



Texas Facilities Commission
P.O. Box 13047
Austin, Texas 78711-3047

**REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION MANAGER-AT-RISK
FOR
TSBVI Residential Administration and Weekends
Home Transportation Facility**

PROJECT #18-002-8601

RFQ #303-8-00611

(REVISED PER ADDENDUM #3)

Dated: 1/2/2018

Qualifications and HSP Due Date: **1/9/2018 at 3:00 PM**

TABLE OF CONTENTS

Section I	General
Section II	Project Description
Section III	Scope of Work
Section IV	Submittal Information
Attachment A	Execution of Submittal
Attachment B	CMR Proposal Form
Attachment C	Contractor's Qualification Form
Attachment D	HUB Subcontracting Plan (Posted as 'Package #2' on the ESBD)
Attachment E	Non-Collusion Affidavit
Attachment F	CMR Service Contract Template (Posted as 'Package #3' on the ESBD)
Attachment G	Project Manual (Posted as 'Package #4' on the ESBD)
Attachment H	TSBVI Campus Map (Posted as 'Package #5' on the ESBD)
Attachment I	RFQ Checklist

REQUEST FOR QUALIFICATIONS
CMR for TSBVI Residential Administration and Weekends Home Transportation Facility
Project #18-002-8601

SECTION I
GENERAL

1. **SCOPE:** In accordance with the provisions of Texas Government Code, Chapter 2269, Subchapter F, Construction Manager-at-Risk Method, and Rules and Procedures adopted by the Texas Facilities Commission (TFC), TFC is requesting qualifications for a Construction Manager-at-Risk (CMR) to provide pre-construction services during the planning and design phase, construction, construction management, closeout, and warranty phase services for the Texas School for the Blind and Visually Impaired (TSBVI) new Residential Administration and Weekends Home Transportation Facility in Austin, hereinafter described as TFC Project #18-002-8601 (the Project). This Project will be administered by TFC. This procurement will be a two-step award process, with a two-part work requirement.
 - 1.1. Step One Submission of Qualifications: Step One of the solicitation will include a submittal of company experience and qualifications focusing on projects of similar size and type. Respondents will be evaluated on experience and qualifications, as detailed in Section IV, Submittal Information.
 - 1.2. Step Two Submission of Proposals: Step Two of the solicitation will include only the highest ranked five or fewer Respondents from Step One who will be asked to provide pricing.
2. **COST OF WORK:** For consideration of this RFQ, the construction budget and **Guaranteed Maximum Price (GMP) should consider a budget for the "Cost of Work" of one million dollars (\$1,000,000.00), not including any Pre-construction Management fees, Construction Management fees, and Construction General Conditions.**
3. **CONTRACT TERM:** Construction is required to commence within ten (10) calendar days after the Notice to Proceed for Construction is issued. For planning purposes, the pre-construction time period is estimated to be ~~twelve (12)~~ **six (6)** months from the date of execution of the contract. The construction contract period is projected for an additional ~~thirty-six (36)~~ **fourteen (14)** months, except as may be otherwise amended or negotiated.

This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of the Termination Article in the CMR Service Contract shall apply.

4. **DEFINITIONS:**

Addendum: A modification of the specifications issued by TFC.

Architect/Engineer (A/E): The firm TFC has engaged as the Architect/Engineer for the Project, and who will be responsible for preparing the Construction Documents for the Project.

Good Faith Effort: Effort required by vendors when completing the Attachment D, HUB Subcontracting Plan, which demonstrates the Respondent has completed one of the following for the planned subcontracting needs: A) Using strictly HUBs for all subcontracting needs, B) Meeting stated agency goal for HUB subcontracted needs using both HUB and Non-HUB vendors, C) Performing "Traditional Good Faith Effort" of notifying two minority/women trade organizations and soliciting bids from three HUBs for each subcontracting opportunity, and allowing seven business days for response, D) Self-Performing Contract (performing all work with own materials and labor), or E) Utilizing a Mentor Protégé relationship (a formal agreement that is recognized by the State of Texas Comptroller of Public Accounts. For a listing of Mentor Protégé agreements click on link: http://esbd.cpa.state.tx.us/hubmenpro/menpro_pairs.cfm

Historically Underutilized Business (HUB): Pursuant to TGC, Chapter 2161, means a business that is at least 51% owned by an Asian Pacific American, a Black American, a Hispanic American, a Native American, an American Woman, and/or a United States Veteran with a minimum 20% Disability rating; is an entity with its principal place of business in Texas; and has an owner residing

in Texas with proportionate interest that actively participates in the control, operations, and management of the entity's affairs.

HUB Subcontracting Plan (HSP): The Historically Underutilized Business (HUB) Subcontracting Plan (HSP) required by Chapter 2161 of the Texas Government Code (TGC) and by Title 34, Chapter 20, Subchapter D, §20.281- §20.298 of the Texas Administrative Code (TAC).

