



RFQ 190120/ME - ADDENDUM 1

South Campus Parking Garage No. 2, Professional Project A/E Services

RFQ Deadline: **November 3, 2020 at 2:00 PM** (Local Time)

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RFQ Number: **190120/ME**

Date: **October 7, 2020**

THIS SIGNED FORM MUST BE INCLUDED WITH QUALIFICATIONS AFTER THE EXECUTION OF OFFER

RETURN QUALIFICATIONS SUBMITTAL AS SHOWN BELOW

Qualifications and Letter of HUB Commitment must be submitted as two (2) separate emails to:

Mary Mueller
memuelle@mdanderson.org

QUALIFICATIONS AND LETTER OF HUB COMMITMENT MAY BE SUBMITTED AT ANY TIME BEFORE RFQ DEADLINE.

QUALIFICATIONS AND LETTER OF HUB COMMITMENT ARE TO BE SENT AS TWO (2) SEPARATE EMAILS.

THE UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMITTALS OR ANY PART THEREOF.

RESPONDENT MUST COMPLETE AND SIGN BELOW

Company Name: _____

Mailing Address: _____
(STREET OR BOX #)

(CITY) (STATE) (ZIP)

Telephone No.: _____ / _____

Email Address: _____

(Authorized Signature) (DATE)

(Typed or Printed Name and Title)

**THIS RFQ ADDENDUM IS A FURTHERANCE OF A SOLICITATION FOR QUALIFICATIONS
AND IS NOT A CONTRACT OR OFFER TO CONTRACT.**

Pre-Submittal Conference Agenda & HUB Tip Sheet and are attached.

Mary Mueller (Sourcing Specialist)

Email Address: memuelle@mdanderson.org

The University of Texas MD Anderson Cancer Center

RFQ A/E Svcs. "South Campus Parking Garage No. 2" 190120/ME
Pre-Submittal Conference

DATE: October 8, 2020

Meeting Tool: Skype Virtual Meeting

TIME: 2:00 to 3:00 PM

AGENDA

1.0 Introductions - 5 Minutes		Presenter	
A. Sign-in Sheet will be posted based on Email RSVP	Please send an email if you did not send an RSVP	Mary Mueller	Sourcing Specialist
B. MDACC representatives introductions		"	
2.0 SCM Presentation - 15 Minutes		Presenter	
http://www.mdanderson.org/departments/bids			
A. Overview: Current Bids Website		Mary Mueller	
B. RFQ Section 1 - Due Date & Time, Submission Section 1.5	Due November 3 at 2:00 PM. 2 emails: Quals and HUB Letter	"	
C. RFQ Section 2 - Scope of Services and Schedule		"	
D. RFQ Sections 3 & 4 - Criteria, Draft Agmt., Exec.of Offer, Format Rqmts.		"	
E. Attachment C - RFIs Due Monday, October 12, 2020 @ 4:00 PM		"	
3.0 HUB Presentation - 10 Minutes		Presenter	
A. Attachment B - HUB Rider 104-B Requirements		Barbara Howard	Sr. HUB Coordinator
B. HUB "Tip Sheet"		"	
C. HUB Questions: Directly to HUB Dept.		"	
4.0 Project Overview - 30 Minutes		Presenter	
A. Project Overview		Glen Hakemack	Project Director
B. Scope Review, Site Considerations		James Loggins	Project Manager
C. NOTE: Questions? Oral Statements not Binding, Please Submit RFI			
5.0 Adjourn			

University of Texas MD Anderson Cancer Center
Supply Chain Management
HUB & Federal Small Business Program

HUB Subcontracting Plan Required Documents

**Request for Qualifications (RFQ)
Professional Project Architect/Engineer Services**

**“South Campus Parking Garage No. 2”
RFQ no.: 190120/ME**

- I. Respondent must submit a completed and signed **Letter of HUB Commitment** which can be found on page 8 of the **Rider 104-B HUB Policy, “Professional Services”**.

Please ensure that this letter has been signed, references the appropriate bid number and due date, and is placed on company letterhead. Do not change the content of the letter.

- II. Once an award has been made, the successful A/E Firm will be required to submit a full HUB Subcontracting Plan.

Failure to submit the Letter of HUB Commitment will result in a rejection your RFQ submittal.

Please contact Barbara Howard for all questions regarding the HUB Requirements

HUB & Federal Small Business Program Fax 713-745-5814

Barbara A. Howard, Sr. HUB Coordinator 713-794-3211 bhoward@mdanderson.org

Marian T. Nimon, Associate Director 713-745-8352 mnimon@mdanderson.org