

REQUEST FOR QUALIFICATIONS FOR  
DESIGN-BUILD SERVICES

MD ANDERSON CANCER CENTER

**Expand Rotary House International Hotel**

MD Anderson Project No.: 18-0206

RFQ No.: 442330/JSW

**PRE-SUBMITTAL CONFERENCE:**

11/12/18, 1:00 PM, local time  
Jesse H. Jones Rotary House  
Conference Room RHI1.202 abc  
1600 Holcombe Blvd.  
Houston, TX 77030

**RFQ SUBMITTAL DEADLINE:**

11/27/18, @ **1:00 PM** LOCAL TIME

THE UNIVERSITY OF TEXAS

**MDAnderson**  
**Cancer Center**

Making Cancer History®

Prepared By:  
MD Anderson Cancer Center  
Sourcing and Contract Management  
7007 Bertner, Suite 11.2339  
Houston, Texas 77030  
713-745-8300

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REQUEST FOR QUALIFICATIONS FOR  
DESIGN-BUILD SERVICES  
MD ANDERSON CANCER CENTER  
**Expand Rotary House International Hotel**  
MD Anderson Project No.: 18-0206  
RFQ No.: 442330/JSW

**SECTION 1 – GENERAL INFORMATION & REQUIREMENTS**

- 1.1 **GENERAL INFORMATION:** The University of Texas MD Anderson Cancer Center (“Owner”) is soliciting statements of qualifications (“Qualifications”) for selection of a Design/Build Contractor to provide design-build services for MD Anderson Project No. **18-0206, Expand Rotary House International Hotel** (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (“RFQ”).
- 1.1.1 This RFQ is the first step in what may be up to a three-step process for selecting a Design/Build Contractor for the Project as provided by Texas Education Code §51.780(f), and provides the information necessary to prepare and submit Qualifications for consideration and initial ranking by Owner. Based on the initial ranking, Owner may select up to five (5) of the top-ranked respondents to this RFQ to participate in the second step of the process, Request for Proposals.
- 1.1.2 In the second step of the process, Request for Proposals (“RFP”), the top-ranked respondents to this RFQ, as identified in section 1.1.1, will be required to submit additional information to Owner, including fee proposals and proposed limitations on general conditions costs (“Proposals”). Owner will rank the Proposals in the order that they provide the “best value” for Owner based on the published selection criteria and on the ranking evaluations.
- 1.1.3 In the optional third step of the process, Interviews, each top ranked respondent may be required to attend an interview with Owner to confirm its Proposal and answer additional questions. Owner will then rank the remaining top-ranked respondents in order to identify the “best value” offer.
- 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 agreement is executed.
- 1.2.1 Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ and RFP information.
- 1.3 **TYPE OF AGREEMENT:** Any agreement resulting from this solicitation will be in the form of Owner’s standard Agreement Between Owner and Design/Build Contractor (“Owner’s Standard Agreement”), a copy of which is attached hereto.
- 1.3.1 Time is of the essence for this Project. Any request to modify any terms or conditions of Owner’s Standard Agreement or any of its attachments, riders and exhibits will be taken into consideration before awarding an Agreement to any respondent.
- 1.3.2 In anticipation of the second step, Request for Proposals (RFP), see Section 1.1.2, Respondent should carefully review the attached Owner’s Standard Agreement and all of its

attachments, riders and exhibits. Respondent must clearly communicate in writing all terms and conditions of Owner's Standard Agreement (including all attachments, riders and exhibits) that Respondent will require to be changed before Respondent will sign the Agreement.

- 1.3.3 Each Respondent selected to participate in the second step must provide written attestation of its willingness to accept Owner's Standard Agreement in its entirety without change or modification or if Respondent will require changes, Respondent must provide all actual draft language it proposes for each change requested. In addition to proposed edits, Respondent must provide a reasonable and articulable explanation as to why Respondent requests each change. Redlining Owner's Agreement or providing a statement with the intent or an implication that the agreement will require further discussion or negotiation will not be considered sufficient as a reasonable request for change and will negatively impact Respondents overall ranking.

- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by Owner as an addendum on the MD Anderson web site (<http://www.mdanderson.org/departments/bids>). It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by Owner before the Qualifications are due as 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 Owner issues by addenda three (3) days prior to the Submittal Deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on Owner and should not be relied on in preparing Qualifications.

1.5 **SUBMISSION OF QUALIFICATIONS:**

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

11/27/18, 1:00 PM Local time

**Physical Address for Courier Delivery:**

The University of Texas MD Anderson Cancer Center  
Sourcing and Contract Management  
6900 Fannin St, Suite 10.1001  
Houston, Texas 77030  
Attn: John Wroth

- 1.5.2 Submit **TEN (10)** identical copies of the Qualifications. An original signature must be included on the "Respondent's Statement of Qualifications and Ability to Undertake the Project" document submitted with each copy.
- 1.5.3 Respondent shall submit a Letter of HUB Commitment as described in Section 4.1.2 of this RFQ, by the Submittal Deadline, and separate from the Qualifications in a SEALED Envelope within the sealed response.
- 1.5.4 Qualifications received after the deadline will be returned to Respondent unopened.

