



REQUEST FOR QUALIFICATIONS FOR
ENGINEERING SERVICES

TEXAS STATE TECHNICAL COLLEGE
PAVING REPAIR AND RENOVATION FOR SWEETWATER CAMPUS
RFQ No.: RFQ-17-CP-003

SUBMITTAL DUE DATE:
Tuesday, March 28, 2017 @ 3:00 P.M., CST.

Prepared By:
Carmen Perez
Texas State Technical College
1902 N. Loop 499
Harlingen, Texas 78550
Phone 956-364-4430
Fax 956-364-5173
carmen.perez@tstc.edu

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1. General Information

1.1 Purpose of the Request

Texas State Technical College (TSTC) (“Owner”) is soliciting statements of qualifications (“Qualifications”) for selection of an Engineer for design services for the repair and renovation of asphalt paving on the TSTC Sweetwater Campus (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications. Texas State Technical College will be the fiscal agent and contract manager for the “Project” and reserves the right to accept or reject any and all proposals, waive any and all formalities, and select the proposal deemed to be in the best interests of TSTC. All requirements will comply with Texas Senate Bill 20.

This RFQ is the first step in a two-step process for selecting an Engineer for the Project as provided by Texas Government Code §2254.004. ***The RFQ provides the information necessary to prepare and submit Qualifications for Engineer Services and initial ranking by the Owner. Based on the initial rank, the Owner may select up to three (3) of the top ranked Qualification respondents for interview if required.***

In the second step of the process, Owner will attempt to negotiate a fair and reasonable price for the services to be provided with the top ranked respondent. If Owner is unable to successfully negotiate a contract for services with the selected firm, Owner will formally end negotiations and select the next qualified respondent, and attempt to negotiate a contract with that respondent at a fair and reasonable price.

Disclaimer

Owner will make every effort to analyze the qualifications of the respondents in an objective and analytic manner which can be readily recorded and explained. The establishment of a successful Owner/Designer collaborative effort, however, is not easily reduced to quantitative data. Ultimately, the Owner will select the Architect/Engineer with whom it feels is the best fit for the project and who it believes will produce the most successful project outcome.

1.2 Conflicts of Interest

Actual and Perceived Conflicts

By submitting a Qualification, Respondent represents and warrants that neither it nor its employees and subcontractors have an actual or potential conflict of interest in entering a contract with Owner. Respondent also represents and warrants that entering a contract with Owner will not create the appearance of impropriety. In its qualification, respondent must disclose any existing or potential conflict of interest that it might have in contracting with Owner. The requirement to disclose any actual or potential conflict of interest will continue during the term of the contract, and will survive until the end of the recordkeeping requirements. The Owner will decide, in its sole discretion, whether an actual or perceived conflict should result in disqualification or contract termination.

Current and Former Employees

In addition to the disclosures required above, respondent must also disclose any of its personnel who are current or former officers or employees of the Owner or who are related, within the third degree of consanguinity (as defined by Texas Government Code 573.023) or within the second degree by affinity (as defined by Texas Government Code 573.025), to any current or former officers or employees of the Owner.

Respondents must comply with all applicable Texas and federal laws and regulations relating to the hiring of former state employees. Such “revolving door” provisions generally restrict former agency heads from communicating with or appearing before the agency on certain matters for two years after leaving the

agency. The revolving door provisions also restrict some former employees from representing clients on matters that the employee participated in during state service or matters that were in the employees' official responsibility. Respondent, by signing this solicitation, certifies that it has complied with all applicable laws and regulations regarding former state employees.

Respondent must identify each employee who works for more than one staffing company at any facility and ensure that the employee' cumulative weekly hours worked at all state facilities through any one staffing company does not exceed 40 hours per week.

1.3 Submission of Qualifications

Pursuant to the provisions of Texas Government Code Title 10 Subtitle D Chapter 2156.121-2158.127, sealed qualifications will be received until the date and time established for receipt. After, receipt, only the names of respondents will be made public. Prices and other qualification details will only be divulged after the contract award, if one is made.

TSTC will receive Qualifications until Tuesday, March 28, 2017 at 3:00PM Central Standard Time. Qualification must be time-stamped by TSTC before the hour and date specified. Qualifications that are received late will be returned to the respondent unopened.

The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the Point-of-Contact person.