Owner: The Texas Facilities Commission.

Project Manager: The individual designated by the Owner authorized to represent the Owner during the performance of the contract.

SECTION II PROJECT DESCRIPTION

1. Provide preconstruction, consultation and administrative services during the planning and design portions of work, construction services, closeout, and warranty phase services for the TSBVI Residential Administration and Weekends Home Transportation Facility as described below:

The TSBVI manages a housing program for approximately one hundred sixty (160) full time resident students throughout the year, and as many as three hundred (300) resident students during the summer program. The current facilities for the directors which serve as the assembly and employee training space for this program are outdated, deteriorating, and ill configured. In addition, the current staging facilities utilized are not configured for required storage, preparation areas, and staging areas necessary to support the program.

The Project includes replacing two (2) existing obsolete buildings with a new building, approximately five thousand (5,000) square feet, comprised of institutional commercial construction suited for office, meeting/training, staging, and storage spaces required for the Weekends at Home program.

For the consideration of this RFQ, TFC is assessing any known asbestos materials in the existing facility to be abated prior to demolition and construction. Any asbestos abatement of the building is to be considered part of the construction contract and budget of this RFQ. Any required abatement will be either negotiated with the CMR awarded the contract or addressed by TFC separately.

Third Party Testing: TFC shall provide or contract with third party for Testing and Balancing Services, RAS Review, Commissioning, and Construction Materials Testing.

SECTION III SCOPE OF WORK

1. Part One – Work closely with TFC and collaborate with all project stakeholders during the development, completion, and implementation of the construction documents. The CMR's services shall be rendered during the design process and continue throughout the construction phase and close-out of the Project, as described in Contract. Services will include, but not limited to: preconstruction services, estimation services, participating in constructability reviews, managing complex critical path schedules, and bidding multiple packages for construction as necessary to execute the Project scope. The number of bid packages and Guaranteed Maximum Price Amendments are to be determined by TFC in consultation with the A/E and CMR.

Responsibilities of the CMR may also include: demolition services; preconstruction services; managing according to design progress schedules; developing and managing project control systems; managing safety control and compliance systems; managing quality control and compliance programs; leading and assisting in constructability reviews as necessary; monitoring construction; preparing and reviewing reports, manuals, standards, testing reports, commissioning reports, and training services; and effectively monitoring and managing project costs.

2. Part Two - In accordance with the approved schedule and GMP, Contractor shall facilitate bidding and selection of subcontractors in accordance with HUB requirements, and provide and/or secure and install all materials, labor, coordination, management and supervisory activities necessary to complete construction of the project in accordance with the drawings, specifications and other contract documents that will be prepared by the A/E and TFC.

3. Documents are available for review on the state of Texas Electronic State Business Daily (ESBD) at <http://esbd.cpa.state.tx.us/>. Select 'Texas Facilities Commission - 303' from the drop-down box.
4. **SUBCONTRACTORS:** Subcontractors providing services shall meet the same requirements and level of experience as required of the Respondent. No subcontract shall relieve the primary Respondent of responsibility for the service. If the Respondent uses a subcontractor for any or all of the work required, the following conditions shall apply under the listed circumstances:
 - 4.1. Respondents planning to subcontract all or a portion of the work shall identify the proposed subcontractors on the Attachment D, HUB Subcontracting Plan.
 - 4.2. Subcontracting shall be at the Respondent's expense.
 - 4.3. TFC retains the right to check a subcontractor's background and make a determination to approve or reject the use of submitted subcontractors.
 - 4.4. The Respondent shall be the only contact for TFC and subcontractors. Respondent shall list a designated point of contact for all TFC and subcontractor inquiries.
5. Respondents will be held to have satisfactory understanding regarding all existing conditions and to have included in the proposal an amount sufficient to cover all work including permits, fees, etc.

SECTION IV
SUBMITTAL INFORMATION

1. **SCHEDULE OF EVENTS:** TFC reserves the right to change the dates shown below upon written notification.

<u>Event</u>	<u>Date</u>	<u>Day & Time</u>
Issue RFQ	11/10/2017	
Mandatory Pre-Submittal Conference (OR)	11/28/2017	Tuesday @ 10:00 AM
Mandatory Pre-Submittal Conference	12/04/2017	Monday @ 10:00 AM
Deadline for Submission of Questions	12/14/2017	
Deadline for Submission of Qualifications & HSP	01/09/2018	Tuesday @ 3:00 PM
Notification of Short List Selection	01/16/2018	
Deadline for Submission of Proposals/Opening	01/22/2018	Monday @ 3:00 PM
Notification of Interview Selection	01/23/2018	
Interviews	01/31/2018	
Award by Commission	03/22/2018	
Execute Contract	04/12/2018	

2. **MANDATORY PRE-SUBMITTAL CONFERENCE:** The mandatory pre-submittal conferences are scheduled for Tuesday 11/28/2017 at 10:00 AM, and Monday 12/4/2017 at 10:00 AM. The location of both pre-submittal conferences is TSBVI, 1100 W. 45th Street, Austin, TX. Check-in at the Main Administration Building (Building 600), present your driver's license and you will be given a visitor's badge and be directed to the Conference Center (Building 605). Reference the Attachment H, TSBVI Campus Map. Respondents must have an employee of their firm attend at least one (1) of the two (2) pre-submittal conferences. TFC shall reject qualifications submitted by firms that did not attend one of the mandatory pre-submittal conferences. Please be on time.

