



**REQUEST FOR QUALIFICATIONS FOR  
A.C.T. Mechanical Renovations 2014**

TSTC RFQ# **081114**

**RFQs MUST BE RECEIVED BEFORE:**

**3:00 PM Central Standard Time on August 22nd, 2014**

Texas State Technical College Waco has produced this RFQ (Request for Qualifications), pursuant to Texas Government Code, Chapter 2254, Subchapter A, in order to contract with a Construction management firm to provide: Construction Management services.

**Deliver Submittals to TSTC by one of the following methods:**

**MAIL RFQ TO:**

**Texas State Technical College  
Attn: Mike Ratliff  
Physical Plant  
3801 Campus Drive  
Waco, Texas 76705**

**HAND DELIVER AND/OR EXPRESS MAIL TO:**

**Texas State Technical College  
Attn: Mike Ratliff  
Physical Plant  
1200 Greenway (on TSTC campus)  
Waco, Texas 76705**

To ensure proper handling, show RFQ #081114 and Submission  
Deadline on outside of envelope.

TABLE OF CONTENTS

<b>General Description</b>	<b>Page 3</b>
<b>Scope/description/history</b>	<b>Page 4</b>
<b>Qualification Submittal Requirements</b>	<b>Page 5</b>
<b>Submittal Requirements</b>	<b>Page 6</b>
<b>Selection method</b>	<b>Page 6</b>
<b>Timeline for Selection</b>	<b>Page 8</b>
<b>HUB Requirements</b>	<b>Page 11</b>

## GENERAL DESCRIPTION

Texas State Technical College Waco is interested in procuring **A Construction Manager at risk** for the mechanical renovations of our A.C.T. building located at Texas State Technical College Waco.

Upon completion of the evaluation of qualifications, up to three (3) firms may be invited to a formal interview.

In order to expedite routine correspondence during the selection process, include the e-mail address of your firm's contact person.

The company selected will not have exclusive right to all Service requirements at Texas State Technical College, or future requirements.

Queries about this solicitation and submittals should be addressed to:

Texas State Technical College  
Mike Ratliff, Project Manager  
3801 Campus Drive  
Waco, TX 76705  
(254) 867-3703  
Mike.ratliff@tstc.edu

All inquiries will result in written responses, in the form of e-mail.

It will be the responsibility of the respondents to check the ESBD for the addenda.

Upon issuance of this RFQ, besides written inquiries as described above, other employees and representatives of TSTC will not answer questions or otherwise discuss the contents of the RFQ with any potential consultant's representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussions with TSTC for the purpose of conducting business unrelated to this Submittal.

## SCOPE OF SERVICES

Texas State Technical College Waco, Texas is seeking a qualified Construction Manager to manage the mechanical renovations of TSTC's A.C.T. building as per Exhibit C, Scope of Work and Specifications that are attached to this RFQ # 032514.

This project will begin December 12<sup>th</sup>, 2014 and it shall be completed by January 15, 2015.

The estimated construction budget is \$ 400,000.00 including the CMAR fee **and pre-construction fee**.

The Owner will contract directly with a single prime CM for performing construction of the projects. The CM will be reimbursed for the cost of the work plus a fixed fee (expressed as a percentage of the total cost of the work) for construction phase services

The CM will competitively bid and enter into subcontracts for all portions of the work, with the exception of work specifically approved by the Owner for self-performance by the CM. All subcontract bids will be reviewed and approved by the Owner, prior to award. The CM may be allowed to competitively bid against subcontractors on work items for which they are capable of self-performing, with such bids received and opened in the Owner's presence. The CM will be required to coordinate with any other separate Owner contracts.

The construction contract will require 100% payment and performance bonds.

The Owner will make construction payments directly to the CM for distribution of payments to subcontractors as appropriate. The CM is responsible for the coordination and execution of all construction work including subcontracted work under the contract and warrants the work consistent with provisions of TSTC General Conditions of the Contract for Construction.

## DESCRIPTION OF BUILDING STRUCTURAL SYSTEMS

The ACT building is approximately 27,000 sf. single level steel structure with CMU walls at various areas. The floor framing system consists of suspended concrete cast-in-place concrete slabs supported by cast-in-place concrete grade beams, a combination of straight-shaft drilled piers. The roof framing consists of steel roof truss with steel purlins and metal decking and BUR roof. The walls consist of wood framing with parts of it being CMU.

## PROJECT HISTORY

ACT building at Texas State Technical College Waco was built in the 1960s and used as class rooms and labs for H/VAC training.

## QUALIFICATIONS OF THE CONSTRUCTION MANAGER

Below is a summary of requested information. Proposals submitted without this information will be evaluated accordingly. TSTC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the State.