- 1.5.5 Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile transmission (fax), or electronic mail (e-mail).
- 1.5.6 Properly submitted Qualifications will not be returned to respondents.
- 1.5.7 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 Respondent.
- 1.5.8 Properly submitted Qualifications will be opened publicly and the names of Respondents will be read aloud.
- 1.6 POINT-OF-CONTACT: Owner designates the following person, as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the Point-of-Contact person.
- John Wroth  
The University of Texas MD Anderson Cancer Center  
Sourcing & Contract Management  
Email: jswroth@mdanderson.org
- 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 Owner. The top five or fewer ranked respondents may be selected by 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. Such information will be solicited from firms qualified by Owner to participate in step two of the selection process.
- 1.8 OWNER'S RESERVATION OF RIGHTS: Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. 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.
- 1.8.1 Respondent understands and agrees that this RFQ and any subsequent agreement ensuing from this solicitation is contingent upon approval by Owner, The University of Texas Board of Regents, and the Texas Higher Education Coordinating Board. Respondent understands and agrees that Owner has made no representation, written or oral, that any such approvals will actually be obtained. If any such approvals are not obtained, Respondent understands and agrees that this RFQ and any subsequent Agreement ensuing from this solicitation will be null, void, and of no effect.
- 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 Owner.

- 1.10 **NO REIMBURSEMENT FOR COSTS:** Respondent acknowledges and accepts that any costs incurred from Respondent's participation in this solicitation process shall be at the sole risk and responsibility of Respondent. Respondent submits its Qualifications and Proposal at its own risk and expense.

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

11/12/18, 1:00 pm, local time

Jesse H. Jones Rotary House  
Conference Room RHI 1.202 abc  
1600 Holcombe Blvd.  
Houston, TX 77030

- 1.11.1 A guided tour of the project site **will** be included as a part of the conference agenda. Attendance at the pre-submittal conference is optional.

- 1.12 **ELIGIBLE RESPONDENTS:** Only individual firms or lawfully formed business organizations may apply. (This does not preclude a respondent from using consultants.) Owner will contract only with the individual firm or formal organization that submits Qualifications.

- 1.13 **HISTORICALLY UNDERUTILIZED BUSINESSES SUBMITTAL REQUIREMENTS:** It is the policy of The University of Texas System, and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, Owner has adopted its Policy on Utilization of Historically Underutilized Businesses, a copy of which is attached hereto. The Policy applies to all contracts with an expected value of \$100,000 or more. If Owner determines that subcontracting opportunities are probable, then a Letter of HUB Commitment is a required element of the Qualifications and a HUB Subcontracting Plan (HSP) for Preconstruction Services will be a required element of the Proposal. Failure to submit a required Letter of HUB Commitment will result in rejection of the Qualifications. Failure to submit the required HSP for Preconstruction Services will result in rejection of the Proposal.

- 1.13.1 **STATEMENT OF PROBABILITY:** Owner has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a Letter of HUB Commitment is required as a part of Respondent's Qualifications. In the event Respondent is required to submit a Proposal in step two of this solicitation process, Respondent will be required to submit an HSP for Preconstruction Services as part of Respondent's Proposal.

- 1.13.2 The HUB Subcontracting goal for this project is **TWENTY ONE AND ONE TENTH (21.1)** percent. Respondents are expected to make a good faith effort to meet this goal.

- 1.13.3 The Letter of HUB Commitment must be submitted at the same time as the sealed Qualifications. The envelope containing the Letter of HUB Commitment must be in a separate attachment apart from the Qualifications. The envelope must be sealed, must be clearly labeled "Letter of HUB Commitment", and must be clearly marked with Owner's project name, Owner's project number and the correct RFQ number.

- 1.14 **SALES AND USE TAXES:** Texas Tax Code Section 151.311 provides that certain tangible personal property incorporated into realty or consumed at the jobsite in the performance of a contract for an improvement to realty for certain exempt entities, including The University of

Texas System and its component institutions, are exempt from state sales tax. Section 151.311 also provides that certain otherwise taxable services performed at the jobsite are exempt from taxes on University of Texas System projects. It is the responsibility of Respondent to incorporate allowable tax savings into its Proposal.

