

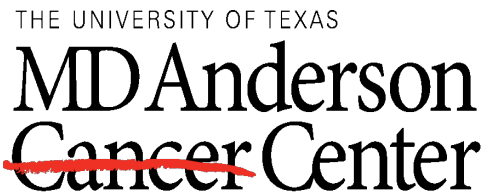
REQUEST FOR QUALIFICATIONS FOR
BUILDING AUTOMATION SYSTEMS CONSULTING SERVICES

MD ANDERSON CANCER CENTER
2292391/BD
RFQ No.: CRF 2292391/BD

PRE-PROPOSAL CONFERENCE:
July 20, 2020, 2:00 PM Local Time

SUBMITTAL DUE DATE:
July 30, 2020, 2:00 PM Local Time

Attendance via Webex only: See section 1.11 for detailed instructions



Making Cancer History®

Prepared By:
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TABLE OF CONTENTS

Section 1 - General Information & Requirements

- 1.1 General Information
- 1.2 Public Information
- 1.3 Type of Contract
- 1.4 Clarifications and Interpretations
- 1.5 Submission of Qualifications
- 1.6 Point-Of-Contact
- 1.7 Evaluation of Qualifications
- 1.8 Owner's Reservation of Rights
- 1.9 Acceptance of Evaluation Methodology
- 1.10 No Reimbursement for Costs
- 1.11 Pre-Proposal Conference
- 1.12 Eligible Respondents
- 1.13 Historically Underutilized Businesses' Submittal Requirements – **Please note the HUB Goal for this project**
- 1.14 Certain Proposal and Contract Prohibited
- 1.15 Sales and Use Taxes
- 1.16 Certification of Franchise Tax Status
- 1.17 Required Notices of Worker's Compensation Insurance Coverage
- 1.18 Prevailing Wage Rate Determination
- 1.19 Delinquency in Paying Child Support
- 1.20 Ethics Matters
- 1.21 Group Purchasing Authority
- 1.22 Compliance With Law
- 1.23 Disclosure of Interested Party Statute

Section 2 - Executive Summary

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

Section 3 - Requirements for Statement of Qualifications

- 3.1 Respondent's Statement of Qualifications and Availability to Undertake the Services
- 3.2 Respondent's Ability to Provide Services

- 3.3 Respondent's Compliance with Required Services
- 3.4 Respondent's Performance on Past Representative Projects
- 3.5 Respondent's General Understanding of the draft Master Agreement
- 3.6 Respondent's Knowledge of Best Practices
- 3.7 Respondent's Ability to Identify and Resolve Problems
- 3.8 Execution of Offer

Section 4 - Format for Statement of Qualifications

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

Section 5 - Attachments to the RFQ

- 5.1 Attachment A – Draft Agreement Between the Owner and Services Provider
- 5.2 Attachment B - Rider 104: Policy on Utilization Historically Underutilized Businesses
- 5.3 Attachment C – Rider 105: Vendor Affirmation
- 5.4 Attachment D – Rider 106: Premises Rules
- 5.5 Attachment E – Rider 107: Travel Policy
- 5.6 Attachment F – Rider 116 Invoice Payment Requirements
- 5.7 Attachment G – Rider 117 Institutional Policies
- 5.8 Attachment H – RFI – Request for Information Form
- 5.9 Attachment I – Project Description, Exhibit E Scope of Work
- 5.10 Attachment J – Attachment 5.10.1 – Relevant Owner's Design Guideline Elements
- 5.11 Attachment K – Attachment 5.10.2 – Relevant Owner's Master Construction Specifications

REQUEST FOR QUALIFICATIONS FOR
BUILDING AUTOMATION SYSTEM CONSULTING SERVICES
MD ANDERSON CANCER CENTER
2292391/BD
RFQ No.: CRF 2292391/BD

