are advised that the Texas Board of Architectural Examiners requires that any firm or business entity providing architectural services to the public, other than a sole proprietor doing business under his/her name, must annually register information regarding the firm or business entity with the Texas Board of Architectural Examiners. Texas Board of Architectural Examiners, Austin, Texas, has jurisdiction over individuals licensed under the Architects' Registration Law, Chapter 1051, Texas Occupations Code.
- 1.21 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.
- 1.22 OFFICE OF PROCUREMENT AND CONTRACTING SERVICES POLICY REGARDING RECEIVING BENEFITS, GIFTS AND HONORARIA: This administrative policy defines, and in most cases restricts, the benefits, gifts, honoraria and other entertainment activities all Procurement and Contracting Services staff may be exposed to, and supplements any provisions of state law or Texas Woman's University rule or policy that is less restrictive. The policy covers "Conflicts of Interest" not allowed and items typically allowed. The Office of Procurement and Contracting recommends that all respondents review the policy, which is attached as an Exhibit, and endeavor to use appropriate judgment related to the requirements and actions defined in the policy, during both the procurement phase and the contracting phase.

2 SECTION 2 – EXECUTIVE SUMMARY

2.1 HISTORICAL BACKGROUND:

Created in 1901 by the 27th Texas State Legislature holds a distinctive position in the Lone Star State and the nation today: *it is America’s largest public university primarily for women.*

Since its founding more than a century ago, Texas Woman’s has become known for its contributions and leadership in the fields of education, nutrition, the arts and sciences, nursing and the health care professions. TWU’s main campus is in the booming North Texas college town of Denton just 40 miles from the Dallas-Fort Worth metropolis and consistently named one of Texas’ and the nation’s best college towns. It also has health sciences centers in Dallas’ prestigious Southwestern Medical District and Houston’s world-renowned Texas Medical Center.

The University has more than 15,000 students on these three campuses and offers more than 60 programs of study with a total of 110 undergraduate and graduate degrees (bachelor’s: 43, master’s: 47 and doctoral: 20) in traditional, online and hybrid formats. Nearly 60 percent of TWU students take at least one online course, and one-fourth of its graduate students only take online courses.

TWU offers the student support, class sizes and campus aesthetics more typically found at a private university. TWU believes in a quality education that is affordable and accessible, which is why it offers more than \$15 million in scholarships annually.

2.2 MISSION STATEMENT:

Texas Woman’s University builds on its long tradition as a public institution primarily for women by educating a diverse community of students to lead personally and professionally fulfilling lives. TWU prepares women and men for leadership and service through high quality undergraduate, graduate and professional programs on campus and at a distance. A TWU education ignites potential, purpose and a pioneering spirit.

2.3 PROJECT DESCRIPTION, SCOPE AND BUDGET:

[\[ENTER DETAILED PROJECT DESCRIPTION, SCOPE AND BUDGET\]](#)

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

- Issue RFQ [\[INSERT MM/DD/YYYY\]](#)
- Pre-Submittal Conference [\[INSERT MM/DD/YYYY\]](#)
- Written Inquiries must be received by [\[INSERT MM/DD/YYYY\]](#)
- Responses to Inquiries Due [\[INSERT MM/DD/YYYY\]](#)
- Statement of Qualification Due [\[INSERT MM/DD/YYYY\]](#)
- Short List Selection TBD
- Short List Interview TBD
- Contract Award TBD

3 SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

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

Each of the following criteria will be evaluated and weighted as follows:

Criteria	Points
Respondent’s Statement of Qualifications and Availability to Undertake the Project	
Prime Firm’s Ability to Provide Services	
Project Team’s Ability to Provide Design and Construction Administration Services	
Respondent’s Performance on Past Representative Projects	
Respondent’s Past Performance on TWU Projects	
Respondent’s General Understanding of the TWU Professional Services Agreement	
Respondent’s Knowledge of Best Practices	
Respondent’s Ability to Identify and Resolve Problems on Past Projects	
TOTAL	100

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

- 3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm’s and Project Team’s unique qualifications as they pertain to this particular project.
- 3.1.2 Provide a statement on the availability and commitment of the Prime Firm and its principal(s) and assigned professionals to undertake the project.
- 3.1.3 Provide a brief history of the Prime Firm and each sub-contractor proposed for the project.
- 3.1.4 Provide a graphic representation of the project team, identifying the Prime Firm and each sub-contractor proposed for the project.

