REQUEST FOR QUALIFICATIONS FOR ARCHITECT/ENGINEER PROFESSIONAL SERVICES

MD ANDERSON CANCER CENTER
11th Floor Clark Clinic Redevelopment

CPM No.: **11-0453**
RFQ No.: **538764/ME**

PRE-SUBMITTAL CONFERENCE:

NOVEMBER 27, 2012 @ 10:00 AM Local Time

THE UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER
NORTH CAMPUS – MAIN BUILDING
1515 HOLCOMBE BLVD.
R11.2103, SEARLS CONFERENCE ROOM
HOUSTON, TEXAS 77030

SUBMITTAL DUE DATE:

DECEMBER 11, 2012 @ 2:00 PM Local Time

THE UNIVERSITY OF TEXAS
MD Anderson Cancer Center
Making Cancer History®

Prepared By:
MD Anderson Cancer Center
Sourcing & Contract Management
7007 Bertner Ave, Suite 10.3212
Houston, Texas 77030
713-745-8300

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-Submittal 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 State Registration of Architectural Firms
1.21 State Registration of Engineering Firms

Section 2 - Executive Summary

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

Section 3 - Requirements for Statement of Qualifications

3.1 Respondent's Statement of Qualifications and Availability to Undertake the Project
3.2 Prime Firm's Ability to Provide Services
3.3 Project Team's Ability to Provide Design and Construction Administration Services
3.4 Respondent's Performance on Past Representative Projects
3.5 Respondent's Performance on Past U.T. System Projects
3.6 Respondent's General Understanding of the U.T. System A/E Agreement
3.7 Respondent's Compliance with the Campus Master Plan
3.8 Respondent's Knowledge of Best Practices
3.9 Respondent's Ability to Identify and Resolve Problems on Past Projects
3.10 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 Project Architect/Engineer
5.2 Attachment B – Rider 104: Policy on Utilization Historically Underutilized Businesses
5.3 Attachment C – RFI, Request for Information Form
5.4 Attachment D – Owner's Architect / Engineer Design Fee Schedule
5.5 Attachment E – Preliminary Design Report (PDR)
5.6 Attachment F – Owner's Design Guidelines

REQUEST FOR QUALIFICATIONS FOR
ARCHITECT/ENGINEER PROFESSIONAL SERVICES
MD ANDERSON CANCER CENTER
11th Floor Clark Clinic Redevelopment
RFQ No.: 538764/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"), under the authority of Chapter 73.115 of the Texas Education Code – Acquisition of Goods and Services, for the selection of an Architect/Engineer firm for the **"11th Floor Clark Clinic Redevelopment/Renovation"** ("Project"), Project no. **11-0453,** in accordance with the terms, conditions, and requirements set forth 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") initiates the process for selecting an Architect/Engineer firm for the project. The RFQ provides the information necessary to prepare and submit Qualifications for consideration and initial ranking by the Owner. The Owner reserves the option to conduct formal interviews with any one or more respondent firms to further establish a firm's qualifications. Additional selection steps may include, but not necessarily be limited to: scheduled visits to the firm's offices; scheduled visits to representative firm projects; written requests to the candidate firm requesting supplemental information; and, interviews with members of the candidate firm's staff.

1.2 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed.

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

1.3 TYPE OF CONTRACT: Any contract resulting from this solicitation will be in the form of the Owner's Standard Architect/Engineer Agreement copy of which is attached to this RFQ.

1.4 CLARIFICATIONS AND INTERPRETATIONS: Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the 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 Qualifications are due are part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications.

1.4.1 Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda three (3) calendar days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 SUBMISSION OF QUALIFICATIONS:

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

December 11, 2012, 2:00 PM LOCAL TIME

Physical Address for Courier Delivery:
The University of Texas MD Anderson Cancer Center
Capital Planning & Management
Fannin Holcombe Building
6900 Fannin, Suite 10.1010
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.

1.5.2.1 Respondent must submit **One (1)** virus free, exact copy of the RFQ on a CD. The CD must be submitted in a SEALED envelope apart from the other bid 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 "RFQ" and have the name of the submitting firm, the project name, and the RFQ number on both the sealed envelope and on the CD.