3. **SUBMISSION REQUIREMENTS:**

3.1. **Submission:**

- 3.1.1. **Step One:** The initial submittal is of qualifications only. Respondents shall submit one (1) original of the following:
 - 3.1.1.1. Attachment A, Execution of Submittal;
 - 3.1.1.2. Attachment D, HUB Subcontracting Plan;
 - 3.1.1.3. Acknowledgement of Addenda;

- 3.1.1.4. Original Bid Bond; and
- 3.1.1.5. Litigation History Statement;

Include one (1) original and three (3) copies of the following:

- 3.1.1.6. Company Information;
- 3.1.1.7. Attachment C, Contractor's Qualification Form;
- 3.1.1.8. Budget Compliance Form;
- 3.1.1.9. Schedule Compliance Form;
- 3.1.1.10. Experience and Qualifications;
- 3.1.1.11. Methodology; and
- 3.1.1.12. Quality/Safety Programs & Safety Record.

Pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the RFQ.

Additionally, Respondent shall provide a formatted CD or USB flash memory drive containing a complete copy of the vendor's response to this RFQ. The format shall be Adobe Acrobat version 9.0 or higher.

- 3.1.2. **Step Two:** For the five or fewer Respondents chosen from Step One, Respondent shall submit one (1) original of the following:

- 3.1.2.1 Attachment B, CMR Proposal Form; and

- 3.1.2.2 Attachment E, Non-Collusion Affidavit.

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

3.2. **Step One Contents:** Below is a summary of required information. Submittals without this information will be evaluated accordingly. TFC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the state. The Attachment A, Execution of Submittal, the Attachment D, HUB Subcontracting Plan, and the Bid Bond shall be returned with the response. Failure to do so shall result in disqualification.

- 3.2.1. **Company Information:** Including, but not limited to the following:

- 3.2.1.1. Company description;

- 3.2.1.2. Ownership information;

- 3.2.1.3. Physical and Mailing address;

- 3.2.1.4. Other company locations/offices;

- 3.2.1.5. Primary Contact;

- 3.2.1.6. Office and mobile telephone number, and email address of company's Primary Contact; and

- 3.2.1.7. 11-Digit State of Texas Vendor Identification Number.

- 3.2.2. **Relevant Experience and Qualifications:** <25 pts.>

- 3.2.2.1. **Relevant Experience:**

- 3.2.2.1.1. Complete and submit the Attachment C, Contractor's Qualification Form. The form can be obtained electronically at the TFC

website: http://www.tfc.state.tx.us/divisions/facilities/prog/construct/for_msindex/ Document #1, Index of Forms. Respondent should also provide free-form narrative that describes in detail any qualifications not enumerated on Attachment C, Contractor's Qualifications Form.

3.2.2.1.2. Particularly indicate your firm's experience with the following:

- 3.2.2.1.2.1. Campus development projects of varying complexity, and providing leadership in projects that utilize advanced technical building methods and applications;
 - 3.2.2.1.2.2. Experience assembling accurate program budgets, developing and forecasting accurate construction cost estimates;
 - 3.2.2.1.2.3. Experience with complex critical path schedules;
 - 3.2.2.1.2.4. Projects involving work within highly visible public spaces;
 - 3.2.2.1.2.5. Coordination with Owner, A/E, third party testing agents, and other project stakeholders;
 - 3.2.2.1.2.6. Accurate cost estimation; and
 - 3.2.2.1.2.7. Moving and construction phasing plan preparation.
- 3.2.2.1.3. Demonstrate the Company's or Individual's relevant CMR experience to the type of work solicited in the RFQ.
- 3.2.2.1.4. Names of top management and key employees and each person's duties. Include the background and experience of these key employees.
- 3.2.2.1.5. Provide an Organizational Chart with roles and responsibilities of key individuals assigned to support the Project.
- 3.2.2.1.6. Provide a description of three (3) significant problems solved by Respondent in the performance of construction management services for the projects described in the Respondent's experience; and
- 3.2.2.1.7. Provide a description of the most critical issues that can be foreseen relative to a Project like this, and explain the Respondent's approach to managing and mitigating the risks associated with them.

3.2.2.2. **Minimum Qualifications:**

- 3.2.2.2.1. Out of State contractors doing business in Texas shall have a Certificate of Authority to do business in Texas. A copy of the certificate shall be submitted with the submittal.
- 3.2.2.2.2. Negative responses from Owners and A/E firms that are familiar with contractor's performance, depending on problems encountered, may be grounds for disqualification.

