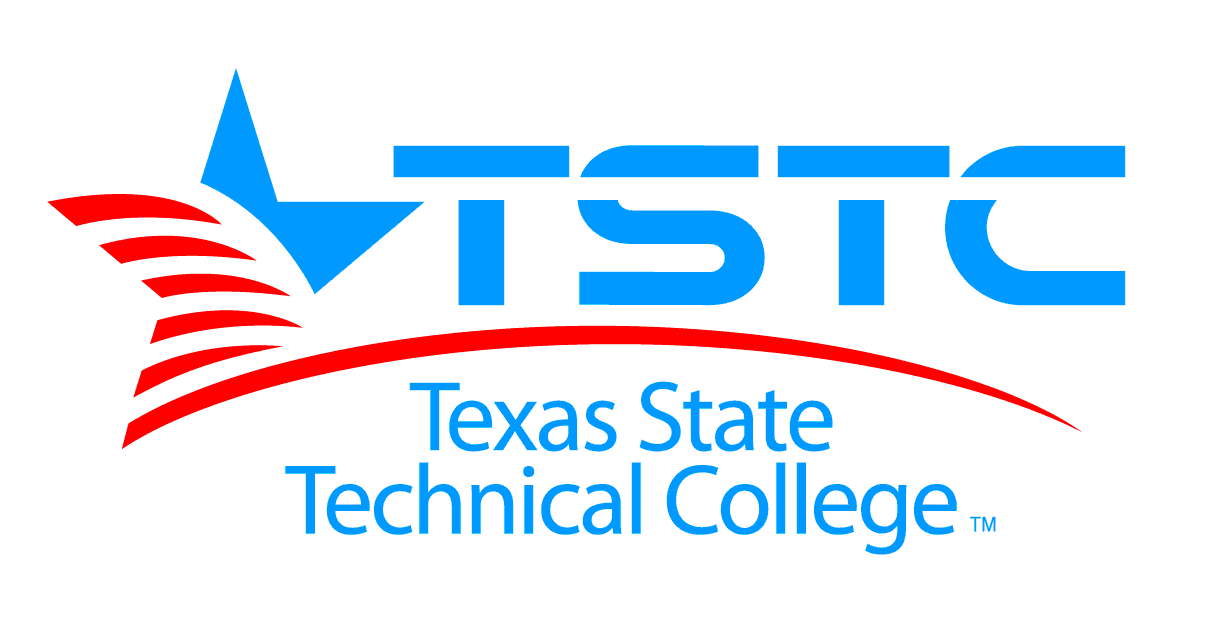
**RFQ1170**

**REQUEST FOR QUALIFICATIONS**

**ON-CALL ARCHITECT/ENGINEER**

**PROFESSIONAL SERVICES**



**Texas State Technical College Waco, Texas**

**Title: ON-CALL A&E SERVICES**

**RFQ No.: …1170……**

**Submission Date: June 7, 2011 – 2:00 p.m. (C.S.T)**

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**SECTION 1 – GENERAL INFORMATION & REQUIREMENTS**

1.1 GENERAL INFORMATION: Texas State Technical College Waco (Owner) offers more than 100 technical associate degrees and certificate programs literally providing you with a world of technology at your fingertips. TSTC students enroll in courses that offer extensive hands-on experience in laboratories housing industry standard equipment. In technical courses, students spend approximately 60 percent of their educational time in laboratories learning by doing. TSTC has been providing top-quality technical education for Texas and Texans for more than 42 years. The college is nationally recognized for the number and quality of our technology graduates. The campus is comprised of over 80 instructional and support buildings, plus some 700 houses, which serve as facilities to educate some 7,000 students annually

1.1.1 Collecting Statements of Qualifications in response to this RFQ is the first step in selecting an

A/E firm. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial ranking by the Owner. In the next step the Owner will determine an initial ranking of the respondents. If the initial ranking of the respondents is reasonably conclusive, the Owner may make a “most qualified” selection based upon the written Qualifications only. If not, then the Owner may conduct interviews with a “short list” of respondents.

1.1.2 The Owner may select up to five (5) of the top ranked qualified respondents to participate in

an interview with the Owner to confirm and clarify the qualifications submitted and to answer additional questions. The Owner will then rank the interviewed respondents in order to determine a single most qualified respondent.

1.1.3 After selecting the most qualified respondent the Owner will negotiate the detailed professional services to be provided by the A/E and a suitable fee for those services.

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. 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.