1.5.3 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 bid closing date separate from the bid response in a SEALED Envelope.

1.5.4 Late received Qualifications will be returned to the respondent unopened.

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

1.5.6 Properly submitted Qualifications will not be returned to respondents.

1.5.7 Qualifications materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; the package must clearly identify the submittal deadline, the RFQ number, and the name and return address of 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**.

Mary Mueller
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 the Owner. The top five or fewer ranked respondents may be selected by the Owner to participate in step two of the selection process.

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

1.8 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all Qualifications 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 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 actually be obtained. If any such approvals are not obtained, Respondent understands and agrees that this RFQ and any subsequent Agreement ensuring 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, 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-SUBMITTAL CONFERENCE: A non-mandatory pre-submittal conference will be held at the time and location described below. Although not required, attendance is encouraged to allow firms an opportunity to hear Owner discuss the project and the bidding process.

NOVEMBER 27, 2012 at 10:00 AM local time

The University of Texas MD Anderson Cancer Center
North Campus - Main Building
R11.2103, Searls Conference Room
1515 Holcombe Blvd.
Houston, Texas 77030

Onsite walk-through scheduled immediately after pre-submittal conference. The conference room is located within the proposed project area. For easiest access to the conference room, enter the building at the Clark Clinic entrance. Take the "C"

Elevators to the 11th Floor. The Searls Conference Room is directly across the lobby.

1.11.1 A guided tour of the project site will be included as a part of the conference agenda. This may be the only opportunity for potential respondents to view the project site(s) before the submittal of Qualifications.

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 104, 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 SEALED Envelope. Failure to submit a required HUB Subcontracting Plan will result in rejection of the Qualifications.

1.13.1 STATEMENT OF PROBABILITY

Owner has determined 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 Six (23.6%)** 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 in a SEALED Envelope.

1.13.4 Refer to **Attachment B**, 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 of this RFQ.

1.14 CERTAIN PROPOSALS AND CONTRACTS PROHIBITED: Under Section 2155.004, Texas Government Code, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following

statement, "Under Section 2155.004, Government Code, the vendor 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." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.

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 for University of Texas System Building Construction Contracts.

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." A copy is attached to the Special Conditions. 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 STATE REGISTRATION OF ARCHITECTURE FIRMS: Respondents are advised that the Texas Board of Architectural Examiners requires that any firm or business entity providing architectural services to the public, other than a sole proprietor doing business under his/her name, must annually register information regarding the firm or business entity with the Texas

Board of Architectural Examiners. Texas Board of Architectural Examiners. 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.

1.21 STATE REGISTRATION OF ENGINEERING FIRMS: Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

1.22 FINANCIAL COMMITMENT: The University of Texas MD Anderson Cancer Center is an institution of The University of Texas System, which consists of nine universities and six health institutions.

1.22.1 Each UT System campus is a financially separate entity and shall be solely responsible for the financial commitments of that institution.

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 in 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 a number of 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 AND BUDGET:

The project is located on the 11th Floor of Old Clark / New Clark Clinic, which is part of the UT MD Anderson North Campus - Main Building, 1515 Holcombe Boulevard, in the Texas Medical Center.

The scope of this project involves the complete demolition of Floor 11 of Old Clark and a portion of New Clark including: Faculty Dining / Kitchen / Conference rooms, in preparation of the area's conversion into outpatient clinical space. Clinical Center for Targeted Therapy (CCTT), Supportive Care and Bone Marrow Aspiration (BMA) will be the relocated departments for this space. Preparations will be needed to properly designate part of R11 as a patient destination space, while coexisting with "staff only" amenities including the Hickey Auditorium, conference rooms, catering, etc.

The Preliminary Project Cost (PPC) for this project is $6,364,000.00. The PPC includes a Construction Cost Limitation (CCL) for the Architect/Engineer of $4,242,900.00. Fees, furnishings, equipment, other work, miscellaneous expenses, and contingencies make up the balance of the PPC.

2.4 PRELIMINARY DESIGN REPORT: The Owner has approved a Design Report for the project dated July 10, 2012. It is attached to this Request for Qualifications as "Attachment E – Preliminary Design Report (PDR)".

