REQUEST FOR QUALIFICATIONS FOR
DESIGN-BUILD SERVICES

MD ANDERSON CANCER CENTER
Finish Out Mid-Campus Building 1, Floors 19-24

MD Anderson Project No.: FPDC-190147

RFQ No.: 190147/ME

PRE-SUBMITTAL CONFERENCE:

DECEMBER 5, 2019 at 2:00 PM LOCAL TIME

THE UNIVERSITY OF TEXAS
MD ANDERSON CANCER CENTER
1MC BUILDING
7007 BERTNER AVENUE
CONF. ROOM TBD
HOUSTON, TEXAS 77030

SUBMITTAL DEADLINE:

DECEMBER 18, 2019 @ 2:00 PM LOCAL TIME

THE UNIVERSITY OF TEXAS
MD Anderson 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
Finish Out Mid Campus Building 1, Floors 19-24
MD Anderson Project No. FPDC-190147
RFQ No.: 190147/ME

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. **FPDC-190147, Finish Out Mid Campus Building 1, Floors 19-24** ("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 FORM 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.

DECEMBER 18, 2019 at 2:00 PM, LOCAL TIME

Physical Address for Courier Delivery:
The University of Texas MD Anderson Cancer Center
FANNIN HOLCOMBE BUILDING
6900 FANNIN, SUITE FHB 10.1001
HOUSTON, TEXAS, 77030
Attn: **Mary Mueller**

1.5.2 Submit **EIGHT (8)** 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 must submit one (1) complete, virus free, exact copy of its Qualifications on a CD clearly labeled "Respondent's Qualifications". The CD must be submitted in a SEALED envelope apart from the other Statement of Qualifications documents and must be submitted at the same time the hard copy sealed documents are submitted. The envelope containing the CD must clearly be labeled "Qualifications" and have the name of the submitting firm, the project name, and the RFQ number on both the sealed envelope and on the CD.

1.5.4 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.

1.5.5 Qualifications received after the deadline will be returned to Respondent unopened.

1.5.6 Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile transmission (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 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.

Mary Mueller
Sourcing Specialist
The University of Texas MD Anderson Cancer Center
Sourcing & Contract Management
Email: memuelle@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.

DECEMBER 5, 2019, @ 2:00 PM LOCAL TIME

THE UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER
1MC BUILDING
7007 BERTNER AVENUE
CONF. ROOM TBD
HOUSTON, TEXAS 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 Point One (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 151.311provides 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. 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

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.

MD Anderson has Houston-area locations in the Texas Medical Center, League City, West Houston, 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.

2.1 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.

2.2 PROJECT DESCRIPTION, SCOPE AND BUDGET:

Owner seeks design-build services for its project number 190147, Finish Out Mid Campus Building 1, Floors 19-24. Under this project, Owner intends to finish out the remaining floors (19 through and including 24) of its Mid Campus Building 1 to help meet the institution's office facility needs. This currently includes the finish out of approximately 250,000 gross square feet (GSF) of space that was left in a "shell condition" when the building was initially constructed.

The expected Design-Build Budget Limitation (DBBL) for the project is $35,300,000 (Thirty-Five Million Three Hundred Thousand Dollars).

Anticipated services include:

a. Pre-design (including space programming), design, and construction services for the finish out of Mid Campus Building 1, Floors 19-24.

Background Information: MD Anderson has initiated a separate project, the Facilities Master Framework 2020 that will update the institutional Master Plan of 2015. In alignment with our strategies, this facilities framework will guide the development of the institution's physical footprint beginning in the Texas Medical Center ("TMC") Campus and extending into the communities MD Anderson serves.

The Facilities Master Framework supports the implementation of forthcoming strategies. It is expected to touch all mission areas, address patient access, technology needs, market growth, how the TMC Campus will adjust to expected patient volumes, and position facilities to be more flexible over time to meet patient needs. It also will address the renovations and expansions of current facilities, as well as new construction.

The scope for the Facilities Master Framework 2020 project is to include the reorganization and relocation of occupants of Mid-Campus Building 1, John Mendelsohn Faculty Center, T. Boone Pickens Academic Tower, and the Dan L. Duncan Building. Occupants in these buildings have need for growth. The exact scope within these buildings will be informed by the Facilities Master Framework.

Information garnered from the Facilities Master Framework will help drive programming decisions for the Mid Campus Building 1 (this Project).