3.2.3. **Methodology and Budget/Schedule Compliance:** <20 pts.>

3.2.3.1. **Proposed Methodology:** A detailed plan outlining the methodology intended to be employed by the Respondent that demonstrates the processes of implementation regarding the requirements of the RFQ Scope of Work into a realized and finished Project. This shall include, but not be limited to:

- 3.2.3.1.1. Processes and techniques used to understand the Statement of Work;
- 3.2.3.1.2. Problem solving and value engineering;
- 3.2.3.1.3. Maintaining budgets and schedules;
- 3.2.3.1.4. Staff sizing and roles;

- 3.2.3.1.5. Company workload in proportion to the Project outlined in the Statement of Work;
 - 3.2.3.1.6. Coordination of work with subcontractors and/or consultants, including a description of how subcontractors or consultants are vetted and pricing reviewed; and
 - 3.2.3.1.7. Description of how estimating, bidding, and working on various design packages will be coordinated and implemented.
- 3.2.3.2. **Budget/Schedule Compliance:** On the Attachment C, Contractor's Qualifications Form, Respondent shall demonstrate their ability to meet schedule completion dates and maintain project budgets.
- 3.2.3.2.1. **For the five (5) most relevant recently completed projects within the past five (5) years**, Respondent shall demonstrate **experience in meeting completion date schedules** by providing the original construction duration and final construction duration on their last five projects. Provide appropriate explanation on the causation when a variance of 5% or more is experienced.
 - 3.2.3.2.2. **For the same five (5) most relevant recently completed projects as above**, Respondent shall demonstrate experience in maintaining **construction budgets** by providing the awarded budget and the final completion budget. Variances of 5% or more shall be explained for the causation in exceeding the stated awarded budget.
- 3.2.4. **Quality Control Program & Safety Program:** <5 pts.>
- 3.2.4.1. **Quality Assurance:** The Respondent shall provide a description of the firm's quality assurance processes and program, and the name and job title of the person in the organization who oversees said program.
 - 3.2.4.2. **Quality Control:** Vendor shall describe its quality requirements and means of measurement. Provide process flow charts on how quality is maintained and achieved. The Respondent shall describe the firm's policy regarding establishing quality control processes similar to ISO 9000 and other in-place controls for adherence to budget, quality, safety and schedule. TFC reserves the right to require a copy of the Quality Control Manual, which, if awarded, may become an exhibit to the contract.
 - 3.2.4.3. **Safety Program and Contractor's Safety Record:** Provide the company's workers' compensation experience modification rate (EMR) for the last five years as part of the submittal. This shall be submitted in your response on your insurance carrier's letterhead. Also, indicate the name and job title of the person in your organization who manages your safety program. Provide a description of your firm's safety program. TFC reserves the right to require a copy of your safety manual if your firm's proposal is scored within the highest range of proposals, which will become a Contract Document after award.
- 3.2.5. **Litigation:** <Pass/Fail>
- 3.2.5.1. Provide details of all litigation history, including but not limited to administrative claims, proceedings, and arbitration within the past five (5) years.
 - 3.2.5.2. Respondents involved in litigation, depending upon the circumstances, may be disqualified.
- 3.2.6. **Attachment A, Execution of Submittal:** Failure to sign and return the Execution of Submittal with the response shall result in rejection of the response.
- 3.2.7. **Bid Bond:** Submittals shall be accompanied by a bid security in the form of an original bid bond, certified and/or cashier's check (on a solvent bank in the State of Texas) drawn to order of the Texas Facilities Commission, in the sum of **\$25,000.00**. No other form of security will be accepted. The Bid Bond submitted by the awarded vendor will be held until GMP is accepted by TFC, and Performance and Payment Bonds subsequently received and approved.