Qualification will not be received by telephone, fax, or email. Qualification will only be received at the location described below:

Carmen Perez
Texas State Technical College
Service Support Center
1902 N. Loop 499
Harlingen, Texas 78550

Submit one (1) original, one (1) USB drive or CD and one (1) copy of the Qualification and all of its contents. The original Qualification should contain the mark "original" on the Qualification Cover Page.

Submit one (1) original and one (1) copy of the HUB Subcontracting Plan (HSP) as separate attachments to the Qualifications. (Not Applicable at this time)

Qualification must be enclosed in a sealed envelope (box or container) addressed as described above. The envelope must clearly identify the RFQ number, submittal due date, and the name and return address of the respondent. Qualification and any other information submitted by respondents in response to this RFQ shall become the property of the TSTC.

Failure to comply with all requirements contained in this RFQ may result in the rejection of the Qualification that are qualified with conditional clauses, alterations, items not called for in the RFQ, or irregularities of any kind are subject to rejection.

Properly submitted Qualifications will be opened publicly and the names of the respondents will be read aloud. Qualification cannot be altered or amended after opening time. Qualification cannot be withdrawn after opening time without written approval by TSTC based on a written request to withdraw.

Late received Qualifications will be returned to the respondent.

1.4 Key Events Schedule

- RFQ's Issued Friday, March 10, 2017
- Deadline for Questions (submit in writing) Friday at 5p.m. CST, March 17, 2017
- Engineer RFQ Submittals Received: Tuesday at 3p.m. CST, March 28, 2017
- Engineer Shortlist Selection: March 30, 2017
- Engineer Interviews (if required): April 3 - 5, 2017
- Negotiation with selected Engineering Firm: April 6, 2017
- NTP – Schematic Design & Pre-Construction Services: April 7, 2017
- Schematic Design Complete: April 21, 2017
- Construction design complete: May 19, 2017
- Award to General Contractor and Construction Schedule: TBD

Campus visits (**NOT APPLICABLE**)

1.5 Clarifications and Interpretations

All questions regarding this RFQ must be submitted in writing to Carmen Perez, at carmen.perez@tstc.edu no later than **March 17, 2017 at 5:00 p.m., CST** any clarifications or interpretations of this RFQ that materially affect or change its requirements will be issued by TSTC as an addendum on the Electronic State Business Daily (ESBD) web site located at <http://esbd.cpa.state.tx.us/>. It is the responsibility of all respondents to obtain this information in a timely manner.

All such addenda are issued by TSTC before the Qualification are due as part of the RFQ and respondents shall acknowledge receipt of each addendum to the RFQ in its Qualification. 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.

Respondents obtaining this RFQ are responsible for notifying TSTC that they are in receipt of this RFQ and intend to respond. Please send the respondent's name, contact person, address, phone number, fax number, and email to Carmen Perez, at carmen.perez@tstc.edu This information is required in the event addenda are issued. It is the responsibility of all respondents to obtain addenda in a timely manner. Respondents shall acknowledge receipt of each addendum to the RFQ in the Qualification.

Upon issuance of the 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 RFQ.

1.6 Evaluation of Qualifications

The evaluation of the Qualifications shall be based upon on the requirements described in the RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by Owner. The top three or fewer ranked respondents may be selected by the Owner to participate in the interview process. Then the highest rank respondent will participate in step two of the selection process.

Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation. Such information will be solicited from firms qualified by the Owner to participate in step two of the selection process.

1.7 Historically Underutilized Businesses Submittal Requirements (Not Applicable at this time)

It is the policy of TSTC to promote full and equal opportunities for the contracting and subcontracting of Historically Underutilized Businesses (HUB) in accordance with *Texas Government Code*, Chapter 2161. This Chapter applies to all contracts for the purchase of goods and/or services with an expected value of \$100,000 or more.

A HUB Subcontracting Plan Form (Included as Separate Attachment) must be filled out and returned with the Qualification to be considered responsive. **If the Qualification does not include a HUB Subcontracting Plan, it shall be rejected as a material failure to comply with advertised specifications.**

Any probable subcontracting opportunities are identified below. This list should not be considered a mandatory or an exhaustive list. Other areas of subcontracting may be more appropriate given the Respondent's business structure and internal resources. Please see the attached HUB Subcontracting Plan for further instructions which require vendors to identify the specific areas intended for subcontracting.