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

- 1.1 **GENERAL INFORMATION:** The University of Texas MD Anderson Cancer Center (“Owner”) is soliciting statements of qualifications (“Qualifications”), under the authority of Chapter 73.115 of the Texas Education Code – Acquisition of Goods and Services, for the selection of a firm to provide Building Automation System consulting services in accordance with the terms, conditions, and requirements outlined in this Request for Qualifications. This Request for Qualifications (“RFQ”) provides Respondents with the information necessary to prepare and submit Qualifications for consideration by Owner.
- 1.1.1 This Request for Qualifications (“RFQ”) is the first step in a two-step process for selecting one or more Building Automation Systems consulting firms. The RFQ provides the information necessary to prepare and submit Qualifications for consideration and initial ranking by the Owner. Based on the initial ranking, the Owner may select up to five (5) of the top-ranked qualified respondents to attend Interviews in the second step of the process.
- 1.1.2 In the second step of the process, Interviews, the “most qualified” respondents will be requested to participate in an interview with the Owner to confirm the Qualification submittal and answer additional questions. The Owner will then rank the remaining respondents to determine one or more of the “most qualified” respondents. The interviews will be held using electronic media if the COVID-19 pandemic crisis warrants continued social distancing practices, and if determined by the Owner to be in the best interests of public and patient safety.
- 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 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General concerning the disclosure of RFQ information.
- 1.3 **FORM OF AGREEMENT:** Any agreement resulting from this solicitation will be in substantially the same form as the attached Draft Agreement.
- 1.3.1 Any request to modify any terms or conditions of the Agreement or any of its attachments, riders, or exhibits will be taken into consideration before the Owner selects a Service Provider for the Project. Any request to modify any terms or conditions of the Agreement or any of its attachments, riders, or exhibits will negatively impact Respondent’s overall ranking. See Section 2.7 for details.
- 1.3.2 Each Respondent selected to participate in this RFQ must provide written attestation of its willingness to accept Owner’s Agreement in its entirety without change or modification or if Respondent will request 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 the Agreement or providing a statement with the intent or 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 Respondent's overall ranking. **All requests to modify any terms and conditions must comply with all requirements outlined in the solicitation documents and must be received with Respondent's Qualifications no later than the Submittal Deadline.** Any requests received after the Submittal Deadline will not be reviewed or considered.

1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the Owner's 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 the Owner before the proposals 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 the Owner issues by addenda three (3) calendar days before the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 **SUBMISSION OF QUALIFICATIONS:**

1.5.1 **DEADLINE AND LOCATION:** The COVID-19 pandemic has altered the typical method of receiving this RFQ. For this Project, the submittal is required to be in the standard formatting style shown in Section 4 of this RFQ, but instead of submitting hard copies by personal or commercial delivery services, the Qualifications will be accepted only through email to the Sourcing & Contracting representative identified below. The Owner will receive the Respondent's Qualifications at the time described below. **The Owner will host all solicitation meetings solely via a Webex meeting.**

2:00 PM July 30, 2020, LOCAL TIME ("Submittal Deadline")

Email Address for Qualifications Submittal:

bdawson@mdanderson.org

1.5.2 Not Used.

1.5.3 Submit the HUB Subcontracting Plan (HSP) as described in Section 4.1.2 of this RFQ. All HUB Subcontracting Plans should be submitted by the Submittal Deadline **separate from the bid response in a separate email** sent to the Point of Contact identified in 1.6. The email must be marked as the HUB Plan with the MD Anderson Project name and Project number in the title/subject of the email.

1.5.4 Qualifications emails received after the Submittal Deadline will be deemed non-responsive and disqualified from consideration.

1.5.5 The Owner will not acknowledge or receive Qualifications that are delivered by telephone, mail, or facsimile (fax).