- 1.15 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). Respondent agrees that each subcontractor and supplier placed under contract for the Project will also provide a certification of franchise tax status.
- 1.16 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 applies to all building or construction contracts advertised for bid on or after September 1, 1994. 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. The requirements of the rule are set forth in the Uniform General Conditions for University of Texas System Building Construction Contracts ("UTUGCs"), which are included as an Exhibit to Owner's Standard Agreement attached hereto.
- 1.17 PREVAILING WAGE RATE DETERMINATION: Respondents are advised that the Texas Prevailing Wage Law will be administered in accordance with the policies and procedures set forth in the U. T. System document, entitled "Prevailing Wage Guidelines" that are set forth in Owner's Special Conditions, which are included as an Exhibit to Owner's Standard Agreement attached hereto. The penalty for violation of prevailing wage rates has been increased from \$10.00 per underpaid worker per day or portion thereof to \$60.00 per underpaid worker per day or portion thereof.
- 1.18 DELINQUENCY IN PAYING CHILD SUPPORT: Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named as Respondent to this solicitation is not ineligible to receive the specified grant, loan, or payment and acknowledges that any contract that may be executed as a result of this solicitation shall be void and may be terminated and any payment that may become due Respondent prior to termination of any such contract may be withheld if this certification is inaccurate.
- 1.19 ETHICS MATTERS: Respondent and its employees, agents, representatives and subcontractors must read and understand Owner's Conflicts of Interest Policy available at <http://www.mdanderson.org/about-us/compliance-program/conflict-of-interest-policy-no.-adm0255.pdf>, Owner's Standards of Conduct Guide available at <http://www.mdanderson.org/about-us/compliance-program/do-the-right-thing.pdf>, and applicable state ethics laws and rules available at [www.utsystem.edu/ogc/ethics](http://www.utsystem.edu/ogc/ethics). Neither Respondent nor its employees, agents, representatives or subcontractors will assist or cause Owner employees to violate Owner's Conflicts of Interest Policy, provisions described by Owner's Standards of Conduct Guide, or applicable state ethics laws or rules. Respondent certifies that no member of the Board has a direct or indirect financial interest in the transaction that is the subject of this RFQ.
- 1.20 GROUP PURCHASE AUTHORITY: Texas law authorizes institutions of higher education (defined by section 61.003, *Education Code*) to use group purchasing procurement methods (ref.

Sections 51.9335, 73.115, and 74.008, *Education Code*). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Respondent.

- 1.21 **COMPLIANCE WITH LAW:** Respondent is aware of, is fully informed about, and in full compliance with its obligations under existing applicable law and regulations, including Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000(D)), Executive Order 11246, as amended (41 CFR60-1 and 60-2), Vietnam Era Veterans Readjustment Act of 1974, as amended (41 CFR60-250), Rehabilitation Act of 1973, as amended (41 CFR 60-741), Age Discrimination Act of 1975 (42 USC 6101 et seq.), Non-segregated Facilities (41 CFR 60-1), Omnibus Budget Reconciliation Provision, Section 952, Fair Labor Standards Act of 1938, Sections 6, 7, and 12, as amended, Immigration Reform and Control Act of 1986, and Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals (PL 96-507), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), the Civil Rights Act of 1991, University of Texas System Administration Policy UTS165, and all laws and regulations and executive orders as are applicable.
- 1.22 **DISCLOSURE OF INTERESTED PARTIES STATUTE:** In its response, Respondent must agree to comply with Section 2252.908, Texas Government Code (“Disclosure of Interested Parties Statute”) and 1 Texas Administration Code Sections 46.1 through 46.3 (“Disclosure of Interested Parties Regulations”) as implemented by the Texas Ethics Commission (“TEC”), including, among other things, providing the TEC and Owner with the information required by the Disclosure of Interested Parties Statute and the Disclosure of Interested Parties Regulations on the form promulgated by the TEC. The form will be required to be submitted to Owner prior to the countersigning of the final agreement and is not required to be submitted in response to this RFQ.
- 1.23 **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. The Texas Board of Architectural Examiners, 333 Guadalupe Street, Suite 2-350, Austin, Texas 78701, telephone (512) 305-9000, has jurisdiction over individuals licensed under the Architects’ Registration Law, Chapter 1051, Texas Occupations Code.
- 1.24 **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.

## **SECTION 2 – EXECUTIVE SUMMARY**

### **2.1 HISTORICAL BACKGROUND:**

The University of Texas MD Anderson Cancer Center is one of the world’s most respected centers devoted exclusively to cancer patient care, research, education and prevention.

Created in 1941 as part of The University of Texas System, the institution is one of the nation’s original three comprehensive cancer centers designated by the National Cancer Act of 1971. Today, it’s one of 68 National Cancer Institute-designated comprehensive cancer centers. U.S. News & World Report’s “Best Hospitals” survey has ranked MD Anderson as one of the nation’s top two cancer centers every year since the survey began in 1990.

Since 1944, more than 940,000 patients have turned to MD Anderson for cancer care. The multidisciplinary approach to treating cancer was pioneered at the institution. This approach brings together teams of experts across disciplines to collaborate on the best treatment plan for patients. And because MD Anderson's experts focus solely on cancer, they're renowned for treating all types, from common to rare and uncommon diseases.

In Fiscal Year 2013, MD Anderson's 20,000 cancer fighters provided care to more than 120,000 patients. Of these, nearly one-third were new and one-third came from outside Texas, seeking the knowledge-based care that has made the institution so widely respected. In addition, about 7,600 patients participated in clinical trials at MD Anderson designed to identify innovative cancer treatments. The institution's clinical trial program is the largest in the nation.

MD Anderson also ranks first in total amount of grant dollars received from the National Cancer Institute, which helps scientists rapidly translate important knowledge gained in the laboratory to a clinical care setting. In FY13, MD Anderson invested more than \$670 million in research, an increase of 31% over the past five years.

The unprecedented Moon Shots Program launched in 2012 to dramatically accelerate the pace of converting scientific discoveries into clinical advances that significantly reduce cancer deaths. The program brings together large teams of researchers and clinicians to mount comprehensive attacks on eight cancers initially. They work as part of six moon shot teams: acute myeloid leukemia and myelodysplastic syndrome, chronic lymphocytic leukemia, melanoma, lung cancer, prostate cancer, and triple-negative breast and high-grade serous ovarian cancers, which are linked at the molecular level. So far, the program has received more than \$163 million in private philanthropic commitments. The goal is for *all* cancers to one day become moon shots.