### **Qualification Submittal Requirements**

RFQ for CMAR related to A.C.T. Mechanical Renovations 2014

- A. Name of company, addresses, phone and fax number, year founded, and primary contact person.
- B. Name, address, telephone number of bonding company and the limit of bonding capability for each project and your aggregate limit.
- C. Contractor qualification statement on AIA Document A305.
- D. Services you will provide during the construction phase.
- E. Previous project experience as a Construction Manager:
  - 1. Brief description of CM projects you have completed or in-progress in the past five years with the original contract amount and final cost at completion.
  - 2. Company personnel, Owner, Architect, and other references, including telephone numbers, directly associated with the CM projects.
- F. Major public sector projects completed in the past five years and/or now in progress, stating the contact type as Construction Manager at risk, Construction Management as Agent, Design Build, or General Contractor. Include company personnel, Owner, Architect, and other references with telephone numbers.
- G. List of project and contract amounts for completed or in-progress projects during the last five years.
- H. Gross dollar volume and overall company percentage during the past five years as Construction Manager or General Contractor projects.
- I. Approximate percentage of renovation projects per year for the past five years of company business.
- J. Number of office personnel, job superintendents, project managers, and other employees (carpenters, laborers, helpers, etc.) within your company.
- K. Types of records, reports, monitoring systems, and information management systems that your company utilizes. Include a sample of CM Pay Application, if possible
- L. Information regarding management systems utilized by your company for the purpose of estimating, budgeting, scheduling, and cost control. Include a sample of CMc cost estimate and schedule for your companies' most comparable project.
- M. Ability to insure non-insured subcontractors for workmen compensation, general laborers, and bonding.
- N. Agencies that have audited your records and the outcome of the audits on your CMc projects.
- O. Historically Underutilized Business (HUB) Subcontracting Plan.

Claims and suits: (If the answer to any of the questions below is yes, please attach details).

Has your organization ever failed to complete any work awarded to it?

Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

Has your organization filed any lawsuits or requested arbitration with regards to construction contracts within the last five years?

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization, when it failed to complete a construction contract?

References:

Respondents shall identify present, completed and other projects or consulting assignments. At least five (5) projects shall be identified with references and contact information. Include project description, contact names, position, and company name and telephone number for each reference listed.

## **SUBMITTAL REQUIREMENTS**

### **General:**

Submittals shall be received and time stamped at TSTC, Central Daylight Time on the date specified in the Schedule of Events. Late Submittals are not considered under any circumstance, and will be returned unopened.

Submittals should be placed in a separate envelope/package, and correctly identified with RFQ number, submittal deadline/opening date and time. It is the respondent's responsibility to appropriately mark and deliver this to TSTC by the specified date.

Receipt of all addenda to this RFQ should be acknowledged by attaching a signed copy of each addendum to the RFQ response submittal.

Respondents shall submit one (1) original and one (1) electronic copies (CD) of the submittal. Pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the submittal.

Respondents to this RFQ are responsible for all costs of submittal preparation and delivery.

It is the policy of TSTC, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. HUB businesses are those that are minority or women-owned, and certified by the Texas Comptroller's Procurement & Support Services Division.

The Construction Manager must demonstrate a "Good Faith" effort to utilize HUB Businesses.

## METHOD OF SELECTION

- A. TSTC shall select the most qualified company based on the information contained in the proposal including references, based on a two-step process. Submissions will be reviewed and ranked and a short list of companies will be established to interview. After the interviews, a selection will be made based on the combined scores of qualifications and the interview. If TSTC Waco is unable to reach a contract agreement with the selected company, TSTC Waco shall terminate further discussions and proceed to the next company in the order of selection ranking until a contract agreement is reached or all proposals are rejected.

The evaluation committee will evaluate and score each submittal based on the following criteria:

<u>Criteria</u>	<u>Weight</u>
<u>Scheduling and Management approach</u>	<u>20%</u>
<u>Quality of work on previous projects</u>	<u>15%</u>
<u>Relevant experience with TSTC Waco/Campus</u>	<u>15%</u>
<u>Key personnel relevant experience</u>	<u>20%</u>
<u>Schedule experience and compliance</u>	<u>10%</u>
<u>References</u>	<u>20%</u>

## TIMELINE FOR SELECTION:

TSTC expects the selection under this RFQ to follow the schedule noted below. However, this schedule is subject to change at the discretion of TSTC.

<u>EVENT</u>	<u>DATE</u>
Issue RFQ	August 8th, 2014
Deadline for Submission of Questions	August 20th, 2014
Deadline for Submission of Qualifications	August 22nd, 2014
Interviews	August 25-26, 2014
Approval of Contract	August 27th, 2014
Construction	Dec. 12 <sup>th</sup> , 2014 – Jan. 15th, 2015

### **Submission Conditions**

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed.

- A. **Incomplete Qualifications will be considered non-responsive and subject to rejection.**
- B. **Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.**
- C. **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.**
- D. **Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ Submission Requirements, or irregularities of any kind are subject to rejection by the Owner, at its option.**
- E. **The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFQ, or subsequent Task Orders. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.**
- F. **Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.**
- G. **Right to Modify, Rescind, or Revoke RFQ -- TSTC reserves the rights to modify, rescind, or revoke this RFQ, in whole or in part, at any time prior to the date on which the authorized representative of TSTC executes a Contract with the Selected Proposer.**
- H. **Binding Effect of Qualifications -- Unless otherwise agreed in writing, signed by an authorized agent of TSTC, each Proposer agrees to and shall be bound by the information and documentation provided with the Qualifications.**
- I. **Signature, Certification of Consultant -- The Qualifications Statement must be signed and dated by a representative of the Consultant who is authorized to bind the Consultant to the terms and conditions contained in this RFQ and to compliance with the information submitted in the Qualifications. Each Consultant submitting Qualifications certifies to both (a) the completeness, veracity, and accuracy of the information provided in the Qualifications and (b) the authority of the individual whose signature appears on the Qualifications to bind the Consultant to the terms and**



conditions set forth in this RFQ. Qualifications submitted without the required signature shall be automatically disqualified. See attached Exhibit, Signature Page.