Search the State of Texas HUB Database for HUB vendors by the NIGP class and item at: <https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>

Additional minority and women owned business association resources are available for subcontracting notices at: <http://comptroller.texas.gov/procurement/prog/hub/mwb-links-1/>

Additional information and training regarding how to complete a HUB Sub-Contracting Plan can be found on the CPA Website at the following link: <http://comptroller.texas.gov/procurement/prog/hub/hub-subcontracting-plan/>

1.8 Subcontracting Approval

The Respondent shall perform the Contract with its own resources and those subcontractors identified in the Respondent's HUB Subcontracting Plan. In the event that the Respondent should determine that it is necessary or expedient to execute additional or alternative subcontracts for any of the performances under the Contract, the Respondent shall submit a revised HUB Subcontracting Plan for prior approval before executing any subcontracts.

In any subcontracts entered into by Engineer for the performance of the work, Engineer shall require the Subcontractor, to the extent of the work to be performed by the Subcontractor, to be bound to Engineer by the terms of the contract between Engineer and TSTC and to assume toward Engineer all of the obligations and responsibilities that Engineer, by the contract between Engineer and TSTC, assumes toward TSTC.

The Respondent shall manage all quality and performance, project management, and schedules for subcontractors. The Respondent shall be held solely responsible and accountable for the completion of all work for which the Respondent has subcontracted.

1.9 Exceptions to RFQ

The Respondent shall explicitly set forth in this section any assumptions regarding, or exceptions to, any part of this RFQ, including the Attachments, noting the specific RFQ section number or Attachment Letter. **Any exception may result in this RFQ not being awarded to the Respondent.**

1.10 No Reimbursement for Costs

Respondent acknowledges and accepts that any costs incurred from Respondent's participation in this RFQ process shall be at the sole risk and responsibility of the Respondent.

1.11 Taxes

TSTC is exempt from taxes pursuant to the provisions of the *Texas Tax Code*, Chapter 151. Do not include tax in the Qualification. Excise Tax Exemption Certificates are available upon request.

1.12 Reservation of Rights

TSTC may evaluate the Qualification based on the anticipated completion of all or any portion of the Project. TSTC 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. TSTC 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.

1.13 Texas Public Information Act

All information, documentation, and other materials submitted in response to this RFQ 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. TSTC strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

1.14 Equal Opportunity

The Respondent must be an equal opportunity employer. No person shall be discriminated against in employment because of race, color, religion, gender, national origin, disability, or age.

1.15 Accuracy of Information

TSTC and its officers, directors, employees and agents assume no responsibility for the accuracy of the information in this document. Should dispute arise regarding the meaning or intent of the Contract Documents, the decision of the TSTC shall be final and binding upon the Engineer.

1.16 Invoices

Original invoices must be submitted monthly in connection with all payments. To be a proper invoice that may be accepted and paid, the invoice must include the following information and/or attachments; Name and address of the Respondent, Respondent's invoice remittance address, Purchase order number authorizing the services, and Detailed breakdown of monthly total price for services. Each invoice is subject to review and approval by TSTC before payment will be processed. Normal payment processing time for services which have been completed, delivered to, and approved by TSTC is thirty (30) calendar days after receipt of a valid, uncontested invoice. TSTC will incur no penalty for late payment if payment is made in

thirty (30) or fewer days from receipt of goods or services and an uncontested invoice. Payments shall be made consistent with Chapter 2251, Texas Government Code. Any invoice that does not comply with the minimum requirements stated above may not be considered valid and may be subject to rejection and/or return to the Engineer.

Invoices shall be submitted by mail or email to:

Texas State Technical College
Accounts Payable
1902 N. Loop 499
Harlingen, Texas 79550
HarlingenInvoice@tstc.edu

1.17 Insurance

Proposer will obtain and maintain in force for the duration of the contract and any extensions thereof, at Proposer's sole expense, and to cause its agents, suppliers and permitted subcontractors (if any) to maintain at their sole expense the following insurance coverage for the duration of the contract, in at least the amounts specified:

Workers Compensation:	Statutory Limits	
General Liability:	Each occurrence	\$1,000,000
	Personal Injury	\$1,000,000
	General Aggregate	\$2,000,000
	Product Liability	\$1,000,000
	EBL	\$1,000,000
Automobile Liability	Each Accident	\$1,000,000
Umbrella Liability	Each Occurrence	\$5,000,000
Professional Liability	Each Occurrence	\$5,000,000
All other insurance required by state or federal law		

All policies (except Workers' Compensation) shall name TSTC as an Additional Insured. A Waiver of Subrogation in favor of TSTC and thirty (30) day notice of cancellation is required on all policies. Certificates of insurance verifying the foregoing requirements shall be provided to TSTC prior to commencement of any services under the contract. If a policy contains deductible provisions, Engineer shall be responsible for payment of the deductible amount for any claim(s) or the pursuit of any claim(s) or asserted claim(s) against TSTC, its agents, employees or representatives.