2.5 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 RFI -Request for Information @ 4:00 PM	December 3, 2012
▪ Response to RFI Posted to Internet	December 5, 2012

▪ Owner receives Qualification Submittals	Refer to Section 1.5.1
▪ Selection Committee Review of Qualifications	December 18, 2012
▪ Owner Interviews Respondents (if applicable)	January 7, 2013
▪ Selected Respondent delivers executed agreement to Owner	January 23, 2013
▪ Owner Issues Notice to Proceed	February 6, 2013
▪ Selected Respondent submits Schematic Design Documents	March 14, 2013
▪ Selected Respondent submits Design Development Documents	April 22, 2013
▪ Selected Respondent submits Construction Documents	June 10, 2013
▪ Owner advertises for Competitive Sealed Proposals (if applicable)	June 14, 2013
▪ Owner issues Notice to Proceed for Construction	August 23, 2013
▪ Contractor achieves Substantial Completion of Construction	April 17, 2014

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 PROJECT (Maximum of two (2) printed pages per question)

3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm's and Project Team's unique qualifications as they pertain to this particular project.

3.1.2 Provide a statement on the availability and commitment of the Prime Firm and its principal(s), and assigned professionals to undertake the project.

3.1.3 Provide a brief history of the Prime Firm and each consultant proposed for the project.

3.1.4 Provide a graphic representation of the project team, identifying the Prime Firm and each consultant proposed for the project.

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

3.2.1 Provide the following information for the Prime Firm:

- Legal name of the company as registered with the Secretary of the State of Texas
- Address of the office that will be providing services
- Number of years in business
- Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc…)
- Number of Employees by skill group
- Annual revenue totals for the past ten (10) years

3.2.2 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 malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

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

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

3.3.2 Provide resumes giving the experience and expertise of the professional members for each consultant that will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city of residence.

3.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criteria 3.4 and 3.5, and describe their roles in those projects.

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

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

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

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

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Actual Notice To Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project

- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Architect (individual responsible for coordinating the day to day work)
- Name of Project Designer (individual responsible for design concepts)
- Consultants

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

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

3.4.2 Identify a maximum of three (3) completed projects, of any type, for which the Prime Firm received an award for design excellence from a recognized organization and provide descriptive information for each.

3.5 CRITERIA FIVE: RESPONDENT'S PAST PERFORMANCE ON U.T. SYSTEM PROJECTS

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

If the Prime Firm (or it's consultants) has not previously provided services for The University of Texas System, then identify and describe the Prime Firm's past performance on similar projects for "major" institutions of higher education and healthcare within the last five (5) years.

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

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

3.6 CRITERIA SIX: RESPONDENT'S GENERAL UNDERSTANDING OF THE OWNER'S A/E AGREEMENT

3.6.1 Provide a detailed list (i.e. bulleted) of all Design Services and consultants you will provide to the Owner under Basic Services on this project (including those outlined in Articles 1, 14 and 15 of the Agreement).

3.6.2 Provide a detailed list (i.e. bulleted) of all Construction Administration Services and consultants you will provide to the Owner under Basic Services on this project (including those outlined in Articles 1, 14 and 15 of the Agreement).

3.6.3 Provide a detailed list (i.e. bulleted) of all Services and consultants you will provide to the Owner as Additional Services for Design and Construction Services on this project (including those outlined in Articles 1, 14 and 15 of the Agreement).

3.6.4 Provide a detailed list (i.e. bulleted) of all reimbursable services/expenses you will request from the Owner and on this project (including those outlined in Articles 5, 14 and 15 of the Agreement).

3.6.5 Identify any terms of the draft Agreement you may request to be changed prior to signing the Agreement.

3.7 CRITERIA SEVEN: RESPONDENT'S COMPLIANCE WITH THE CAMPUS MASTER PLAN

3.7.1 State your compliance with the Campus Master Plan and explain how you anticipate incorporating the requirements of the Campus Master Plan into the design of the project.

3.8 CRITERIA EIGHT: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

3.8.1 Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards into design.

3.8.2 Describe the Prime Firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and quality assurance during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criteria 3.4 and 3.5.

3.8.3 Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.

3.8.4 The Owner has specific system design and construction standards and specification requirements for construction projects. Describe how you propose to incorporate these requirements into this project.