The Design Build team is to review and assess the final Facilities Master Framework recommendations which will be limited to high level departmental gross stacking and renovation recommendations in initiating, confirming, and validating, the programming requirements for the finish out of Mid Campus Building 1, Floors 19-24. An ongoing effort to shift office functions from the Main Building and to general administrative buildings will allow the institution to make better use of clinical space within the Main Building.

b. Potential additional service for a facility space program to re-purpose vacated space within the John Mendelsohn Faculty Center, T. Boone Pickens Academic Tower, and the Dan L. Duncan Building, and remaining floors of the Mid Campus Building 1 (ground thru floor 24) informed by the Facilities Master Framework plan may also be required.

2.3 PRE-DESIGN PHASE DOCUMENTATION:

Owner intends to have the successful Respondent develop, as an Additional Service, a Pre-Design Report ("PDR") for the project. This PDR is to be prepared in the form of Owner's standard Pre-Design Report template – a copy of which is included as an Attachment to the Design Criteria Package – and is to be approved by Owner prior to the start of Schematic Design.

2.4 PROJECT PLANNING SCHEDULE: Key Project planning schedule milestones, subject to change at Owner's sole discretion, are:

Owner conducts Pre-Submittal Conference	Refer to Section 1.11
Last Day to submit Request for Information (RFI) 4:00 PM CST	**December 9, 2019**
Response to RFI Posted to Internet	**December 11, 2019**
Owner receives Qualifications and Letter of HUB Commitment	Refer to Section 1.5
Owner issues Request for Proposals to short-listed firms	**January 7, 2020**
Owner receives Proposals from short-listed firms	**February 4, 2020**

Owner interviews short-listed firms (if applicable)	**March 3, 2020**
Owner delivers agreement to selected Respondent for Signature	**March 17, 2020**
Anticipated date of Fully Executed Agreement	**March 31, 2020**
Owner approves Pre-Design Phase Document	**June 26, 2020**
Owner authorizes start of Schematic Design Documents	**July 2, 2020**
Owner approves Design Development Documents	**February 22, 2021**
Owner requests Guaranteed Maximum Price Proposal	**June 8, 2021**
Anticipated Commencement of the Construction Work	**July 26, 2021**
Design/Build Contractor achieves Substantial Completion	**May 25, 2022**
Design/Build Contractor achieves Final Completion	**June 15, 2022**

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondent shall carefully read the information contained in the following criteria and submit a complete statement of qualifications ("Qualifications") that responds to all criteria in Section 3 and is 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, AVAILABILITY AND ABILITY TO PROVIDE DESIGN-BUILD SERVICES

3.1.1 Provide a statement of interest and availability for the project, and commitment of your principal(s) and assigned professionals to undertake the Project.

3.1.2 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;

3.1.3 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 amount up to the Design-Build Budget Limitation set forth in Section 2.3, above. Bonding requirements are set forth in Owner's Standard Agreement and the Uniform General Conditions for University of Texas System Building Construction Contracts ("UTUGCs").

3.1.4 Identify whether you are 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.

3.1.5 Provide details of any past or pending litigation, or claims filed, against you that may affect your performance under a contract with Owner.

3.1.6 Indicate whether you are 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.

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

3.1.8 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.

3.1.9 Does your business entity or any other business entity within the same holding group of companies self-perform any work beyond General Conditions? If so, please elaborate.

3.2 CRITERION TWO: QUALIFICATIONS OF DESIGN-BUILD TEAM

3.2.1 Describe your management philosophy for the design-build delivery method. How will you interface and interact with your Project Architect/Engineer and its consultants to enhance the design and planning process?

3.2.2 Provide resumes of your proposed design-build team, including the entire design team, (i.e. 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 their respective firms, and their city(ies) of residence.

3.2.3 List your team members' experience in Building Information Modeling (BIM) execution planning and you approach to developing a BIM execution plan.

3.2.4 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 performing Pre-construction and Construction Services. Affirm that the individuals identified will be committed for the entire duration of the Project.

3.2.5 Identify the proposed team members (including consultants) who worked on the projects listed in your response to Section 3.3 of this RFQ, and describe their responsibility in those projects compared to this Project.

3.3 CRITERION THREE: RESPONDENT'S PAST PERFORMANCE ON COMPARABLE PROJECTS

3.3.1 Identify and describe the proposed design-build team's past experience for providing design-build services on projects for The University of Texas System, MD Anderson Cancer Center or similar clients within the last five (5) years.