ENGINEER ACKNOWLEDGES AND UNDERSTANDS THAT TSTC DOES NOT MAINTAIN AND WILL NOT OBTAIN INSURANCE OF ANY TYPE TO PROTECT ENGINEER AGAINST ANY LOSS, DAMAGE OR INJURY THAT MAY IN ANY WAY RESULT FROM ENGINEER'S PERFORMANCE OF THE SERVICES.

1.18 Indemnification

THE ENGINEER FOR ITSELF, ITS SUCCESSORS, SERVANTS, EMPLOYEES, AGENTS, OFFICERS, DIRECTORS, SUBCONTRACTORS AND ASSIGNS SHALL AT ALL TIMES INDEMNIFY AND HOLD HARMLESS TSTC, ITS OFFICERS, DIRECTORS, SUCCESSORS, ASSIGNS, AGENTS, SERVANTS AND EMPLOYEES FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, DAMAGES, COSTS, EXPENSES, LEGAL FEES AND DISBURSEMENTS AND OBLIGATIONS OF ANY NATURE WHATSOEVER, KNOWN OR UNKNOWN, IN LAW OR IN EQUITY, WHETHER BASED UPON, OCCASIONED BY, ARISING OUT OF, OR

ATTRIBUTABLE TO THE ENGINEER'S CONTRACT WITH TSTC OR ANY SERVICES PROVIDED, OR ANY PRIVILEGE GRANTED OR ACTION TAKEN OR THING DONE OR MAINTAINED BY VIRTUE OF THE EXISTENCE OF THE SAID CONTRACT OR THE EXERCISE OF ANY RIGHT ARISING THEREUNDER.

1.19 Alternative Dispute Resolution

To the extent that Chapter 2260, *Texas Government Code*, as it may be amended from time to time ("Chapter 2260"), will be applicable to the Contract and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 shall be used, as further described herein, by TSTC and Engineer to attempt to resolve any claim for breach of contract made by Engineer.

1.20 Confidential Information

All information owned, possessed or used by TSTC that is communicated to, learned, developed or otherwise acquired by Engineer in the performance of services for TSTC, that is not generally known to the public, will be confidential and Engineer will not, beginning on the date of first association or communication between TSTC and Engineer and continuing throughout the term of the contract and any time thereafter, disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for Engineer's own benefit or the benefit of another, any confidential information, unless required by law.

Except when defined as part of the Services, Engineer will not make any press releases, public statements, or advertisement referring to the Services or the engagement of Engineer as an independent contractor of TSTC in connection with the Services, or release any information relative to the Services for publication, advertisement or any other purpose without the prior written approval of TSTC. Engineer will obtain assurances similar to those contained in this Section from persons, contractors, and subcontractors retained by Engineer.

1.21 Governing Law

The contract and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof will be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.

1.22 Licenses, Permits, Taxes, Fees, Laws and Regulations

Engineer warrants that it will obtain, maintain in effect, and pay the cost for all licenses, permits, or certifications that may be necessary for Engineer's performance of the contract.

Engineer will be responsible for the payment of all taxes, excises, fees, payroll deductions, employee benefits (if any), fines, penalties or other payments required by federal, state, or local law or regulation in connection with Engineer's performance of the contract.

Engineer will comply with, and will be responsible for requiring its officers and employees to comply with, all applicable federal, state, and local laws and regulations, and the rules and regulations of TSTC.

1.23 Group Purchasing Authority

Texas law authorizes institutions of higher education (defined by Section 61.003, Education Code) to use the group purchasing procurement method (Texas Education Code 51.9335). Additional Texas institutions

of higher education may therefore elect to enter into a contract with the successful Proposer under this RFQ. In particular, Proposer should note that Texas State Technical College is comprised of several campuses across the state of Texas described at <http://www.tstc.edu/about/welcome>. TSTC may routinely evaluate whether a contract resulting from a procurement conducted by one of the campuses might be suitable for use by another, and if so, this could give rise to additional purchase volumes. As a result, in submitting its proposal in response to this RFQ, Proposer should consider proposing pricing and other commercial terms that take into account such higher volumes and other expanded opportunities that could result from the eventual inclusion of other institutions in the purchase contemplated by this RFQ.