3.2 CRITERIA TWO: PRIME FIRM’S ABILITY TO PROVIDE SERVICES

- 3.2.1 Provide the following information for the Prime Firm:
 - Legal name of the company as registered with the Secretary State of Texas
 - Address of the office that will be providing services
 - Number of years in business
 - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
 - Number of Employees by skill group
 - Annual revenue totals for the past ten (10) years
- 3.2.2 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

3.2.3 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.

3.2.4 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

3.2.5 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.

3.2.6 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

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

3.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each sub-contractor that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project for design and construction.

3.3.2 Provide resumes giving the experience and expertise of the professional members for each Prime Firm and sub-contractor 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 Criteria 3.4 and 3.5, and describe their roles in those projects.

3.3.4 Describe the basis for the selection of the proposed sub-contractors included in the design team and the role each will play for this project.

3.3.5 Describe the Prime Firm's process in working with sub-contractors and integrating them into the design process.

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

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

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Initial and final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)

- Actual start and finish dates for design
- Actual Notice To Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Architect (individual responsible for coordinating the day to day work)
- Name of Project Designer (individual responsible for design concepts)
- Sub-contractors

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

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

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

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

3.5 CRITERIA FIVE: RESPONDENT’S PAST PERFORMANCE ON TWU PROJECTS

3.5.1 Identify and describe the Prime Firm’s past experience on Texas Woman’s University projects within the last five (5) years. Projects may repeat with Section 3.4 above.

If the Prime Firm (or it’s sub-contractors) has not previously provided services for Texas Woman’s University, then identify and describe the Prime Firm’s past performance on projects for “major” institutions of higher education (or similar) within the last five (5) years.

In either case above, provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Initial and final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Actual Notice To Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Architect (individual responsible for coordinating the day to day work)
- Name of Project Designer (individual responsible for design concepts)
- Sub-contractors

3.6 CRITERIA SIX: RESPONDENT'S GENERAL UNDERSTANDING OF THE TWU PROFESSIONAL SERVICES AGREEMENT

- 3.6.1 Provide a detailed list (i.e. bulleted) of all Design Services and sub-contractors you are able provide to the Owner under Basic Services on this project
- 3.6.2 Provide a detailed list (i.e. bulleted) of all Construction Administration Services and sub-contractors you are able provide to the Owner under Basic Services on this project.
- 3.6.3 Provide a detailed list (i.e. bulleted) of all Services and sub-contractors you are able provide to the Owner as Additional Services for Design and Construction Services on this project.
- 3.6.4 In order to help facilitate and expedite execution of a TWU Professional Services Agreement following selection of the "most" qualified candidate, please identify any terms of the Agreement you may request to be revised or negotiated prior to signing the Agreement.

3.7 CRITERIA SEVEN: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 3.7.1 Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards into design.
- 3.7.2 Describe the Prime Firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and quality assurance during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criteria 3.4 and 3.5.
- 3.7.3 Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.
- 3.7.4 The Owner has specific system design and construction standards and specification requirements for construction projects. Describe how you propose to incorporate these requirements into this project.
- 3.7.5 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to Criteria 3.4 and 3.5, provide examples of how these techniques were used and what degree of accuracy was achieved.
- 3.7.6 Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in response to Criteria 3.4 and 3.5, provide examples of how these techniques were used.
- 3.7.7 Describe how you plan to ensure continuity of project objectives starting with design solution, moving through construction documents, and finishing with a constructed project that meets the Owner's requirements.
- 3.7.8 Describe the project team's experience in sustainable design and improved indoor air quality.