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 and savings returned to owner

- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- 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 the proposed team members, 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
- Length of business relationship with the Owner.
- 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

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

3.4 CRITERION FOUR: RESPONDENT'S ABILITY TO MANAGE CONSTRUCTION SAFETY RISKS

This section shall be addressed by the corporate safety director and, within its response, Respondent shall provide the signature of the corporate safety director attesting to that fact. The response to this criterion may be reviewed by the Owner's safety professional.

3.4.1 Describe your approach for anticipating, recognizing and controlling safety risks.

3.4.2 Describe the level of importance for enforcement and support of project safety that you include in performance evaluations for superintendents and project managers. Detail the criteria used in evaluations and requirements for continuing safety education for superintendents and project managers.

3.4.3 Describe the Safety and Insurance/Claims History information and weighting that you include in the solicitation and evaluation of offers when procuring "best value" subcontracts.

3.4.4 For all projects that you have managed (or co-managed) 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

3.4.5 Identify your Experience Modification Rate (EMR) for the three (3) most recent annual insurance-year ratings.

3.4.6 Identify your annual OSHA Recordable Incident Rates (RIR) for all work performed during the past three (3) calendar years.

3.4.7 Identify your annual OSHA Lost Workday Case Incident Rates (LWCIR) for all work performed during the past three (3) calendar years.

3.4.8 Identify any deaths that have occurred on your projects in the last five (5) years. Provide detail as to the causes and identify any corrective measures taken.

3.4.9 List any OSHA reports/citations you have been issued during the last five (5) years and the final outcome of each.

3.4.10 Describe the strategies you use for managing safety among subcontractors. Do you participate in safety oriented project initiatives or programs, if so, which initiatives and how long have you participated?

3.5 CRITERION FIVE: RESPONDENT'S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS

3.5.1 Describe your understanding of your fiduciary responsibility as a design-build contractor using a guaranteed maximum price contract for a publicly funded project.

3.5.2 Describe your cost estimating methods during the pre-construction and constrution phases. How do you develop cost estimates and how often are they updated? For any combination of projects listed in this RFQ, provide examples of how these techniques were used and what degree of accuracy was achieved.

3.5.3 Describe how your procurement strategy for subcontracted work ensures all scope is qualified between subcontractors, no scope is missed and final subcontract amounts represent best value to the owner. Who, within your team, is responsible for the qualification of scope?

3.5.4 Describe your methodology for managing the design team to deliver a design that is within the initial project construction cost limitation.

3.5.5 Provide a sample of a cost estimate used to establish a contract amount from any project you listed in your response to Criterion 3.3 of this RFQ.

3.5.6 Owner may require that a guaranteed maximum price (GMP) be established prior to completion of the Construction Documents. Describe your process for developing a GMP prior to soliciting pricing proposals from trade subcontractors.

3.6 CRITERION SIX: RESPONDENT'S ABILITY TO MEET SCHEDULES

3.6.1 Describe your approach to assuring timely completion of projects, including methods for schedule recovery, if necessary. From any project listed in response to Criterion 3.3 of this RFQ, provide examples of how these techniques were used, including specific scheduling challenges/requirements and actual solutions.

3.6.2 Describe how you develop, update, and maintain work schedules during design and construction to coordinate with the owner's requirements. From any project listed in response to this RFQ, provide examples of how these techniques were used.

3.6.3 From any of the projects listed in response to Criterion 3.3 of this RFQ, provide a sample of the monthly schedule reports, including identified milestones and schedule recovery plans.

3.6.4 Describe how you ensure the owner's requirements, such as testing and balancing, commissioning and regular inspections are integrated into your project schedule.

3.6.5 For this Project, Owner will expect the scheduler role to be identified as part of the field staff. Who within your design-build teams do you typically hold accountable for creating and maintaining the project schedule throughout the course of the project? How have you effectively utilized schedule reports and data to communicate project status to the owner on a monthly basis or as otherwise required?

3.6.6 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?