2. Scope of Services

2.1 Overview

Texas State Technical College (TSTC) (“Owner”) is soliciting statements of qualifications (“Qualifications”) for selection of an Engineer for the design services for the repair and renovation of asphalt paving on the TSTC Sweetwater Campus (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications. Texas State Technical College will be the fiscal agent and contract manager for the Project and reserves the right to accept or reject any and all proposals, waive any and all formalities, and select the proposal deemed to be in the best interests of TSTC.

The scope of work for the selected respondent will include, but not necessarily be limited to:

- 1) Study existing site conditions and development the scope for the project.
- 2) Development of Schematic Designs for the eventual completion of the project.
- 3) Completion of Construction Documents for all work as directed by the owner for improvements required to complete the project.

The College is stipulating that all plans and specifications developed under the contract with the Engineer will become College property.

2.2 Engineer Responsibilities

Engineer will develop complete Design plans, specifications and construction administration.

In addition to design the Engineer team will assist the owner in way finding and cost analysis.

2.3 Documentation

Monitoring the performance of service will be completed based upon contract negotiations.

2.4 Contract Administration

Raymond Fried will be the Contract Manager for this project.

2.5 Change or Addition to Scope of Services

TSTC, without invalidating the contract, may make changes by altering, adding to, or deduction from the Scope of Services at any time during the term of the contract in order to meet current TSTC needs. The

Contract pricing shall be adjusted accordingly, upon mutual agreement between TSTC and Engineer. Should TSTC request additional services during the term of the Contract, an agreement to provide these services at the same price as quoted will be understood as included in the Respondent's submission.

3. Qualification Format

3.1 Cover Page

The Qualification Cover Page, Attachment A, should be the first page of your Qualification. The Qualification Cover Page must be signed by a person authorized to sign for Respondent.

3.2 Execution of Offer

The Execution of Offer Page, Attachment B, should be the second page of your Qualification. The Execution of Offer must be signed by a person authorized to sign for Respondent.

3.3 Table of Contents

A Table of Contents should be the third page of your Qualification. The Table of Contents shall give page numbers for each section of the Qualification. Number all pages of the Qualification sequentially using Arabic numerals (1, 2, 3, etc.).

3.4 Qualification Contents

Responses to this RFQ must address the following:

Tab One: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT – VALUE 5% (maximum 2 printed pages)

- a. Provide a statement of interest for the Project including a narrative describing the respondent's unique qualifications as they pertain to this particular Project.
- b. Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the project.
- c. Owner highly values the participation of firm Principals throughout the life of the project. Respondents who clearly state their commitment to have these key decision makers involved at this stage will receive highest marks. Owner cautions respondents not to make such a commitment lightly, as multiple, fast-paced design revisions are anticipated.
- d. Owner is open to using the Engineering firms Program Management software. Provide information and an example of Engineers software

Tab Two: RESPONDENT'S ABILITY TO PROVIDE COMPLETE DESIGN AND CONSTRUCTION COMPLIANCE FOR THE PROJECT - VALUE 15%

- a. Provide the following information on your firm for the past **three** (3) fiscal years:
Volume – Number of projects per year, value of Construction budget at design and value of final project at completion for each project.

- b. Identify if your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If so, please explain the impact both in organization and company direction.
- c. Provide details of any past or pending litigation (or claims filed) against your firm that may affect your performance under a Contract with the Owner.
- d. Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.
- e. 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.

Tab Three: QUALIFICATIONS OF ENGINEERING TEAM– VALUE: 15%

- a. Describe, in graphic and written form, the proposed Project design team and lines of authority and communication for each team member to be directly involved in the Project. Indicate the estimated percent of time these team members will be involved in the Project for Design and Construction Services. Affirm that the individuals identified will be committed for the entire duration of the project.
- b. Provide resumes of the members of the team that will be assigned to this project, including their experience with similar projects, the number of years with the firm, and their city(s) of residence.
- c. List any experience your firm has had working with TSTC.