With employees working in more than 50 buildings in the greater Houston area and in central Texas, MD Anderson is the largest freestanding cancer center in the world. Its facilities in the Texas Medical Center — the largest medical center in the world — cover more than 14 million square feet and feature the latest equipment and facilities to support growing needs in outpatient and inpatient care, research, prevention and education. Inpatient hospital facilities at MD Anderson house over 600 beds.

MD Anderson has Houston-area locations in the Texas Medical Center, Bay Area, Katy, Sugar Land, The Woodlands, Bellaire (diagnostic imaging) and Memorial City (surgery). MD Anderson physicians also provide cancer care to the underserved at Lyndon B. Johnson General Hospital in Houston. In addition, there are two research campuses in Bastrop County, Texas.

The institution's MD Anderson Cancer Network® also has developed a network of national and international locations:

### **Partner members**

Banner MD Anderson Cancer Center (Gilbert, Ariz.)

MD Anderson Cancer Center at Cooper (New Jersey)

### **Certified members**

13 health systems and hospitals in 11 states

## **Affiliates**

MD Anderson Cancer Center Madrid (Spain)

MD Anderson Radiation Treatment Center at American Hospital (Istanbul)

MD Anderson Radiation Treatment Center at Presbyterian Kaseman Hospital (Albuquerque, N.M.)

## **Sister institutions**

Academic collaborations with 29 sister institutions in 22 countries.

## 2.2 MISSION STATEMENT:

Mission. The mission of The University of Texas MD Anderson Cancer Center is to eliminate cancer in Texas, the nation, and the world through outstanding programs that integrate patient care, research and prevention, and through education for undergraduate and graduate students, trainees, professionals, employees and the public.

Vision. We shall be the premier cancer center in the world, based on the excellence of our people, our research-driven patient care and our science. We are Making Cancer History.

### Core Values.

- Caring: By our words and actions, we create a caring environment for everyone.
- Integrity: We work together to merit the trust of our colleagues and those we serve.
- Discovery: We embrace creativity and seek new knowledge.

## 2.3 PROJECT DESCRIPTION, SCOPE AND BUDGET:

Owner seeks Design-Build services to expand the Rotary House International Hotel and complete a skybridge to cross S. Braeswood Blvd.

This project includes the design, construction and activation of a new hotel tower immediately adjacent to and connected to the existing and occupied Rotary House International (RHI) hotel, located at the corner of Holcombe Boulevard and South Braeswood Boulevard.

The Project will:

- Include a hotel tower that includes approximately 182 guest rooms and suites, plus additional support space
  - Additional spaces may include:
    - Restaurant and kitchen
    - Laundry facilities (for guests)
    - Conference/meeting room space
    - Pool & Spa Renovation
    - Food and beverage “grab and go” / retail space
    - Utility tie-ins (TECO, electrical, gas, etc)
    - Service dock
    - Building transformer pad

- Elevators and elevator lobby
- Include renovation and expansion of portions of the existing facility to improve the functionality of the hotel, such as relocation of the front desk and the expansion of the kitchen and dining areas
- Be designed and constructed to a “Marriott Premium” level (ex. Marriott, Sheraton, Marriot Full Service)
- Include the design and construction of a pedestrian bridge from across South Braeswood Blvd. that will directly connect the hotel to the parking garage located on the east side of South Braeswood Blvd. An additional bridge connection may be included from the hotel tower to Garage 17 immediately south of the Project location.

Work is assumed to include programming, the development of design documents (specifications, schematic design, design development and construction documents), site work, structure, utilities (electrical, gas, water, TECO), complete build-out of the building, the procurement of, storage and installation of furnishings, move-in related activities and the construction of pedestrian bridges from the hotel tower to nearby parking garages.

The adjacent hotel will remain in operation throughout the project, potentially requiring a phased construction approach. Building utility services may also be shared, but this will need to be defined further during the design and preconstruction phases.

The anticipated Design Build Budget Limit (DMBL) for the project is currently anticipated as Forty Eight Million Five Hundred Thousand and no/100 Dollars, (\$48,500,000.00)

#### 2.4 PRE-DESIGN PHASE DOCUMENTATION:

Owner has developed a Design Criteria Package for the Project dated **October 22, 2018 (10/22/18)**, which is attached to this RFQ.

Owner intends to have the successful respondent be a part of the development of a Facility Program, with verification and approval of the **Facility Program** as a part of Pre-Construction Services.