3.7 CRITERION SEVEN: RESPONDENT'S KNOWLEDGE OF CURRENT DESIGN AND CONSTRUCTION METHODOLOGIES, TECHNOLOGIES, AND BEST PRACTICES

3.7.1 Describe your procedures for implementing industry's "best practices":

- 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
- Master milestone scheduling, look-ahead planning, and weekly work planning to ensure best productivity
- Change (order) management systems
- Utilization of innovative approaches such as Lean design and construction, simulation modeling, virtual reality and pre-fabrication and modular construction. Describe examples where used on past projects.
- Reference benchmarking of similar facilities, processes and best practices. Describe examples where used on past projects.

3.7.2 Provide examples of Pre-Construction Services provided that creatively incorporated mechanical, electrical, and plumbing solutions in similar structures, particularly those that fostered energy conservation, value engineering, and constructability enhancement.

3.7.3 In your previous experience as a design-build contractor, describe your process for generating interest, evaluating and selecting subcontrators for a project. Detail the steps you will take to actively solicit HUB participation and meet HUB goals on this Project.

3.7.4 Describe your relationship with the local subcontracting community. Will you pursue subcontractor participation outside the local market, and if so, how? How do you ensure adequate subcontractor manpower for the duration of the project?

3.7.5 Describe what you believe are your unique operational skills, experience, special services, products, or advantages, which differentiate your company from your competitors.

3.7.6 Describe your proposed team's experience with implementing new construction, renovation and/or expansion projects in occupied facilities and/or congested campuses, including measures taken to mitigate the impact on existing utility infrastructure systems and the occupants of the facilities.

3.7.7 Describe the measures you use to update the information contained in the design model(s) and construction documents throughout the project and how you ensure the final equipment and system data is accurately transferred or submitted to the owner at substantial completion in the format required.

3.7.8 Given your understanding of the requirements set forth in the BIM Specification that are included as an Exhibit to the Owner's Standard Agreement, how would your approach to using BIM differentiate your firm from other design-build contractors?

3.7.9 Describe how you track Owner input and review comments on your design document submittals to confirm that they have been addressed. Describe how you also participate in the document review process to improve the overall project design.

3.8 CRITERION EIGHT: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS

3.8.1 Describe the approach you typically takes to overcome resource challenges associated with the building automation controls scope of work in today's marketplace.

3.8.2 Describe strategies you have used to procure the building automation controls scope of work for similar projects (direct subcontract with design-build contractor, tiered subcontractor under mechanical subcontractor, etc.) that impacted project outcomes positively.

3.8.3 Describe strategies you typically employ to ensure the project will be fully tested, balanced, and commissioned prior to Substantial Completion.

3.8.4 Describe how you typically collaborate with an owner's third party agents (testing and balancing, commissioning, materials testing, other) to incorporate owner's third party agent tasks into the project schedule while ensuring reasonable time is allowed for their completion.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

3.9 CRITERION NINE: 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.

3.9.1 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 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.

3.9.2 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.

3.9.3 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.

3.9.4 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, 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.

3.9.6 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 Owners' Standard Agreement under which Respondent will be required to operate;

3.9.6.5 Respondent, if selected by Owner, will maintain insurance as required by the terms of Owner's Standard Agreement;

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 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.

3.9.7 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 Respondent and to bind Respondent under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.

3.9.8 Not Used.

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 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.

3.9.11 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 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 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.

3.9.17 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 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)

_____

(UT System Title)

EXECUTION OF OFFER: RFQ No. 190147/ME

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 INTEREST, AVAILABILITY AND ABILITY TO PROVIDE DESIGN-BUILD SERVICES
- CRITERION TWO: QUALIFICATIONS OF DESIGN-BUILD TEAM
- CRITERION THREE: RESPONDENT'S PAST PERFORMANCE ON COMPARABLE PROJECTS
- CRITERION FOUR: RESPONDENT'S ABILITY TO MANAGE CONSTRUCTION SAFETY RISKS
- CRITERION FIVE: RESPONDENT'S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS
- CRITERION SIX: RESPONDENT'S ABILITY TO MEET SCHEDULES
- CRITERION SEVEN: RESPONDENT'S KNOWLEDGE OF CURRENT DESIGN AND CONSTRUCTION METHODOLOGIES, TECHNOLOGIES AND BEST PRACTICES
- CRITERION EIGHT: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS
- CRITERION NINE: 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 "Letter of HUB Commitment", and marked with Owner's project name, 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 – Owner's Standard Agreement Between Owner and Design/Build Contractor

5.2 Attachment A1 – Agreement Exhibits

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

5.4 Attachment C – Request for Information

5.5 Attachment D – Design Criteria Package