Tab Four: RESPONDENT’S PAST PERFORMANCE ON REPRESENTATIVE - VALUE 25%

- a. Identify and describe the proposed Team’s past experience providing Engineering services for projects within the last three (3) years. Select and present only the three most relevant projects, with the most relevant project listed first. Using no more than two pages per project, provide the following information for each project listed:
 - Project name, location, contract delivery method, and description
 - Color images (photographic or machine reproductions)
 - Construction Budget amount
 - Final construction cost
 - Actual Date of Notice To Proceed for Design Services
 - Actual Date of Completion of Construction documents
 - Name of Project Manager (individual responsible to the Owner for the overall success of the project)

- Names of Engineering and Technical consultants
- The Owner's name and the name of the Owner's Representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number and current e-mail address.

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. Failure to submit references may result in the Respondent's ineligibility to participate in the final Proposal Process.

Tab Five: RESPONDENT'S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS ON PAST PROJECTS – VALUE 10%

- a. Describe your cost estimating methods (Opinion of Cost). From any one (1) of the projects listed in response to Tab 4 of this RFQ, describe how the estimates were developed, how often they were updated and the degree of accuracy achieved.

Tab Six: RESPONDENT'S ABILITY TO MEET SCHEDULES ON PAST PROJECTS - VALUE 10%

- a. Describe how you develop and maintain work schedules during design and with the Owner's project schedule. From any of the projects listed in response to Tab 4 of this RFQ, provide examples of how these techniques were used.

Tab Seven: RESPONDENT'S KNOWLEDGE OF CURRENT DESIGN AND CONSTRUCTION METHODOLOGIES, TECHNOLOGIES, AND BEST PRACTICES – VALUE 10%

- a. Describe your firm's knowledge and implementation of current design and construction methodologies, technologies, and best practices. Give actual examples from prior projects.
- b. Provide any other details regarding special services, products, advantages or other benefits offered to the Owner by the Respondent.

Tab Eight: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS - VALUE 10%

- a. Describe any litigation between the Owner and/or General Contractor and/or Architect and/or Engineer and/or Any Sub-Contractor involving any project you have participated in within the past five (5) years.
- b. Give an example of a real problem that occurred on a project and your firm's ability to mitigate or resolve the issue.

4. Qualification Selection Criteria

The evaluation of the Qualifications shall be based upon the requirements described in the RFQ. All the properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner.

An evaluation team from TSTC will evaluate the Qualification. The evaluation of Qualification and the selection of a respondent will be based on the information provided by Respondent in its Qualification. TSTC may give consideration to additional information if TSTC deems such information relevant.

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.

The criteria to be considered by TSTC in evaluating Qualification and selecting an Engineer will be those factors listed below:

Threshold Criteria Not Scored:

- Ability of TSTC to comply with laws regarding Historically Underutilized Businesses; and
- Ability of TSTC to comply with laws regarding purchases from persons with disabilities.

	Scored Criteria:	Weight:
1.	Respondent’s Statement of Qualifications and Availability to Undertake the Project (maximum 2 pages)	5%
2.	Respondent’s Ability To Provide Complete Design and Construction Compliance for the Project	15%
3.	Qualifications of Engineering Team	15%
4.	Respondent’s Past Performance and Representative	25%
5.	Respondent’s Ability to Establish Budget and Control Costs on Past Projects	10%
6.	Respondent’s Ability to Meet Schedules on Past Projects	10%
7.	Respondent’s Knowledge of Current Design and Construction Methodologies, Technologies, and Best Practices	10%
8.	Respondent’s Ability to Identify and Resolve Problems on Past Projects	10%
	Total	100%

5. Attachments for this RFQ

Attachment A – Proposal Cover Page

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Attachment C – Terms & Conditions

Attachment D – Conflict of Interest

Attachment E – HUB Sub-Contracting Plan (Not Applicable at this time)

Attachment F – TSTC Sweetwater Campus

Attachment G – Google Map

Attachment A - Proposal Cover Page

TEXAS STATE TECHNICAL COLLEGE
PAVING REPAIR AND RENOVATION FOR SWEETWATER CAMPUS
RFQ No.: RFQ-17-CP-003

FIRM NAME: _____

ADDRESS: _____

CITY, STATE, ZIP _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

FEDERAL EMPLOYER ID #: _____ or SS # (if sole owner): _____

TEXAS CHARTER # IF APPLICABLE: _____

IS YOUR COMPANY A HUB VENDOR? _____ WHAT CATEGORY? _____

Attachment B – Execution of Offer

TEXAS STATE TECHNICAL COLLEGE
PAVING REPAIR AND RENOVATION FOR SWEETWATER CAMPUS
RFQ No.: RFQ-17-CP-003

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.