3.8.5 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to Criteria 3.4 and 3.5, provide examples of how these techniques were used and what degree of accuracy was achieved.

3.8.6 Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in response to Criteria 3.4 and 3.5, provide examples of how these techniques were used.

3.8.7 Describe your firm's service support philosophy, how is it carried out, and how success in keeping this philosophy is measured.

3.8.8 Describe the types of records, reports, monitoring systems, and information management systems, which your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) projects listed in response to Criteria 3.4 and 3.5.

3.8.9 Describe how you plan to ensure continuity of project objectives starting with design solution, moving through construction documents, and finishing with a constructed project that meets the Owner's requirements.

3.8.10 Describe the project team's experience in sustainable design and improved indoor air quality.

3.8.11 Describe the project team's experience in managing the impact of MEP systems on renovation/historic buildings.

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

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

3.9 CRITERIA NINE: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

3.9.1 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.

3.9.2 Describe what do you perceive are the critical issues for this project.

3.9.3 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.

3.9.4 Describe the the project team's experience with renovation/expansion projects in occupied facilities. The space is occupied below the floor and to the east of the construction area.

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

3.9.6 Provide examples of how the Respondent has creatively incorporated mechanical, electrical, and plumbing solutions in similar structures.

3.9.7 In a predominately MEP project, describe how the Project Team should structure the consulting agreement with the MEP firm to ensure that adequate resources are available to produce effective solutions.

3.10 CRITERIA TEN: 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.

3.10.1 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.

3.10.2 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.

3.10.3 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.

3.10.4 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.

3.10.5 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.

3.10.6 By signature hereon, Respondent represents and warrants that:

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

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

3.10.6.3 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;

3.10.6.4 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;

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

3.10.6.6 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.

3.10.7 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.

3.10.8 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.

3.10.9 By signature hereon, Respondent certifies as follows:

3.10.9.1 "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."

3.10.9.2 "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."

3.10.9.3 "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."

3.10.10 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.

3.10.11 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).

3.10.12 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.

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

3.10.14 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.

3.10.15 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.

3.10.16 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 it's component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

EXECUTION OF OFFER: 11th FLOOR CLARK CLINIC REDEVELOPMENT,
RFQ No. 538764/ME

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)	*(Fax Number)*
_____	_____
(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 Owner's needs.

4.1.2 Qualifications shall be a MAXIMUM OF FIFTY (50) 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
- CRITERIA ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT
- CRITERIA TWO: PRIME FIRM'S ABILITY TO PROVIDE SERVICES
- CRITERIA THREE: PROJECT TEAM'S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES
- CRITERIA FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS
- CRITERIA FIVE: RESPONDENT'S PERFORMANCE ON PAST U.T. SYSTEM PROJECTS
- CRITERIA SIX: RESPONDENT'S GENERAL UNDERSTANDING OF THE U.T. SYSTEM A/E AGREEMENT
- CRITERIA SEVEN: RESPONDENT'S COMPLIANCE WITH THE CAMPUS MASTER PLAN
- CRITERIA EIGHT: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES
- CRITERIA NINE: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS
- CRITERIA TEN: EXECUTION OF OFFER
- **HUB SUBCONTRACTING PLAN – Respondents must submit one (1) hard copy of the HUB Subcontracting Plan which must be submitted in a SEPARATE and SEALED envelope apart from the other Qualifications documents. Note: The HUB Subcontracting Plan must be submitted at the same time as the sealed Qualifications. The envelope 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. 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 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 the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

4.2.3 Separate and identify each criteria response to Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

4.3 TABLE OF CONTENTS:

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

4.4 PAGINATION:

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

SECTION 5 - ATTACHMENTS TO THE RFQ

5.1 Attachment A - Draft Agreement Between the Owner and Project Architect/Engineer

5.2 Attachment B – Rider 104: Policy on Utilization Historically Underutilized Businesses

5.3 Attachment C – RFI – Request for Information Form

5.4 Attachment D - Owner's Architect / Engineer Design Fee Schedule

5.5 Attachment E – Preliminary Design Report (PDR)

5.6 Attachment F – Owner's Design Guidelines