1.5.6 Properly submitted Qualifications will not be returned to respondents.

- 1.5.7 Qualifications materials must be sent electronically in an email addressed to the Point of Contact identified in 1.6 and must be addressed to the Point-of-Contact person; the Qualifications must identify the submittal deadline, the RFQ number, and the name and return address of the respondent.
- 1.6 POINT-OF-CONTACT: The Owner designates the following person as the representative and sole Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct ALL questions regarding this RFQ, to the Point-of-Contact person identified in Section 1.6 only. RESPONDENTS SHALL NOT CONTACT ANY OTHER OWNER REPRESENTATIVE AT ANY TIME FOR ANY REASON. ALL QUESTIONS MUST BE IN WRITING AND SUBMITTED IN ACCORDANCE WITH THE RFI SUBMISSION TIMELINE ESTABLISHED IN THIS RFQ.
- Bryan Dawson**
The University of Texas MD Anderson Cancer Center
Sourcing & Contract Management
Email: bdawson@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 the Owner. The top five or fewer ranked respondents may be selected by the Owner to participate in step two of the selection process.
- 1.7.1 Qualifications shall not include any information regarding the respondent's fees, pricing, or other compensation.
- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the services. The Owner reserves the right to divide the services 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 solicitation. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any service 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 RFQ is contingent upon approval by Owner. Respondent understands and agrees that Owner has made no representation, written or oral, that any such approvals will be obtained. If any such approvals are not obtained, Respondent understands and agrees that this RFQ and any subsequent Agreement ensuing from this RFQ will be null, void, and of no effect.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, the respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
- 1.11 PRE-PROPOSAL CONFERENCE: Due to concerns regarding COVID-19, the Owner will host all solicitation meetings solely via Webex. Although not required, attendance is encouraged to

allow firms an opportunity to hear the Owner discuss the project and the bidding process. Please see Webex meeting information below:

July 20, 2020, at 2:00 PM Local Time

Conference ID: 127 112 3722

Audio: 1-404-397-1527

- 1.11.1 A guided tour of the project site **will not** be included as a part of the conference agenda.
- 1.12 **ELIGIBLE RESPONDENTS**: Only individual firms or lawfully formed business organizations may apply. This does not preclude a respondent from using consultants. The Owner will contract only with the individual firm or formal organization that submits a Qualification.
- 1.13 **HISTORICALLY UNDERUTILIZED BUSINESSES SUBMITTAL REQUIREMENTS**: It is the policy of The 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, the Owner has adopted Rider 104A, Policy on Utilization of Historically Underutilized Businesses (See attached). 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 HUB Subcontracting Plan is a required element of the Qualifications. All HUB Subcontracting Plans should be submitted by the bid closing date separate from the bid response in a separate email sent to the Point of Contact Person identified in Section 1.6. Failure to submit a required HUB Subcontracting Plan will result in rejection of the Qualifications.
- 1.13.1 **STATEMENT OF PROBABILITY**
- Owner has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part of the respondent's Qualifications. The respondent shall develop and administer a HSP as a part of the respondent's Qualifications in accordance with the Owner's Policy on Utilization of Historically Underutilized Businesses (HUB).
- 1.13.2 The HUB Subcontracting goal for this project is **twenty-three point seven (23.7%) percent**. Respondents are expected to make a good faith effort to meet this goal.
- 1.13.3 All HUB Subcontracting Plans must be submitted by the bid closing date SEPARATE from the bid response.
- 1.13.4 Refer to Policy on Utilization, Historically Underutilized Business (attached), and the Summary of Requirements for a detailed list of attachments required with the Qualifications.
- 1.13.5 The "Statement of Probability" determines the probability for subcontracting opportunities. This determination will clarify which attachments, detailed in Figure 1, will be required to be completed and returned.
- 1.13.6 Submit the HUB Subcontracting Plan as stated in Section 4.1.2 of this RFQ.
- 1.14 **Not Used.**

- 1.15 SALES AND USE TAXES: Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include The University of Texas System. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."
- 1.16 CERTIFICATION OF FRANCHISE TAX STATUS: Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law (H.B. 175, Acts 70th Leg. R.S., 1987, Ch. 283, p. 3242). The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.
- 1.17 REQUIRED NOTICES OF WORKERS' COMPENSATION INSURANCE COVERAGE: The Texas Workers' Compensation Commission has adopted a new rule, 28 TAC, sec. 110.110, relating to REPORTING REQUIREMENTS FOR BUILDING OR CONSTRUCTION PROJECTS FOR GOVERNMENTAL ENTITIES. The rule 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 Article 6 of the Uniform General and Supplementary General Conditions.
- 1.18 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." 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.
- 1.19 DELINQUENCY IN PAYING CHILD SUPPORT: Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 1.20 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 RFP.