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. By signature hereon, Respondent represents and warrants that:

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;
 2. Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
 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;
 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;
 5. Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
 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.
- G. 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.
- H. 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.
- I. By signature hereon, Respondent certifies as follows:
1. "Under Section 231.006, Texas Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, RFQ, 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."
 2. "Under Section 2155.004, *Texas Government Code*, the vendor or applicant certifies that the individual or business entity named in this RFQ 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. "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."
- J. 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 Texas State Technical College component, or Respondent has not been an employee of any Texas State Technical College 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.

- K. 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).
- L. 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.
- M. By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- N. 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.
- O. 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.
- P. By signature hereon, Respondent certifies that no member of the Board of Regents of Texas State Technical College, or the Executive Officers of Texas State Technical College or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

Execution of Offer: RFQ No. RFQ-17-CP-003

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

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Fax Number)

(Authorized Signature)

(Date)

Attachment C: Terms and Conditions

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF RFQ, ANY EXCEPTIONS THERE TO MUST BE IN WRITING.

A. QUALIFICATION REQUIREMENTS

1. Proposers must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.
2. RFQ should be submitted on this form. RFQ must be time stamped at ordering agency on or before the hour and date specified for the RFQ opening.
3. Late and/or unsigned RFQ will not be considered under any circumstances. Person signing RFQ must have the authority to bind the firm in a contract.
4. RFQ should give Payee ID Number, full firm name and address of proposer on the face of this form. Enter in the space provided, if not shown. Additionally, firm name should appear on each continuation page of a RFQ, in the block provided in the upper right hand corner. The Payee ID Number is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas. If this number is not known, complete the following:

Enter Federal Employer's Identification Number

Sole owner should also enter Social Security Number

5. RFQ cannot be altered or amended after opening time. Alterations made before opening time should be initialed by proposer or his authorized agent. No RFQ can be withdrawn after opening time without approval by TSTC based on an acceptable written reason.
6. TSTC reserves the right to accept or reject all or any part of any kind, waive minor technicalities and award the RFQ to best serve the interests of TSTC.
7. Consistent and continued tie bidding could cause rejection of RFQ by TSTC and/or investigation for antitrust violations.
8. TSTC shall not be responsible for failure of electronic equipment or operator error. Late illegible, incomplete, or otherwise non-responsive RFQ'S will not be considered.

B. AWARD OF CONTRACT

A response to this RFQ is an offer to contract based upon the terms, conditions and specifications contained herein. RFQ's do not become contracts until they are accepted through an open market purchase order. The contract shall be governed, construed and interpreted under the laws of the State of Texas. The factors listed in Texas Government Code, Title 10, Subtitle D, Section 2155.074, 2155.144, 2156.007, and 2157.003 shall also be considered in making an award. Any legal actions must be filed in McLennan County, Texas.

C. PAYMENT

Vendor shall submit an itemized invoice showing TSTC's purchase order number. TSTC will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice. For restrictions regarding prepayment, see section 11, below.

D. PATENTS OR COPYRIGHTS

The vendor agrees to protect TSTC from claims involving infringement of patents or copyrights.

E. VENDOR ASSIGNMENTS

Vendor hereby assigns to ordering agency any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973), and the antitrust laws of the State of Texas, TEX. Bus. & Comm. Code Ann. Sec. 15.01, et seq. (1967). Inquiries pertaining to IFBs must give the requisition number, codes, and opening date.

F. PROPOSER AFFIRMATION

Signing this RFQ with a false statement is a material breach of contract and shall void the submitted RFQ or any resulting contracts, and the vendor shall be removed from all bid lists.

1. The proposer has not given, offered to give, 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 RFQ.
2. Neither the proposer nor the firm, corporation, partnership, or institution represented by the proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this State or the Federal Antitrust Laws (see section 9, above), nor communicated directly or indirectly the RFQ made to any competitor or any other person engaged in such line of business.
3. Pursuant to Section 2155.004 Government Code the proposer has not received compensation for participation in the preparation of the specifications for this RFQ.
4. Pursuant to Section 231.006(d), Family Code (relating to child support), the proposer certifies that the individual or business entity named in this RFQ is not ineligible to receive this specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
5. Under Section 2155.004 Government Code the proposer certifies that the individual or business entity named in this RFQ is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
6. The Proposer shall defend, indemnify, and hold harmless TSTC, 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 commissions of Engineer or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of this contract.
7. Proposer agrees that any payments due under this will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

8. Proposer certifies that they are in compliance with section 669.003 of the Government Code, relating to contracting with executive head of a State agency. If section 669.003 applies proposer will complete the following information in order for the RFQ to be evaluated:

Name of Former executive: _____

Name of State agency: _____

Date of separation from State agency: _____

Date of Employment with proposer: _____

9. Proposer agrees to comply with government Code 2155.4441, pertaining to service contract use of products in the State of Texas.