#### 2.5 PROJECT PLANNING SCHEDULE: Key Project planning schedule milestones, subject to change at Owner’s sole discretion, are:

	<b>TENTATIVE</b>
Owner conducts Pre-Submittal Conference	Refer to Section 1.11
Last Day to submit Request for Information (RFI) 4:00 PM CST	11/15/18
Response to RFI Posted to Internet	11/21/18
Owner receives Qualifications and Letter of HUB Commitment	Refer to Section 1.5
Owner issues Request for Proposals to short-listed firms	12/17/18
Owner receives Proposals from short-listed firms	1/7/19
Owner interviews short-listed firms (if applicable)	2/12/19
Owner delivers agreement to selected Respondent	2/15/19
Selected Respondent returns executed agreement to Owner	3/1/19
Owner approves Pre-Design Phase Document	6/17/19
Owner authorizes start of Schematic Design Documents	6/17/19
Owner approves Design Development Documents	12/17/19
Owner requests Guaranteed Maximum Price Proposal	12/18/19
Anticipated Commencement of the Construction Work	2/14/20
Design/Build Contractor achieves Substantial Completion	12/30/21
Design/Build Contractor achieves Final Completion	1/29/22

### **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.

#### **3.1 CRITERION ONE: RESPONDENT’S STATEMENT OF INTEREST 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 each consultant and its principal(s), and assigned professionals to undertake the project. What is the physical address of the office that will be primarily responsible for providing services on this project? What percent of each firm’s capacity (per office location) would be required to execute this project and which (if other than Houston) offices would be utilized? Describe the impact of current workload on managing resources for this project.
- 3.1.3 Provide any other details regarding special services, products, advantages or other benefits offered to the Owner by the Respondent.
- 3.1.4 Describe what you believe are your unique operational skills and experiences, which differentiate your team from your competitors.

#### **3.2 CRITERION TWO: RESPONDENT’S ABILITY TO PROVIDE DESIGN/BUILD SERVICES**

- 3.2.1 Provide the following information on your firm for the past **five** (5) fiscal years:

##### Volume

- Annual number, value and percent change of contracts in Texas per year;
- Annual number, value and percent change of contracts nationally per year;

##### Revenues

- Annual revenue totals and percent change per year;

##### Bonding

- Total bonding capacity;
- Available bonding capacity and current backlog;

- 3.2.2 Attach a letter of intent from a surety company indicating your firm’s ability to bond for the entire construction cost of the project. The surety shall acknowledge that the firm may be bonded for each stage, or phase, of the project with a potential maximum construction cost of **FORTY EIGHT MILLION, FIVE HUNDRED THOUSAND DOLLARS AND NO/100 (\$48,500,000)**. Bonding requirements are set forth in Owner’s Standard Agreement and the Uniform General Conditions for University of Texas System Building Construction Contracts (UTUGCs).
- 3.2.3 Identify if your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity? If so, please explain the impact both in organization and company direction.

- 3.2.4 Provide details of any past or pending litigation, or claims filed, against your firm that may affect your performance under a contract with Owner.
- 3.2.5 Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If so, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.6 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.
- 3.2.7 Describe any instances involving your firm in which it became necessary for an owner to engage the surety to fund the completion of your firm's work on any project.
- 3.2.8 Does the firm or any other company within the same holding group of companies self-perform any work other than the General Conditions work? If so, please identify the firm and the services performed. Describe their fee and management structure. Are employees different from the CM team proposed for this project?

### 3.3 CRITERION THREE: QUALIFICATIONS OF DESIGN BUILD TEAM

- 3.3.1 Describe your management philosophy for the Design Build construction delivery method. Describe your process in working with consultants and integrating them into the design and construction process.
- 3.3.2 Provide resumes of the Design/Build Contractor and the entire Design Team, including Architectural, Engineering and Technical Consultant members that will be directly involved in the Project, including their experience with similar projects, the number of years with the firm, and their city(s) of residence.
- 3.3.3 Describe, in graphic and written form, the proposed Project assignments and lines of authority and communication for each team member to be directly involved in the Project. Indicate the estimated percent of time these team members will be involved in the Project for Pre-construction and Construction Services. Affirm that the individuals identified will be committed for the entire duration of the project.
- 3.3.4 Identify the proposed team members (including consultants) who worked on the Projects listed in Section 3.4 or 3.5 of this RFQ, and describe their responsibility in those projects compared to this project.
- 3.3.5 What does your firm believe are the most serious concerns in the implementation of this project and what are the strategies you have to offer to either avoid or deal with them? What does your firm believe are Owner responsibilities in that regard?
- 3.3.6 Upon completion, how would your firm define whether the project was successful or not and what metric would be utilized to measure its success?
- 3.3.7 Per article 1.6.6 of the contract "Site Visits. The Project Architect shall visit the site at least once each week during the entire construction period to observe the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents". How do you plan to manage this task on a weekly basis?

- 3.3.8 What strategies do you utilize while coordinating and/or working with a City/governing body/organization/etc. in order to get approvals for project elements (ie. the pedestrian bridge spanning a city street for this project)? What experience do you have on gaining such approvals?

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

- 3.4.1 Identify and describe the proposed Team's past experience for providing Design Build services that are MOST RELATED TO THIS PROJECT (HIGH RISE HOTELS) within the last five (5) years. 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)
- Construction cost estimate determined by respondent during pre-construction phase services
- Final construction cost, including Change Orders
- Amount of any savings returned to the owner and/or realized
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual Notice to Proceed for Pre-Construction Services
- Actual Notice to Proceed, Substantial Completion, and Final Payment dates for Construction Services
- Name of Project Manager (individual responsible to Owner for the overall success of the project)
- Name of Project Superintendent (individual responsible for coordinating the day to day work)
- Names of Mechanical, Plumbing and Electrical subcontractors
- Names of the proposed team from 3.3.2, if any, who participated in these projects
- 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
- Architect/Engineer's name and representative who served as the day-to-day liaison during the construction phase of the project, including telephone number
- The total recordable incident rate and days away from work rate for each of the listed projects; including all project participants? Information obtained from SafetyNet is acceptable if available.
- Length of business relationship with the owner.