- 1.21 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.
- 1.22 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,
- 1.23 DISCLOSURE OF INTERESTED PARTIES STATUTE. In its Proposal, 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 a required element of Respondent’s Proposal.
- 1.23.1 Frequently Asked Questions For Disclosure of Interested Parties (Form 1295) can be viewed at https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html.
- 1.23.2 Form 1295, Certificate of Interested Parties, can be viewed at <https://www.ethics.state.tx.us/forms/1295.pdf>.

SECTION 2 – EXECUTIVE SUMMARY

2.1 HISTORICAL BACKGROUND:

MD Anderson is known throughout the world for high-quality cancer care, research, academic programs, and prevention services. Since its establishment in 1941, MD Anderson has made major contributions to improve the outlook for cancer patients everywhere.

MD Anderson was one of the first three federally designated comprehensive cancer centers by the National Cancer Act of 1971. A survey of health professionals has routinely ranked MD Anderson as one of the two premier cancer centers in the nation for the past eight years. Over 55,000 persons annually seek care at MD Anderson. The team approach to cancer care, pioneered at MD Anderson, has been strengthened by consolidating specialty clinics into multi-disciplinary care centers that allow patients to receive more ambulatory care and treatment in a single location.

MD Anderson offers one of the largest bone marrow and stem cell transplantation programs, as well as clinical trials to improve existing therapies. Teams of clinical specialists collaborate with scientists on problems of common interest and test theories that shorten the application of better treatment methods. Translational research studies are responsible for the promising field of chemoprevention, which uses synthetic vitamins to reverse pre-malignant lesions and halt the recurrence of some cancers, and for innovative gene therapy strategies being evaluated for several forms of cancer.

With faculty and staff working in more than 30 buildings in the greater Houston area and central Texas, MD Anderson is the largest freestanding cancer center in the world. The physical plant covers more than 11 million square feet, featuring the latest equipment and facilities to support growing needs in outpatient and inpatient care, research, prevention, and education. It includes inpatient hospital facilities with 571 beds.

Construction projects include the addition of 12 floors that can accommodate more than 300 new inpatient beds in Alkek Hospital on the North Campus; two new research buildings on the South Campus that will house the Center for Advanced Biomedical Imaging Research and Center for Targeted Therapy as part of the McCombs Institute; and MD Anderson's first facility on its Mid Campus, a 25-story building to support current office space and future growth needs.

In addition to its main campus in the Texas Medical Center and two research campuses in Bastrop County, Texas, MD Anderson has developed several local, national and international affiliations.

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:

The University of Texas MD Anderson Cancer Center (Owner) is pursuing a consultant for building automation system (“BAS”) services (Consultant) to provide total building automation technical and procedural leadership during all project phases. Services will be rendered on an as-needed basis.

Scope of Services Requested

The specific scope of work for each project shall be determined in advance and in writing between the Owner and the Consultant. The Consultant will serve as an extension of the Owner’s staff and provide certain services related to the implementation of BAS modernization and new projects. Generally, such services are to include project definition, scope development management, construction documents, overseeing the completion of the BAS, commissioning, and project close-out. The Consultant shall have authority only as delegated by the Owner. Although the Owner will retain a BAS Contractor to be responsible for implementing the work, including all close-out requirements, the Consultant shall represent the Owner for oversight, compliance, and proper documentation as requested.

Owner, Consultant, Engineer of Record (EoR), General Contractor, and BAS Contractor shall facilitate Project definition, construction, commissioning, and close-out documents through the Owner’s project management information system (PMIS), which is commonly referred to as Project Workspace.