- 3.2.7.1. Should the contractor fail, neglect, or refuse to begin performance of the contract after receiving the award, said security will be forfeited to TFC. Performance shall be considered begun upon acknowledgement of the contract award and the furnishing of all required security bonds and insurance coverage.
- 3.2.7.2. If TFC has not made an award within ninety (90) calendar days after responses are opened, Respondents may withdraw their responses without prejudice; however, Respondents have the option to extend the time in which their bids will be honored after this ninety (90) day period.
- 3.2.8. **Insurance Requirements for CMRs:** The insurance requirements, located in the Attachment F, CMR Service Contract Template, shall be reviewed by an agent of your insurance company prior to submitting a response. **Upon acceptance of the high scorer's negotiated proposed pricing, the insurance requirements shall be met by providing the Certificates of Insurance (COI's) and the corresponding policy endorsements.**
- 3.2.9. **Attachment D, HUB Subcontracting Plan:** Submittal Requirements: In accordance with the Texas Government Code (TGC), Sections 2161.181-182 and Title 34, Part 1, Chapter 20, Subchapter D, §20.281- §20.298 of the Texas Administrative Code (TAC), the TFC shall make a Good Faith Effort to utilize HUBs in contracts for general services, construction services, professional and consulting services, and commodities contracts. Failure to complete and return the Attachment D, HUB Subcontracting Plan shall result in rejection of the response. The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the following HUB utilization goals as specified in 34 TAC § 20.284:
- 11.2% for heavy construction other than building contracts,
 - **21.1% for all building construction,**
 - 32.9% for all special trade construction contracts,
 - 23.7% for professional services contracts,
 - 26.0% for all other services contracts, and
 - 21.1% for commodities contracts.
- Statement of Probability: TFC has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part of the Respondent's Submittal. The awarded Respondent shall develop and administer a HSP as a part of the Respondent's contract.
- 3.2.9.1. As mandated by 34 TAC § 20.285 Respondents must submit an Attachment D, HSP that identifies all subcontracting items and complies with good faith effort requirements of the Attachment D, HSP, and in accordance with the Comptroller of Public Accounts HUB rules 34 TAC §20.285 (d)(1)(D)(iii).
- 3.2.9.2. Pursuant to TGC § 2161.252(B), the Texas Facilities Commission shall reject any response that does not include a fully completed HSP. An incomplete HSP is considered a material failure to comply with the solicitation requirements.
- 3.2.9.3. The HSP shall become a provision of the contract between the awarded Respondent and TFC. The awarded Respondent can only change the HSP if (a) the Respondent complies with 34 TAC Section 20.285; (b) the Respondent provides its proposed changes to TFC for review; (c) TFC approves the Respondent's proposed changes to its HSP; and (d) TFC and the Respondent amends their contract by submitting a revised HUB Subcontracting Plan containing the changes approved by TFC.
- 3.2.9.4. If TFC determines that the Respondent failed to implement the HSP in good faith, TFC, in addition to any other remedies, may report nonperformance to the Texas Comptroller in accordance with 34 TAC, Section 20.285, (g) (5).
- 3.2.9.5. HUB subcontracting opportunities may be available in the following commodity class/item codes and descriptions: The list below contains the 'Class' (three-digit) and 'Item' (two-digit) codes of potential subcontracting trades for this solicitation. These codes are defined by the National Institute of Governmental Purchasing (NIGP). A complete listing of all NIGP Class & Item Codes can be found at: <http://www.window.state.tx.us/procurement/tools/comm-book/>

- 3.2.9.6. The **Attachment D, HUB Subcontracting Plan** submitted with the initial response to this RFQ solely addresses the Part One pre-construction collaborative phase of the scope of work. A revised **Attachment D, HUB Subcontracting Plan** shall be submitted by the awarded Respondent prior to Part Two construction.
- 3.2.9.7. If assistance is needed in preparing the HUB Subcontracting Plan, potential Respondents may contact Yolanda Strey by email at HUB@tfc.state.tx.us
- 3.2.9.8. Prior to soliciting bids in preparation for GMP, the CMR shall coordinate with the TFC HUB Coordinator to schedule a “Meet the Prime” event in order to promote outreach to HUBs for subcontracting opportunities.
- 3.3. **Step Two Contents:** Step Two only applies to the five or fewer Respondents chosen from the Step One qualification evaluation. Below is a summary of required information. TFC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the state. The **Attachment B, CMR Proposal Form** and the **Attachment E, Non-Collusion Affidavit** shall be submitted upon request; failure to do so shall result in disqualification.
- 3.3.1. **Attachment B, CMR Proposal Form:** This form must be completed and returned. Respondents may not add qualifications, conditions or exceptions to the proposal. Any such representation by the Respondent may be cause for rejection of the proposal, at the full and sole discretion of TFC.
- 3.3.1.1. **The Offer:** The offer (as more fully set forth in the **Attachment B, CMR Proposal Form**.) shall be comprised of three components listed below. Only components 3.3.1.1.2 and 3.3.1.1.3 listed below are utilized in computing the possible fifty (50) points for compensation and fees.
- 3.3.1.1.1. A Pre-Construction Management Not-to-Exceed fee for collaboration with TFC and its A/E during the pre-construction phase described in **Section III Scope of Work, par. 1 Part 1**. This pricing component will be negotiated with the Respondent evaluated as the highest scoring firm. If a cost cannot be agreed upon, the negotiations will be formally terminated and TFC will attempt to negotiate an agreement with the next firm in order of scoring until an agreement is reached or the list is exhausted, upon which the solicitation will be cancelled and may be re-issued.
- 3.3.1.1.2. A Construction Management Fee as a percentage of the estimated Cost of Work. Such fee shall represent overhead and profit.
- 3.3.1.1.3. A Not-to-Exceed fee for Construction General Conditions.
- 3.3.2. **Construction Time:** Construction time is estimated at thirty ~~six (36)~~ fourteen (14) months.
- 3.3.3. **Submittal Duration:** If TFC has not made an award ninety (90) calendar days after responses are opened Respondents may withdraw their responses without prejudice; however, Respondents have the option to extend the time in which their responses will be honored after this ninety (90) day period.
- 3.3.4. **Attachment E, Non-Collusion Affidavit:** The **Attachment E, Non-Collusion Affidavit** must be enclosed with the proposal. The Attachment E, Non-Collusion Affidavit form can be obtained electronically at the following link, ‘Forms Index’, Document #4, <http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>
- 3.4. **Inquiries:**
- 3.4.1. All inquiries shall be submitted in writing to John Goodrich by email to: john.goodrich@tfc.state.tx.us
- 3.4.2. All inquiries submitted by email shall be in an editable format, i.e. Microsoft Word, or standard email, as opposed to an un-editable format such as Adobe Acrobat .pdf files.
- 3.4.3. All inquiries will result in written responses with copies posted to the ESD at: <http://esbd.cpa.state.tx.us/>. If Respondents do not have internet access, copies may be obtained through the point of contact listed above.