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

3.5 CRITERION FIVE: RESPONDENT'S PAST PERFORMANCE ON PUBLIC PROJECTS

- 3.5.1 Identify and describe the proposed Team's past experience for providing Design Build services on University of Texas System projects within the last five (5) years.

If Respondent has not previously provided Design Build services for The University of Texas System, then identify and describe Respondent's past performance on Design Build projects for "major" institutions of higher education or other public agencies 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)
- Construction cost estimate determined by respondent during pre-construction phase services
- Final construction cost
- Amount of any savings returned to the owner and/or realized
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual Notice to Proceed for Pre-Construction Services
- Actual Notice to Proceed, Substantial Completion, and Final Payment dates for Construction Services
- Name of Project Manager (individual responsible to the owner for the overall success of the project)
- Name of Project Superintendent (individual responsible for coordinating the day to day work)
- Names of Mechanical, Plumbing and Electrical subcontractors
- Names of the proposed team from 3.3.2, if any, who participated in these projects
- 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
- Architect/Engineer's name and representative who served as the day-to-day liaison during the construction phase of the project, including telephone number.
- What is the total recordable incident rate and days away from work rate for each of the listed projects, including all project participants? Information obtained from SafetyNet is acceptable if available.

### 3.6 CRITERION SIX: RESPONDENT'S ABILITY TO MANAGE CONSTRUCTION SAFETY RISKS

- 3.6.1 Briefly describe the firm's approach for anticipating, recognizing and controlling safety risks and note the safety resources that the firm provides for each project's Safety program.
- 3.6.2 Describe the level of importance for Enforcement and Support of Project Safety that the firm includes in performance evaluations for Superintendents and Project Managers.
- 3.6.3 Describe the Safety and Insurance/Claims History information and weighting that the firm includes in the submission and award process for "best value" Subcontracts.
- 3.6.4 For all projects that the firm has managed (or co-managed) and are greater than \$10 million (Total Project Cost) in the past five (5) years, list and describe all events or incidents that have reached any of the following levels of severity:
  - Any occupational illness or injury that resulted in death or total and permanent disability
  - Three occupational illnesses or injuries that resulted in hospital admittances
  - Explosion, fire or water damage that claimed 5% of the project's construction value
  - Failure, collapse, or overturning of a scaffold, excavation, crane or motorized mobile equipment when workers were present at the project

- 3.6.5 Does the firm or any other company within the same holding group of companies self-perform any work beyond General Conditions?
- 3.6.6 Identify the firm's Experience Modification Rate (EMR) for the three (3) most recent annual insurance-year ratings.
- 3.6.7 Identify the firm's annual OSHA Recordable Incident Rates (RIR) for all work performed during the past three (3) calendar years.
- 3.6.8 Identify the firm's annual OSHA Lost Workday Case Incident Rates (LWCIR) for all work performed during the past three (3) calendar years.
- 3.6.9 Describe the strategies used for managing safety among subcontractors. Does your firm participate in safety-oriented project initiatives (i.e. Construction Career Collaborative (C<sup>3</sup>), if so, which do they include?
- 3.6.10 Describe the strategies used for managing safety among sub-contractors. Does your firm participate in safety oriented project initiatives (ie. C3), if so, which do they include?

**3.7 CRITERION SEVEN: RESPONDENT'S UNDERSTANDING OF OWNER'S STANDARD AGREEMENT AND ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS ON PAST PROJECTS**

- 3.7.1 Any request to modify any terms or conditions of the Draft Agreement or any of its attachments, riders and exhibits will be taken into consideration before awarding an agreement to any respondent.
- 3.7.2 Respondent should carefully review the attached Draft Agreement and all of its attachments, riders and exhibits. Respondent **must** clearly communicate in writing all terms and conditions of Owner's Draft Agreement (including all attachments, riders and exhibits) that respondent **will require to be changed before respondent will sign the agreement.**
- 3.7.3 Respondents **must** provide written attestation of its willingness to accept Owner's complete Draft Agreement without change or modification or if respondent will require changes, respondent **must** provide all actual draft language it proposes for each change requested. In addition to proposed edits, respondent must provide a reasonable and articulable explanation why Respondent requests each change. Red-lining Owner's Draft Agreement or providing a statement with the intent or an implication that the agreement will require further discussion or negotiation will not be considered sufficient as a reasonable request for change and will negatively impact respondents overall ranking.
- 3.7.4 Describe your fiduciary responsibility as a Design Build Contractor using Guaranteed Maximum Price contracts for publicly funded projects.
- 3.7.5 Describe your cost estimating methods for the design and construction phases. What are the qualifications and experience of your estimator (in house or 3<sup>rd</sup> party)? How do you develop cost estimates, how often are they updated and how does your firm ensure that the project stays within the specified budget as the building design progresses. Provide examples of how these techniques were used and what degree of accuracy was achieved.