- J. **Risk of Loss, Damage, Delay** -- Proposer acknowledges and agrees to release and hold harmless the TSTC System, its campus components, Board of Regents, officers, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Qualifications or failure to deliver the Qualifications to the Purchasing Office at TSTC, as designated in this RFQ.
- K. **Use, Disclosure of Information** -- Proposer acknowledges that TSTC is an agency of the State of Texas, and is therefore required to comply with the Texas Public Information Act, Tex. Government Code Ch. 552. If a Qualifications Statement includes proprietary data, trade secrets, or information the Consultant wishes to except from public disclosure, then the Consultant must specifically label such data, secrets, or information as follows: "PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION." To the extent permitted by law, information labeled by the Proposer as proprietary will be used by TSTC only for purposes related to or arising out of the (a) evaluation of Qualification Statements, (b) selection of a Consultant pursuant to the RFQ process, and (c) negotiation and execution of a Contract, if any, with the Consultant selected.
- L. **Public Disclosure** -- All information, documentation, and other materials submitted in response to this solicitation are considered 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.

Please contact Jerry Sorrells by email at [Jerry.Sorrells@systems.tstc.edu](mailto:Jerry.Sorrells@systems.tstc.edu) for requests.
- M. **Compliance with Applicable Laws, Regulations, Ordinances, Board of Regents Policies, University Policies and Procedures** -- By submitting a Qualifications Statement, the Consultant agrees to and shall comply with all applicable local, state and federal laws and regulations, as well as with all applicable policies and procedures of the Texas State Technical College System. System policies and procedures may be accessed at the following Internet address: <http://www.tstc.edu>
- N. **Safety** -- Consultant must comply with all applicable safety regulations, including but not limited to, the TSTC Waco, College Operating Procedure (9.16) Contractor Safety. The "COP" may be downloaded or viewed at this electronic link: <http://iam.tstc.edu/users/cop/COP9.16-01-13-03.pdf>
- O. **Request for Electronic Copy** -- A Proposer may request an electronic copy of the RFQ pursuant to a written request sent to the Procurement Office at the address listed above.
- P. **Request for Clarification by TSTC** -- TSTC reserves the right to request clarification of any information contained in a Qualifications Statement.
- Q. **Contract Award** -- A response to the solicitation is an offer to contract with Texas State Technical College based on the terms and conditions contained therein. RFQ's do not become contracts and are not binding until a written contract, signed by authorized College administrator and authorized personnel of the awarded vendor pursuant to this RFQ.
- R. **Submitted Responsive Documents** -- The RFQ and submitted responsive documents, or portions of each, and at the College's sole discretion, may become incorporated by reference and a part of the written contract and will be binding on both the College and the Proposer after execution of the contract by both parties.

- S. **Taxes** -- TSTC is tax exempt as a governmental subdivision of the State of Texas under Texas Tax Code Section 151.
- T. **Ethics Conduct** -- Any direct, or indirect, actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in TSTC orders and contracts.
- U. **Sexual Offender Search** -- TSTC recognizes that some sexual offenders have completed their court ordered sentencing and punishment. TSTC also recognizes that some sexual offenders, after having served their sentence, are considered to not be a threat to society, and the State of Texas has approved them to work in Higher Educational environments. The Respondent ensures that it and all of its subcontractors and assigns that will be on TSTC property have been searched on the Texas Public Sex Offender Registry. The Consultant also ensures that any employees or assigns that are on the Texas Public Sex Offender Registry or any other state or federal sexual offender registry are in compliance with federal laws and the laws of the State of Texas regarding sexual offenders. The Texas Public Sex Offender Registry website is: <https://records.txdps.state.tx.us/SexOffender>. The National Sex Offender Public Website is: <http://www.nsopw.gov/>. Any employees, subcontractors, or assigns that are shown on the website must be documented in the Qualifications. Include explanation and verification of any employees, assigns or subcontractors that appear on the sexual offender lists that have met the requirements of the State of Texas to work on the property of higher education facilities.

## **HUB**

In accordance with Government Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit a State of Texas HUB Subcontracting Plan (HSP) with their solicitation response.

**NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Government Code §2161.252(b).**

**Documents Attached to this RFQ**

Documents included in this RFQ that pertain to making a Qualifications Statement for this RFQ are listed as follows:

- A. Sample Agreement between Owner and Consultant (Only filled out in the event of contract award)**
- B. HUB Policy**
- C. HUB Subcontracting Plan Worksheet**
- D. Texas State Technical College 2012 Uniform General and Supplementary Conditions.**