For these projects, the BAS Consultant will be responsible to have professional engineers on staff to provide services including but not limited to the items set out below.

1. Lead Owner’s transition to an open enterprise BAS platform(s) where multiple qualified vendors can participate based on Owner specifications.
 - a. Provide recommendations for seamless integration of hardware, software, and user experience on renovation and greenfield projects.
 - b. Preserve existing BAS hardware investments and integrate them into an open, interoperable BAS platform that best serves the Owner.
 - c. Support vetting of controls related vendors for services, personnel, past performance on local projects, customer support, BAS control design, and engineering practices.
 - d. Provide recommendations to vet and limit the number of building automation hardware manufactures and software platforms in conjunction with preventing vendor lock to any particular vendor.
2. Provide input to Owner's or EoR’s sequences of operation, including:
 - a. Suggestions for best practices and revisions for optimized performance.
 - b. Translation of HVAC sequences of operation from BAS code and/or scheduling for EoR’s project documents.
 - c. Extraction of existing BAS database information into a detailed and complete BAS point summary for EoR’s construction documents for a different manufacturer’s building controller.
 - d. Participation in commissioning and support for all user acceptance tests as well as assistance in troubleshooting to ensure compliance with all customer requirements.
3. Review HVAC control sequences of operation to ensure deliverables are complete and consistent in approach as well as meet or exceed current ASRHAE Standard 90.1 energy code.
4. Review Project commissioning plans, Owner’s Site HVAC Utilities Performance Requirements, functional performance testing procedures, and trend data to ensure appropriate commissioning of Project.

5. Review Owner Design Guidelines and Specifications (ODGs). Provide deliverables as needed to update the ODGs to better support evolving industry standards such as point naming and metadata, Owner's preferred graphics, master construction documents, and trending requirements.
6. Take lead role as subject matter expert and advisor to Owner for inbound and outbound data transfer and data storage for systems including:
 - a. IoT device integration
 - b. In-house and cloud-based energy and operational analytics integration
 - c. Computerized maintenance management System (CMMS) integration
7. Generate recommendations on Project to reduce energy costs, increase tenant satisfaction, and improve operational awareness as well as generate a return on investment calculations if needed to support these improvements.
8. Take the lead role and provide turnkey construction and commissioning documents for the above items as requested by the Owner.

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

- Owner receives Request For Qualifications Refer to Section 1.5.1
- Owner conducts Pre-Proposal Conference Refer to Section 1.11

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 **CRITERIA ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE SERVICES** (Maximum of two (2) printed pages per question)

- 3.1.1 Provide a statement of interest for services including a narrative describing the Respondent's unique qualifications as they pertain to this particular service.
- 3.1.2 Provide a statement on the availability and commitment of the respondent, its principal(s), and assigned professionals to undertake the services.
- 3.1.3 Provide a brief history of the respondent and each consultant proposed for the services.
- 3.1.4 Provide the Respondent's contact information and designated representative for this procurement process.

3.2 **CRITERIA TWO: RESPONDENT'S ABILITY TO PROVIDE SERVICES**

- 3.2.1 Provide the following information for the Firm:
 - Legal name of the company as registered with the Secretary of the State of Texas
 - Address of the office that will be providing services
 - Number of years in business (minimum 5 years)
 - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)

- Number of Employees by skill group
 - Annual revenue totals for the past ten (10) years
- 3.2.2 Provide the three (3) most recent audited financial statements documenting your firm's financial stability.
- 3.2.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.2.4 Provide details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 3.2.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.6 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 Provide a claims history under professional errors and omissions insurance for the past five (5) years for the Firm and any team members proposed to provide professional architectural or engineering services.