3.7.9 Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.

3.7.10 Describe how you track Owner input and review comments on your design document submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on Owner comments.

3.8 CRITERIA EIGHT: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

3.8.1 Describe your understanding of the administrative challenges and opportunities associated with providing Design and Construction Administration services for Texas Woman' University on this project, and your strategy for resolving these issues.

3.8.2 What do you perceive are the critical issues for this project?

3.8.3 Understanding schedule limitations provide an analysis of the Owner's project planning schedule and describe how you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate the Owner's decision making.

3.8.4 For any combination of three (3) projects listed in response to Criteria 3.4 and 3.5, describe any conflicts with the Owner, Sub-contractors, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

3.8.5 How does the Project Team intend to structure the sub-contractor agreement with the mechanical, electrical and plumbing firm to ensure that adequate resources are available to produce effective solutions?

3.9 CRITERIA NINE: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT SIGNED EXECUTION OF OFFER 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 WILL RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT WILL 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.

3.9.1 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.

3.92 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.

3.9.3 By signature hereon, Respondent affirms that they have 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.

3.9.4 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.

3.9.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, et. seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.

3.9.6 By signature hereon, Respondent represents and warrants that:

3.9.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;

3.9.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;

3.9.6.3 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;

3.9.6.4 Respondent understands (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth in the Contract under which Respondent will be required to operate;

3.9.6.5 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;

3.9.6.6 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.

3.9.7 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.

3.9.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Respondent as defined in Rule 1 TAC 111.2.

3.9.9 By signature hereon, Respondent certifies as follows:

3.9.9.1 "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."

3.9.9.2 "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."

3.9.9.3 "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."

3.9.10 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 Texas Woman's University, or Respondent has not been an employee of Texas Woman's University within the immediate twelve (12) months prior to your RFQ response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.

3.9.11 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).

3.9.12 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.

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

3.9.14 By signature hereon, Respondent agrees 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.

3.9.15 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.

3.9.16 By signature hereon, Respondent certifies that the only member(s) of the Board of Regents of Texas Woman's University, or the Executive Officers of Texas Woman's University or its component institutions that has a financial interest, directly or indirectly, in the transaction that is the subject of the contract is identified below. Attach additional pages as necessary.

(Name)

(Firm's Business Title)

(TWU Title)

3.9.17 Execution of Offer: RFQ No. XXXXXXXX

The Respondent must complete, sign and return this Execution of Offer as part of their 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: _____

Respondent's State of Texas Tax Account
No: _____

(This 11 digit number is mandatory)

If a Corporation:

Respondent's State of Incorporation: _____

Respondent's Charter No: _____

Identify by name, each person who owns at least 25% of the Respondent's business entity:

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Email Address)

(Authorized Signature)

(Date)

4 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 Qualifications shall be a **MAXIMUM OF TWENTY (20) PRINTED PAGES**. The cover, table of contents, divider sheets, HUB Subcontracting Plan (Section 1.14), and Execution of Offer do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 4.1.5 The Owner will not compensate Respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral type bindings. 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 each criteria response to Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

4.3 TABLE OF CONTENTS:

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

4.4 PAGINATION:

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

4.5 HUB SUBCONTRACTING PLAN SUBMITTAL:

4.5.1 Submit one original and one copy of the HUB Subcontracting Plan **in a separate attachment apart from the submittal of qualifications.**

SECTION 5 - ATTACHMENTS TO THE RFQ

- 5.1 Draft Agreement Between Texas Woman's University, Owner, and Project Architect/Engineer
 - 5.1.1 Anticipated A/E Agreement Provisions and Exhibits
- 5.2 Policy on Utilization Historically Underutilized Businesses
- 5.3 Owner's Design Guidelines
- 5.4 Receiving Benefits Gifts and Honoraria – Texas Woman's University Policy
- 5.5 Texas Woman's University Campus Map and Pre-Submittal Conference Parking Information