- 3.7.6 Describe your cost control methods during construction and how you procure subcontracts, confirm scope, amount, and ensure proper payment. From any three (3) projects listed in response to Section 3.4 or 3.5 of this RFQ, provide examples of how these techniques were used and the degree of accuracy achieved.
- 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 Owner's requirements.
- 3.7.8 Owner intends to accept a Guaranteed Maximum Price prior to completion of Construction Documents. Describe 1) Your process for ensuring that the Design Documents provide the information necessary to arrive at a complete GMP, including all Owner requirements with reasonable contingencies, and 2) Your process for subsequently ensuring that the 100% Construction Documents align with the project scope in the previously accepted GMP proposal documents.

### 3.8 CRITERION EIGHT: RESPONDENT'S ABILITY TO MEET SCHEDULES ON PAST PROJECTS

- 3.8.1 Describe how you will develop, maintain and update the project schedule during design and construction. Describe the way in which your firm develops and maintains work schedules to coordinate with Owner's project deadlines and milestones. 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.
- 3.8.2 Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any three (3) of the projects listed in response to Section 3.4 or 3.5 of this RFQ, provide examples of how these techniques were used, including specific scheduling challenges/requirements and actual solutions.
- 3.8.3 For this Project, Owner will expect Design/Build Contractor to employ a full-time scheduler as part of the field staff. Describe your use of a full-time scheduler on past projects and the format/programs used to track the schedule? What systems do you intend on using for this project? How have you effectively utilized the scheduler role when required to do so on past projects?
- 3.8.4 What methods do you use to clearly and quickly communicate the impact of owner-requested and/or suggested changes that may or may not arise during the development of the design or in the Construction Phase?

### 3.9 CRITERION NINE: RESPONDENT'S KNOWLEDGE OF CURRENT DESIGN AND CONSTRUCTION METHODOLOGIES, TECHNOLOGIES, AND BEST PRACTICES

- 3.9.1 Describe your quality assurance program. Explain the methods used to ensure quality control during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used from any three (3) projects listed in response to Section 3.4 or 3.5 of this RFQ.
- 3.9.2 Describe your procedures for implementing industry's "best practices" as defined by the Construction Industry Institute and similar organizations for:

- Establishing and tracking project objectives
  - Using project scope definition resources (i.e. Project Definitions Rating Index (PDRI)) in order to obtain complete and accurate design and construction documents from the A/E
  - Partnering
  - Cost tracking
  - Master milestone scheduling, look-ahead planning, and weekly work planning to ensure best productivity
  - Change (order) management systems
  - Building systems commissioning including coordination with Owner's commissioning agent
  - Total quality management for each phase, including close-out and commissioning
- 3.9.3 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.
- 3.9.4 As the Design/Build Contractor, describe your relationship with the local subcontracting community. Provide a list of subcontractors that you have worked with in the past that you feel would be qualified to work on this project.
- 3.9.5 As the Design/Build Contractor, describe your relationship with the local architect and engineer community.
- 3.9.6 Describe your past experience dealing with congested campuses/site conditions for any project listed in Section 3.4 or 3.5 of this RFQ.
- 3.9.7 Provide any other details regarding special services, products, advantages or other benefits offered to Owner by Respondent.
- 3.9.8 Describe how you interface with the architect and its consultants to enhance the design and planning process. Specifically address how you typically use Building Information Modeling to benefit the project and the owner. Describe the measures you use to ensure data that is to be exchanged between the various discipline models is transferred accurately and consistently. Indicate to what extent you use BIM to support your efforts in developing construction cost estimates. Indicate whether you typically develop a single independent construction model or independent models for each of the major construction trades (mechanical, electrical, plumbing). Describe the measures that you use to transfer accurately the design data into the construction model(s).
- 3.9.9 Describe the measures you use to maintain and update the information contained in the design model(s) and documents throughout the construction phase and how you ensure the final equipment and system data is accurately transferred or submitted to the owner at substantial completion.

### 3.10 CRITERION TEN: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

- 3.10.1 Describe your understanding of the administrative challenges and opportunities associated with providing Preconstruction and Construction services for The University of Texas System and/or other public entities and your strategy for resolving these issues.

- 3.10.2 For any combination of three (3) projects listed in response to Section 3.4 or 3.5 of this RFQ, describe any conflicts with owner, Consultants, Architect/Engineer, or subcontractors and describe the methods used by Respondent to resolve those conflicts.
- 3.10.3 Provide examples of Design and Construction services provided that creatively incorporated mechanical, electrical, and plumbing solutions in similar structures.

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### 3.11 CRITERIA ELEVEN: EXECUTION OF OFFER

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH 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 RESPONDENT MAY BE REMOVED FROM ALL LISTS OF PROSPECTIVE RESPONDENTS. 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.