- 3.4.4. Any Respondents finding discrepancies between the provided documents, or in doubt as to their exact meaning, shall notify TFC at once. TFC may then, as an option, issue addenda clarifying the same. TFC is not responsible for oral instructions or for misinterpretation of the drawings and specifications.
- 3.4.5. Upon issuance of this RFQ, beside written inquiries as described above, other employees and representatives of TFC will not answer questions or otherwise discuss the contents of the RFQ with any potential vendor or their representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussions between affected parties for conducting business unrelated to this solicitation.

3.5. **Solicitation Submission:**

- 3.5.1. All submittals shall be received and time stamped at TFC prior to 3:00 P.M. Central Time on the date specified in the Schedule of Events. TFC reserves the right to accept late submittals; however, no submittals shall be accepted once the submittal opening process has begun, notwithstanding acceptable evidence that the delivery of the submittal was the fault of the shipper or the submittal was under agency control at the time of the opening.
- 3.5.2. Submittals should be placed in a separate envelope/package and correctly identified with your company name, RFQ number, Purchaser's name, and submittal deadline/opening date. If submitting multiple responses, each response should be placed in a separate envelope with correct identification. It is the Respondent's responsibility to appropriately mark and deliver the submittal to TFC by the specified date.
- 3.5.3. Receipt of all addenda to this RFQ shall be acknowledged by returning a signed copy of the signature page of each addendum with the response. Any amendment to this procurement solicitation will be posted as an addendum on the ESBD. It is the responsibility of interested parties to periodically check the ESBD for updates to the procurement prior to submitting qualifications. Respondent's failure to periodically check the ESBD will in no way release the selected vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFQ.
- 3.5.4. TFC will not consider any submittal that bears a copyright. As a state agency, TFC will strictly adhere to the requirements of Chapter 552 of the TGC (the "Texas Public Information Act") regarding the disclosure of public information. As a result, by participating in this solicitation process Respondent acknowledges that all information, documentation, and other materials submitted in response to this solicitation may be subject to public disclosure under the Texas Public Information Act. TFC does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the Texas Public Information Act. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. TFC assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Respondents. If it is necessary for Respondent to include trade secrets or proprietary or otherwise confidential information in its submittal, Respondent must clearly mark in bold red letters the term "**CONFIDENTIAL**" using at least 14 point font, on that specific part or page of the submittal which Respondent believes to be confidential. All submittals and parts of submittals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted CD or flash memory drive, as referenced in Section 3, Submission Requirements, par. 3.1, Submission, subparagraph 3.1.1. Step One, Respondent should mark the CD or flash memory drive with the word "**CONFIDENTIAL.**" If TFC receives a public information request seeking information marked by Respondent as confidential, Respondent will receive notice of the request as required by the Texas Public Information Act. If TFC receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

3.6. **Delivery of Submittals** - Submittals shall be delivered to TFC by one of the following methods:

U.S. Postal Service	Overnight/Express Mail	Hand Deliver
TFC – Bid Services ATTN: John Goodrich RFQ #303-8-00611 Central Services Building P.O. Box 13047 Austin, TX 78711-3047	TFC – Bid Services ATTN: John Goodrich RFQ #303-8-00611 Central Services Building, Rm. 176 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM	TFC – Bid Services ATTN: John Goodrich RFQ #303-8-00611 Central Services Building 4 th Floor Receptionist 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM

3.7. **Receipt of Submittals**

- 3.7.1. Submittals will be opened at the Central Services Building, 4th Floor Receptionist, 1711 San Jacinto Blvd., Austin, Texas.
- 3.7.2. Submittals will be received until the date and time established for receipt, then opened.
- 3.7.3. Telephone, facsimile, or email submittals are not an acceptable response to this RFQ.
- 3.7.4. All submittals become the property of TFC after the submittal deadline/opening dates.