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 all media channels where it was initially advertised. It is the responsibility of all

respondents to obtain this information in a timely manner. All such addenda issued by the Owner

before the proposals are due as part of the RFQ, and respondents shall acknowledge receipt of

and incorporate each addendum in its Qualifications. Respondents shall consider only those

clarifications and interpretations that the Owner issues by addenda five (5) 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.

**June 7, 2011, 2:00 p.m.**

**Henning Hansen**

**Facility Manager**

**3801 Campus Drive, Waco, Texas 76705**

**254 867 3712**

[**Henning.Hansen@TSTC.edu**](mailto:Henning.Hansen@TSTC.edu)

[**www.TSTC.edu**](http://www.TSTC.edu)

1.5.2 Submit five (5) identical copies of the Qualifications, Including 1 electronic. An original signature must be included on the “Respondent’s Statement of Qualifications and Ability to Undertake the Project” document submitted with each copy.

1.5.3 Qualifications received after the deadline in 1.5.1 will be returned to the respondent unopened.

1.5.4 The Owner will not acknowledge or consider Qualifications that are delivered by

telephone, facsimile (fax), or electronic mail (e-mail).

1.5.5 Properly submitted Qualifications will not be returned to respondents.

1.5.6 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 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 and technical specifications, to the Point-of-Contact person.

**Henning Hansen**

**Facility Manager**

**3801 Campus Drive, Waco, Texas 76705**

**254 867 3712**

[**Henning.Hansen@TSTC.edu**](mailto:Henning.Hansen@TSTC.edu)

[**www.TSTC.edu**](http://www.TSTC.edu)

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 a Selection Committee. Typically, that committee will contain both future users of the facilities developed by the Project and by facilities professionals, the top five or fewer

ranked respondents may be selected by the Owner for further consideration by participating in an interview wherein qualifications will be presented and examined in further detail and where questions will be posed by the Selection Committee and answered by the respondent.

1.7.1 Qualifications submittals should not include any information regarding respondents proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the best qualified firm.

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 submissions 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.

1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting it’s 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: There will be no pre-submittal conference conducted for

this selection process.

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 TSTC and each of its component institutions, to promote and encourage contracting

and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, specific plans and representations by respondents that appear to facilitate the State’s commitment to supporting HUB enterprises will be favorably considered in the selection process. Failure to submit specific plans and representations regarding HUB utilization, and failure to address the subject at all, will be interpreted by the Selection Committee as an intention to not support the program.

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 TSTC. 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 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.

1.18 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.

1.19 STATE REGISTRATION OF ARCHITECTURAL FIRMS: Respondents are advised that the

Texas Board of Architectural Examiners requires that any entity (including architects, landscape

architects and interior designers) providing architectural services (including architects, landscape

architects and interior designers) to the public must register with the Texas Board of Architectural

Examiners. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint

stock association.

**SECTION 2 – EXECUTIVE SUMMARY**

2.1 DESCRIPTION, SCOPE AND BUDGET: 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 one or more Architects, Engineers, Architectural Firms, and/or Engineering Firms to provide architectural design and/or engineering services for various new construction and remodeling projects that develop over the contract period. Project location include Waco, Tx. And satellite extensions in Hutto, Tx. and others. Architectural design and/or engineering fees cumulatively shall not exceed **$50,000** within a fiscal year. The initial contract will be from date of execution until August 31, 2011, with option for renewal on an annual basis.

**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 CRITERION 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 CRITERION 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 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 any 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 CRITERION 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 CRITERION 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 business relationship with the Owner.

References shall be considered relevant based on specific project participation and

experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

3.5 CRITERION FIVE: RESPONDENT’S PAST PERFORMANCE ON TSTC, STATE-FUNDED

PROJECTS OR MAJOR INSTITUTIONS OF HIGHER EDUCATION

3.5.1 Identify and describe the Prime Firm’s past experience on TSTC projects and/or any other

State-funded projects or “major” institutions of higher education within the last five (5) years.

Projects may repeat with Section 3.4 above.

If the Prime Firm (or its consultants) has not previously provided services for TSTC, then

identify and describe the Prime Firm’s past performance on projects for “major” institutions

of higher education (or similar) 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 CRITERION SIX: RESPONDENT’S KNOWLEDGE OF BEST PRACTICES

3.6.1 Describe the Prime Firm’s design philosophy, design methodology, and its process for

integrating institutional standards into design.

3.6.2 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.

3.6.3 Describe your project team’s demonstrated technical competence and management

qualifications with institutional projects, particularly those for higher education.

3.6.4 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.

3.6.5 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.

3.6.6 Describe the project team’s approach to assuring timely completion of this project, including

methods you will use for schedule recovery if necessary.