- 3.11.1 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 Owner and Respondent; (3) Owner has made no representation or warranty, written or oral, that one or more contracts with 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.
- 3.11.2 By signature hereon, Respondent offers and agrees to furnish to 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.
- 3.11.3 By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Qualifications.
- 3.11.4 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.
- 3.11.5 By signature hereon, Respondent hereby certifies that neither Respondent nor the firm, corporation, partnership or owner represented by 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.
- 3.11.6 By signature hereon, Respondent represents and warrants that:
  - 3.11.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;
  - 3.11.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;

- 3.11.6.3 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;
- 3.11.6.4 Respondent understands (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth in Owners' Standard Agreement under which Respondent will be required to operate;
- 3.11.6.5 Respondent, if selected by Owner, will maintain insurance as required by the terms of Owner's Standard Agreement;
- 3.11.6.6 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by Owner as the successful Respondent, Respondent will notify Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.
- 3.11.7 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 Respondent and to bind Respondent under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.
- 3.11.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of Respondent, Respondent qualifies as a Texas Resident Respondent as defined in Rule 1 TAC 111.2.
- 3.11.9 By signature hereon, Respondent certifies as follows:
  - 3.11.9.1 "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."
  - 3.11.9.2 "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."
  - 3.11.9.3 "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."
- 3.11.10 By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of any University of Texas component, or Respondent has not been an employee of any University of Texas component within the immediate twelve (12) months prior to your RFQ response. All such disclosures will be subject to administrative review and approval prior to Owner entering into any contract with Respondent.

- 3.11.11 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).
- 3.11.12 Respondent represents and warrants that all articles and services quoted in response to this RFQ meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.
- 3.11.13 By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 3.11.14 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.
- 3.11.15 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.
- 3.11.16 By signature hereon, Respondent acknowledges and agrees that this project will utilize Owner Controlled Insurance Program (OCIP) and Owner-provided Builders Risk insurance program and will bind all trade contractors and subcontractors to participate in the program. Respondent acknowledges that it has received and reviewed information required to be provided about the OCIP program at least ten (10) days before entering into this contract, and will provide this information to all contractors and subcontractors at least ten (10) days before entering into a contract with them.
- 3.11.17 By signature hereon, Respondent certifies that the only member(s) of the Board of Regents of The University of Texas System, or the Executive Officers of the University of Texas System or it's 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)

\_\_\_\_\_  
(UT System Title)

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EXECUTION OF OFFER: RFQ No. 442330/JSW

Respondent must complete sign and return this Execution of Offer as part of their submittal response. Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form may 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 each person who owns at least 25% of Respondent's business entity by name:

\_\_\_\_\_  
(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)

## **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 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 FORTY (40) PRINTED PAGES**. The cover, table of contents, divider sheets, HUB Subcontracting Plan (Section 1.13), and Execution of Offer do not count as printed pages. Each bound copy must be in the following order.
- Cover
  - Cover Letter
  - Table of Contents
  - **CRITERION ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT**
  - **CRITERION TWO: RESPONDENT'S ABILITY TO PROVIDE DESIGN BUILD SERVICES**
  - **CRITERION THREE: QUALIFICATIONS OF THE DESIGN BUILD TEAM**
  - **CRITERION FOUR: RESPONDENT'S PAST PERFORMANCE ON REPRESENTATIVE DESIGN BUILD PROJECTS**
  - **CRITERION FIVE: RESPONDENT'S PAST PERFORMANCE ON U.T. SYSTEM PROJECTS**
  - **CRITERION SIX: RESPONDENT'S ABILITY TO MANAGE CONSTRUCTION SAFETY RISKS**
  - **CRITERION SEVEN: RESPONDENT'S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS ON PAST PROJECTS**
  - **CRITERION EIGHT: RESPONDENT'S ABILITY TO MEET SCHEDULES ON PAST PROJECTS**
  - **CRITERION NINE: RESPONDENT'S KNOWLEDGE OF CURRENT DESIGN AND CONSTRUCTION METHODOLOGIES, TECHNOLOGIES, AND BEST PRACTICES**
  - **CRITERION TEN: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS**
  - **CRITERION ELEVEN: EXECUTION OF OFFER**
  - **LETTER OF HUB COMMITMENT –The Letter of HUB Commitment must be submitted at the same time as the sealed Qualifications. The envelope containing the Letter of HUB Commitment must clearly be labeled “HUB Subcontracting Plan”, and marked with Owner’s project name and Owner’s RFQ number and project number.**
- 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 Owner.
- 4.1.5 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 Owner, at its option.

4.1.6 Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. 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.

4.1.7 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. Separate each section of the Qualifications by use of a divider sheet with an integral tab for ready reference. Identify the tabs in accordance with the parts under Section 3, which is to be consistent with the Table of Contents. **TAB IDENTIFICATION BY NUMBERS ONLY IS NOT ACCEPTABLE.**

4.1.8 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

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

4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.**

4.2.2 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by Respondent to the questions identified in Section 3 of this RFQ will be used by 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 the Qualifications.

4.4 **PAGINATION:**

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

**SECTION 5 - ATTACHMENTS TO THE RFQ**

5.1 Attachment A – Design Criteria Package

5.2 Attachment B – Owner's Standard Agreement Between Owner and Design/Build Contractor, including Exhibits thereto.

5.3 Attachment C – Rider 104; Policy of Utilization of Historically Underutilized Businesses

5.4 Attachment D – Request for Information