4. **EVALUATION AND AWARD**

- 4.1. The intent of TFC is to award a contract to the vendor whose qualifications and pricing are considered to be 'best value' to the state. When considering 'best value' and award, the Owner reserves the right to set a minimum requirement regarding the criteria listed in par 4.2.
- 4.2. An evaluation committee will be established to evaluate submittals. The committee will include employees of TFC, and may include other impartial individuals who are not TFC employees. By submitting qualifications in response to this RFQ, Respondent accepts the solicitation and evaluation process, and acknowledges and accepts that scoring of the qualifications may involve some subjective judgments by the evaluation committee. The evaluation committee will evaluate and score each submittal based on the following criteria:

<u>Step 1 Criteria</u>	<u>Weight</u>
• Experience and Qualifications	25%
• Methodology and Budget/Schedule Compliance	20%
• Quality/Safety Programs & Safety Record	5%
• Litigation History	<u>Pass/Fail</u>
	50%

<u>Step 2 Criteria</u>	<u>Weight</u>
• Compensation and Fees (CM Fee + Construction General Conditions)	50%
• Step 1 Criteria	<u>50%</u>
	100%

- 4.3. The evaluation committee may conduct an interview of the finalist(s) to make a determination for award recommendation. Scoring of the interview shall replace the scoring of the Step One criteria listed above. The following will be expected during an interview:
 - 4.3.1. One hour is allocated for the interview.
 - 4.3.2. Attendance by team members assigned to the Project to represent themselves as to their relevant experience and proposed involvement in the Project. Representation by the Project Manager and the Superintendent is a critical component of the interview.
 - 4.3.3. An Agenda for the interview will be provided by TFC requiring an elaboration of company relevant experience, qualifications, and proposed methodology for the Project.
- 4.4. The Evaluation Committee will determine if price negotiations are necessary and may negotiate final pricing per TGC, Chapter 2269, Subchapter D, §2269.254 (b), (c).

- 4.5. In evaluating proposals to determine the best value for the State of Texas, TFC may consider information related to past contract performance of a Respondent including, but not limited to, the Vendor Performance Tracking System (available at <http://www.txsmartbuy.com/vpts>). Prior work performance with TFC and other State agencies or governmental entities, which are familiar with a Respondent's performance, depending on problems encountered, may be grounds for disqualification.
- 4.6. Right to Audit: Vendor understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, TFC, or any successor agency to conduct an audit or investigation in connection with those funds. Vendor further agrees to cooperate fully with the above parties in the conduct of the audit or investigation, including providing all records requested. Vendor shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the vendor and the requirement to cooperate is included in any subcontract awarded.
- 4.7. Protests shall be governed by TAC Title 1, Administration, Part 5 Texas Facilities Commission, Chapter 111 Administration, Subchapter 1 Complaints and Dispute Resolution, §111.32 Protests/Dispute Resolution/Hearings.
- 4.8. Order of Precedence: In the event of conflicts or inconsistencies between this contract and its attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: Signed Contract Attachments to the Contract, Request for Qualifications, and Respondent's Response to Request for Qualifications.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT A
EXECUTION OF SUBMITTAL

NOTE: RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR SUBMITTAL. FAILURE TO DO SO SHALL RESULT IN DISQUALIFICATION OF THE SUBMITTAL.

By signature hereon, the Respondent certifies that:

1. All statements and information prepared and submitted in the response to this RFQ are current, complete and accurate.
2. He/she 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 response. Failure to sign the Execution of Submittal or signing it with a false statement shall void the submitted offer or any resulting contracts.
3. Neither the Respondent or the firm, corporation, partnership, or institution 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 offer made to any competitor or any other person engaged in such line of business.
4. By signing this submittal, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in TAC, Title 34, Part 1, Chapter 20.
5. Under Section 2155.004, TGC, 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.
6. Pursuant to TGC, Title 10, Subtitle D, Section 2155.004(a), the bidder has not received compensation for participation in the preparation of specifications for this solicitation.
7. Respondent is in compliance with TGC, Title 6, Subtitle A, Section 669.003, relating to contracting with an executive of a state agency. If Section 669.003 applies, Respondent shall provide the following information as an attachment to this response. Name of former executive, name of state agency, date of separation from state agency, position with Respondent, and date of employment with Respondent.
8. Respondent agrees that any payments due under any contract arising from this submittal will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
9. HB1295 of the 84th Legislature mandates that you must comply with the following:

TGC Section 2252.908, and new rules promulgated by the Texas Ethics Commission ("TEC") pursuant to Section 2252.908, require a disclosure of interested parties by contractors that enter into certain types of government contracts.

To comply with the law and new rules, contractors must file a Disclosure of Interested Parties Form 1295 ("Form 1295") with the TEC and TFC

As of January 1, 2016, the TEC has made available on its website the new filing application that must be used to file Form 1295.

Go to: <https://www.ethics.state.tx.us/index.html>. Under the heading HOT TOPICS, click on "New Form 1295 Filing Application". Information on using the new filing application is also posted on the TEC's website as of January 1, 2016.