3.3 CRITERIA THREE: RESPONDENT'S COMPLIANCE WITH REQUIRED SERVICES

- 3.3.1 Describe, in graphic and written form, the proposed team assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the services. Indicate the estimated percent of time these individuals will be involved in the project for design and construction.
- 3.3.2 Provide resumes giving the experience and expertise of the professional members, field technicians and each consultant that will be involved in these services, including their experience with services for similar types of institutions, the number of years with the firm, and their city of residence. The resumes shall include specific information about expertise in materials testing services and soils and geotechnical testing tasks.
- 3.3.3 Describe, in graphic and written form, the proposed team assignments and lines of authority and communication for each team member to be directly involved in provided services. Indicate the estimated percent of time these team members will be involved in providing services.
- 3.3.4 Describe Respondent's relevant experience and ability to perform services in the following areas; refer also to Draft Agreement.
- An in-depth understanding of campus-wide building automation solutions and the future direction of these platforms, including cloud-based platforms
 - Direct project experience with Tridium Niagara, Desigo CC and Siemens Apogee Insight software platforms
 - Vast knowledge of all major BAS manufacturers and BAS hardware products
 - Experience with the modernization and migration of legacy BAS control systems

- Ability to support interoperable, integrated systems and applications from multiple but qualified BAS vendors.
 - Experience with BACnet, Modbus, OPC, and other Field Bus communication protocols in an open, interoperable system
 - Experience using industry-standard project management practices
 - Knowledge of the requirements, regulations, and codes for healthcare, academic and laboratory facilities
 - Experience with Information technology network requirements for healthcare facilities
 - Knowledge of USP 797 and USP 800 standards and guidelines
 - Substantial experience reviewing and developing construction documents, updating specifications, and commissioning to current industry standards
 - Thorough knowledge of Current Good Manufacturing Practices (CGMP) and Food and Drug Administration (FDA) formal regulations regarding the design, monitoring control, and maintenance of manufacturing processes and facilities
 - Able to provide at least five examples of large projects related to the scope items listed below (at least two project examples must be in healthcare or laboratory related)
- 3.3.5 Clearly identify the members of the proposed team who worked on the listed projects in Criteria 3.4, and describe their roles in those projects.
- 3.3.6 Describe the basis for the selection of the proposed sub-consultants, if any, included in the team and the role each will play for these services.
- 3.3.7 Describe Respondent's process in working with contractors and Owner's consultants and integrating them into the materials testing process during construction.
- 3.3.8 Explain how Respondent anticipates incorporating the Scope of Services requirements into a typical project.
- 3.3.9 Describe your experience in performing Design Phase reviews of construction documents to ensure that systems can be properly tested.

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

- 3.4.1 List a maximum of five (5) projects for which you have provided services that are most related to this service, particularly projects for The University of Texas System or for similar major public university research and healthcare facilities. 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)
 - Final project size in gross square feet
 - Type of construction (new, renovation, or expansion)
 - Description of services Respondent provided for the project
 - Name of Project Manager (individual responsible to the Owner for the overall success of the project)
 - Name of the general contractor and mechanical subcontractor

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

- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
- Length of Respondent's business relationship with the Owner.

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

3.5 CRITERIA FIVE: RESPONDENT'S GENERAL UNDERSTANDING OF THE DRAFT MASTER AGREEMENT

- 3.5.1 Provide a detailed list (i.e. bulleted) of all services you will provide to the Owner under the Master Agreement (including those outlined in Section 2.3).
- 3.5.2 Provide a detailed list (i.e. bulleted) of all Consultants you will provide to the Owner under Basic Services under the Master Agreement (including those outlined in Section 2.3).
- 3.5.3 Provide a detailed list (i.e. bulleted) of all services and consultants you will provide to the Owner as Additional Services under the Master Agreement (including those outlined in Section 2.3).
- 3.5.4 Provide a detailed list (i.e. bulleted) of all reimbursable services/expenses you will request from the Owner under the Master Agreement (including those outlined in Section 2.3).
- 3.5.5 Any request to modify any terms or conditions of Owner's Standard Agreement or any of the Exhibits, Riders or attachments thereto, will be taken into consideration before awarding the contract to any respondent.
- 3.5.6 Respondent shall carefully review the Owner's Standard Agreement and all of its Exhibits, Riders, and attachments. Respondent must communicate in writing all terms and conditions of the Owner's Standard Agreement (including those within any Exhibits, Riders or attachments) that Respondent will require to be changed before Respondent will sign the Agreement.
- 3.5.7 Respondent must provide written attestation of its willingness to accept Owner's Standard 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 of why the Respondent requests each change. Redlining the Owner's Standard Agreement or providing a statement with the intent or 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.