F. Pursuant to Section 231.006©, Family Code,

RFQ must include names and Social Security Numbers of each person with at least 25% ownership of the business entity submitting the RFQ. Attach name & social security numbers for each person. This information must be provided prior to contract award.

G. NOTE TO PROPOSER:

Any terms and conditions attached to a RFQ will not be considered unless specifically referred to on this RFQ form and may result in disqualification of the RFQ. The dispute resolution process provided for in chapter 2260 of the Texas Government Code must be used by the ordering agency and the Engineer to attempt to resolve all disputes arising under this contract.

Attachment D - Conflict of Interest Questionnaire

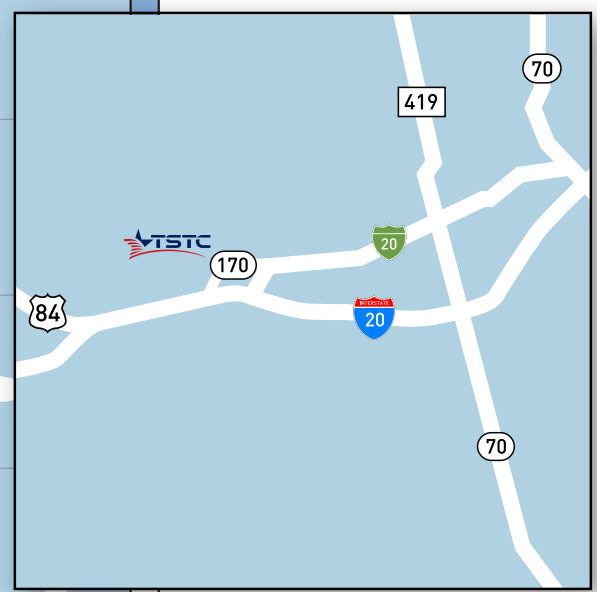
CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY Date Received	
1 Name of person who has a business relationship with local governmental entity.		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name of local government officer with whom filer has employment or business relationship.		
_____ Name of Officer		
<p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
4		
_____ Signature of person doing business with the governmental entity		_____ Date



SWEETWATER CAMPUS

300 Homer K. Taylor Drive
Sweetwater, TX 79556
(325) 235-7300

- | | | |
|--|-------------|-------------|
| Allied Health / Learning Resource Center | 4DAP | D-7 |
| Campus Police Department | 4CTC | E-12 |
| Custodial Services | 4AUM | C-4 |
| Diesel Technology | 4BCT | B-3 |
| Diesel Technology | 4DSM | C-3 |
| Electromechanical Technology | 4ART | E-5 |
| Enrollment Center | 4SRS | D-4 |
| Graphics Building | 4GRA | D-8 |
| The Heptahedron | 4SEC | D-2 |
| Office of Information Technology | 4TTB | D-4 |
| Physical Plant / Shipping & Receiving | 4PPF | E-2 |
| R. Temple Dickson Center for Engineering Technologies | 4TDC | E-5 |
| Storage | 4BOF | C-6 |
| Storage | 4REL | C-6 |
| The Student Center | 4CTR | D-10 |
| Transportation Technologies Center | 4TTC | D-3 |
| TSTC Administration | 4ADM | E-7 |
| Welding Technology | 4AUT | C-4 |
| Wind Energy Technology | 4ACT | E-4 |
| Student Housing | | |
| The Avenger Apartments | 4AVG | A-8 |
| The Bluebonnet Inn | 4BBI | B-9 |
| Bookstore / Laundry | 4BSL | B-10 |
| The Cedar Lodge | 4CDL | C-10 |
| The Mesquite Lodge | 4MQL | B-10 |
| The Oak Lodge | 4OKL | B-10 |
| The Pecan Lodge | 4PCL | C-10 |
| The Rolling Plains Apartments | 4RLP | A-11 |
| The WASP Apartments | 4WSP | A-11 |
| Recreation Areas ■ | | |
| For help, contact: | | |
| Campus Police: (325) 235-7400 | | |
| Campus Information: (325) 235-7300 | | |





College Dr

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