3.7 CRITERION SEVEN: RESPONDENT’S ABILITY TO IDENTIFY AND RESOLVE

PROBLEMS ON PAST PROJECTS

3.7.1 N/A

3.7.2 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.

3.8 CRITERION EIGHT: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH

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

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR

ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY

RESULT FROM THE SUBMISSION OF RESPONDENT’S QUALIFICATIONS, AND THE

RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT

OWNER'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT

OR PURCHASE ORDER.

3.8.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation

for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

3.8.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products

and/or services more particularly described in its Qualifications, and to comply with all terms,

conditions and requirements set forth in the RFQ documents and contained herein.

3.8.3 By signature hereon, Respondent affirms that he has not given, nor intends to give at any time

hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount,

trip, favor or service to a public servant in connection with the submitted Qualifications.

3.8.4 By signature hereon, a corporate Respondent certifies that it is not currently delinquent in the

payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.

3.8.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the

firm, corporation, partnership or Owner represented by the Respondent, nor anyone acting for

such firm, corporation, or institution has violated the antitrust laws of this state, codified in

Section 15.01, ET. seq., Texas Business and Commerce Code, or the Federal antitrust laws,

nor communicated directly or indirectly the Qualifications made to any competitor or any

other person engaged in such line of business.

3.8.6 By signature hereon, Respondent represents and warrants that:

3.8.6.1 Respondent is a reputable company regularly engaged in providing products and/or

services necessary to meet the terms, conditions and requirements of the RFQ;

3.8.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to

satisfactorily perform the terms, conditions and requirements of the RFQ;

3.8.6.3 Respondent is aware of, is fully informed about, and is in full compliance with all

applicable federal, state and local laws, rules, regulations and ordinances;

3.8.6.4 Respondent, if selected by the Owner, will maintain insurance as required by the

Contract;

3.8.6.5 All statements, information and representations prepared and submitted in response to

this RFQ are current, complete, true and accurate. Respondent acknowledges that the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

3.8.7 By signature hereon, Respondent certifies that the individual signing this document and the

documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent’s Qualifications.

3.8.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of

the Respondent, Respondent qualifies as a Texas Resident Respondent as defined in Rule 1

TAC 111.2.

3.8.9 By signature hereon, Respondent certifies as follows:

3.8.9.1 “Under Section 231.006, *Texas Family Code*, the vendor or applicant certifies that the

individual or business entity named in this contract, bid, or application is not ineligible

to receive the specified grant, loan, or payment and acknowledges that this contract may

be terminated and payment may be withheld if this certification is inaccurate.”

3.8.9.2 “Under Section 2155.004, *Texas Government Code*, the vendor or applicant certifies

that the individual or business entity named in this bid or contract is not ineligible to

receive the specified contract and acknowledges that this contract may be terminated

and payment withheld if this certification is inaccurate.”

3.8.9.3 “Under Section 2254.004, *Texas Government Code*, the vendor or applicant certifies

that each individual or business entity which is an engineer or architect proposed by Respondent as a member of its team was selected based on demonstrated competence and qualifications only.”

3.8.10 By signature hereon, Respondent certifies that no relationship, whether by relative, business

associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of any TSTC component, or Respondent has not been an employee of any TSTC component within the immediate twelve (12) months prior to your RFQ response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.

3.8.11 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).

3.8.12 By signature hereon, Respondent agrees that any payments that may become due under any

agreements or other contractual arrangements, which may result from the submission of Respondent’s Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.

3.8.13 By signature hereon, Respondent certifies that no member of the Board of Regents of the

TSTC, or the Executive Officers of the TSTC or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

**3.8.14 Execution of Offer: RFQ No. 1170**

The Respondent must complete, sign and return this Execution of Offer as part of its 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 The Statement of Qualifications shall be a maximum of 50 printed pages and could be entirely

adequate with considerably fewer pages. The cover, table of contents, divider sheets, HUB

Subcontracting Plan, if any, and Execution of Offer do not count as printed pages.

4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a

complete response to all requirements and questions as directed. Incomplete Qualifications

will be considered non-responsive and subject to rejection.

4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ

shall become the property of the Owner.

4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications

preparation or for any presentations that may be made, unless agreed to in writing in advance

or required by law. Respondents submit Qualifications at their own risk and expense.

4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in

the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

4.1.7 The Owner makes no representations of any kind that an award will be made as a result of

this RFQ, or subsequent RFP. 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.

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

not necessary to repeat the question in the Qualifications; however, it is essential to reference

the question number with the corresponding answer.

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 spiraltype

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 the response to each of the criteria in 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 any HUB Subcontracting Plan.

**END OF REQUEST FOR QUALIFICATIONS**