3.6 CRITERIA SIX: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 3.6.1 Describe the Respondent's quality assurance program, explaining the methods used and how the firm maintains quality control. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criteria 3.4.

- 3.6.2 Describe the way in which your firm develops and maintains work schedules to coordinate with project schedules. For any combination of three (3) projects listed in response to Criteria 3.4, provide examples of how these techniques were used.
- 3.6.3 Describe your firm's service support philosophy, how it is carried out, and how success in keeping this philosophy is measured.
- 3.6.4 Describe the types of records, reports, monitoring systems, and information management systems, which your firm uses in the provision of services. Describe how the firm used these systems for any combination of three (3) projects listed in response to Criteria 3.4.
- 3.6.5 Briefly describe the firm's approach for anticipating, recognizing and controlling safety risks.
- 3.6.6 Describe any special services, advantages, or other unique benefits that the Respondent may offer to the Owner.

3.7 CRITERIA SEVEN: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS

- 3.7.1 Describe your understanding of the administrative challenges and opportunities associated with providing Design and Construction Administration services for the Owner on this project, and your strategy for resolving these issues.
- 3.7.2 What do you perceive are the critical issues for providing **Building Automation Systems consulting** services for the Owner?
- 3.7.3 Understanding schedule limitations, provide an analysis of the Owner's project planning schedule, and describe how you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate the Owner's decision making.
- 3.7.4 Understanding schedule limitations, describe how you would communicate and coordinate services between the Contractor, Subcontractors, and Owner's consultants in a form that will quickly facilitate the Owner's decision making.
- 3.7.5 For any combination of three (3) projects listed in response to Criteria 3.4, describe conflicts among the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

3.8 CRITERIA EIGHT: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

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

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

- 3.8.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.
- 3.8.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.
- 3.8.3 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.
- 3.8.4 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.
- 3.8.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, et. seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.
- 3.8.6 By signature hereon, Respondent represents and warrants that:
 - 3.8.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;

- 3.8.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
- 3.8.6.3 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;
- 3.8.6.4 Respondent understands (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth in the Contract under which Respondent will be required to operate;
- 3.8.6.5 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
- 3.8.6.6 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.
- 3.8.7 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.
- 3.8.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Respondent as defined in Rule 1 TAC 111.2.
- 3.8.9 By signature hereon, Respondent certifies as follows:
 - 3.8.9.1 "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."
 - 3.8.9.2 "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."
 - 3.8.9.3 "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."
- 3.8.10 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 the Owner entering into any contract with Respondent.

3.8.11 NOT USED.

3.8.12 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.

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

3.8.14 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.

3.8.15 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.

3.8.16 By signature hereon, Respondent certifies that no member 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, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

EXECUTION OF OFFER: BUILDING AUTOMATION SYSTEMS CONSULTANT SERVICES, RFQ
No. CRF 2292391/BD

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

Respondent's Name: _____

Respondent's State of Texas Tax Account No: _____
(This 11 digit number is mandatory)

If a Corporation:

Respondent's State of Incorporation: _____

Respondent's Charter No: _____

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

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Email address)

(Authorized Signature)

(Date)

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.
- 4.1.2 Qualifications shall be a MAXIMUM OF SEVENTY-FIVE (75) PRINTED PAGES. The cover, table of contents, divider sheets, HUB Subcontracting Plan (Section 1.13), and Execution of Offer does not count as printed pages. Each copy must be in the following order.
- Cover
 - Cover Letter
 - Table of Contents
 - CRITERIA ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE SERVICES
 - CRITERIA TWO: RESPONDENT'S ABILITY TO PROVIDE SERVICES
 - CRITERIA THREE: RESPONDENT'S COMPLIANCE WITH REQUIRED SERVICES
 - CRITERIA FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS
 - CRITERIA FIVE: RESPONDENT'S GENERAL UNDERSTANDING OF THE DRAFT MASTER AGREEMENT
 - CRITERIA SIX: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES
 - CRITERIA SEVEN: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS
 - CRITERIA EIGHT: EXECUTION OF OFFER
 - **HUB SUBCONTRACTING PLAN –The HUB Subcontracting Plan must be submitted at the same time as the sealed Qualifications in a separate email to the Owner's designated contact representative. The email containing the HUB Subcontracting Plan must clearly be labeled "HUB Subcontracting Plan", and marked with the project name and the RFQ 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 the Owner.
- 4.1.5 The Owner will not compensate Respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFPs, if any. The Owner reserves the right to accept or reject any or

all Qualifications, waive any formalities or minor technical inconsistencies, or delete any items and requirements from this RFQ when deemed to be in Owner's best interest.

4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. 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.

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

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

4.2.1 Not Used.

4.3 TABLE OF CONTENTS:

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

4.4 PAGINATION:

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

SECTION 5 - ATTACHMENTS TO THE RFQ

- 5.1 Attachment A – Draft Master Agreement Between Owner and Services Provider
- 5.2 Attachment B – Rider 104: Policy on Utilization Historically Underutilized Businesses
- 5.3 Attachment C – Rider 105: Vendor Affirmation
- 5.4 Attachment D – Rider 106: Premises Rules
- 5.5 Attachment E – Rider 107: Travel Policy
- 5.6 Attachment F – Rider 116 – Invoice Payment Requirements
- 5.7 Attachment G – Rider 117 - Institutional Policies
- 5.8 Attachment H - Request for Information
- 5.9 Attachment I – Project Description, Exhibit E - Scope of Work
- 5.10 Attachment J – Attachment 5.10.1 – Relevant Owner’s Design Guideline Elements
 - D3060 Building Automation Systems
 - Z201003 Energy and Sustainability
 - Z2005 Codes and Regulatory Agencies
 - Z2035 Project Commissioning
 - Z5000 Houston Campus Maps
 - Z2050 Life Safety and Asset Protection
 - Attachment J Documents must be accessed at the link below:
<https://www.mdanderson.org/about-md-anderson/business-legal/doing-business/vendors-and-suppliers/owners-design-guidelines/design-guideline-elements.html>
- 5.11 Attachment K - Attachment 5.10.2 – Relevant Owner’s Master Construction Specifications
 - 01 91 00 General Commissioning Requirements
 - 01 89 23 Site HVAC Utilities Performance Requirements
 - 25 00 00 Building Automation Systems (BAS) General
 - 25 00 10 Building Automation Systems (BAS) General (Retrofit Projects)
 - 25 11 00 BAS Basic Materials, Interface Devices, and Sensors
 - 25 11 09 BAS Operator Interfaces
 - 25 11 10 BAS Basic Materials, Interface Devices, And Sensors (Retrofit Projects)
 - 25 11 19 BAS Operator Interfaces (Retrofit Projects)
 - 25 14 00 BAS Field Panels
 - 25 14 10 BAS Field Panels (Retrofit Projects)
 - 25 15 00 BAS Software and Programming
 - 25 15 10 BAS Software And Programming (Retrofit Projects)
 - 25 30 00 BAS Communication Devices
 - 25 30 10 BAS Communication Devices (Retrofit Projects)
 - Attachment K Documents must be accessed at the link below:
<https://www.mdanderson.org/about-md-anderson/business-legal/doing-business/vendors-and-suppliers/owners-design-guidelines/master-construction-specifications.html>