Questions concerning the Form 1295 may be directed to TFC Legal Services, Martin V. Blair; martin.blair@tfc.state.tx.us

10. System for Award Management (SAM): Prior to awarding state funds for goods and/or services rendered, the State of Texas will conduct a required search of your firm using the Federal System for Award Management (SAM). This is a Federal government maintained database that record and track organizations either known to or suspected of contributing to terrorist organizations. No state funds may be paid to an individual or firm whose name appears on this list.

11. Texas Family Code Compliance Requirement:

Under TGC, Title 5, Subtitle D, Section 231.006, Family Code (relating to child support), the individual or business entity named in this solicitation is eligible to receive the specified payment and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. The response includes the names of each person with a minimum of twenty-five percent (25%) ownership of the business entity submitting the response. Respondents that have pre-registered this information on the CPA Centralized Master Bidders List have satisfied this requirement. If not pre-registered, Respondent shall provide the name(s) below. Upon award, Respondent shall provide TFC Procurement the Social Security number(s) of the individual(s) listed below.

Firm Owner(s), Partners, Sole Proprietors, Share Holder(s)
of twenty-five percent (25%) interest:

Name: _____ Name: _____

Name: _____ Name: _____

RESPECTFULLY SUBMITTED:

Authorized Signature: _____

Printed Name and Title: _____

Telephone: _____

Respondent's Corporate Charter No.: _____

If a Corporation, attach a corporation resolution or other official corporate documentation, which states that person signing this proposal is an authorized person to sign for and legally bind the corporation.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT B
CMR PROPOSAL FORM
(Submitted at Step 2 by Selected Respondents Only)

1. Proposing Firm's Name: _____
Address: _____
City, State, Zip: _____
2. Project Number: 18-002-8601
Project Title: CMR for TSBVI Residential Administration and Weekends Home Transportation Facility
Using Agency: Texas School for the Blind and Visually Impaired (TSBVI)
Project Location: 1100 W. 45th Street, Austin, TX

Having carefully examined the RFQ and the solicitation documents, as prepared by TFC, as well as the premises and conditions affecting the work, we hereby propose to complete the work for the following amounts:

Pre-Construction Management Fee for a Not-to-Exceed fee in collaborating with TFC and A/E during design phases To be negotiated with the Respondent evaluated as the highest scoring firm

Construction Management Fee as a PERCENTAGE fee of the Cost of Work for construction (CMR's overhead and profit). For purposes of this RFQ solicitation only, **use one million dollars (\$1,000,000.00) as the Cost of Work:**

%

Not-to-Exceed fee for **Construction General Conditions:**
General Conditions shall include the following for the duration of the Project:

- Bonds and Insurance
- Project Management / Supervisory / Support / Administrative Personnel (both office and field)
- Temporary Field Offices / Facilities / Storage (including equipment, materials and temporary utilities)
- Background Checks / Employee I.D.s
- Health and Safety
- Construction Documentation
- Transportation
- Parking
- Temporary Barriers, Signage, and Controls
- Cleaning and Waste Disposal

Dollars \$

Base Time: The Respondent, by the signature of their authorized representative below, further agrees that, if awarded the contract, and upon the completion of the contract documents, the work will be substantially complete in the calendar day time indicated herein following the date of a Construction Notice to Proceed.

Base Time: ~~thirty-six (36)~~ fourteen (14) months

RESPECTFULLY SUBMITTED:

Authorized Signature:

Printed Name and Title:

Telephone:

Respondent's Corporate Charter No.:

If a Corporation, attach a corporation resolution or other official corporate documentation, which states that person signing this proposal is an authorized person to sign for and legally bind the corporation.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT C

Contractor's Qualification Form

Obtain a copy at the following website, Construction Contracts Item #1 at TFC website link below

ATTACHMENT D

HUB Subcontracting Plan

Posted as 'Package #2' on the ESBD

For electronic completion (RECOMMENDED) click here:

<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>

ATTACHMENT E

Non-Collusion Affidavit

Obtain a copy at the following website, Construction Contracts Item #4 at TFC website link below

ATTACHMENT F

CMR Service Contract Template

(Posted as 'Package #3' on the ESBD)

ATTACHMENT G

Project Manual

(Posted as 'Package #4' on the ESBD)

ATTACHMENT H

TSBVI Campus Map

(Posted as 'Package #5' on the ESBD)

TFC website link: <http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT I
RFQ CHECKLIST

Checklist for RFQ #303-8-00611

Title: RFQ for CMR for TSBVI Residential Administration and Weekends Home Transportation Facility

Opening Date: 1/9/2018 @ 3:00 PM

Vendor Name and Address:

Contact: _____

TX Taxpayer #: _____

Office Phone: _____

Mobile Phone: _____

Email: _____

Attended a Pre-Submittal Conference: _____

STEP ONE SUBMITTAL:

1. Submitted one (1) original of the following:

- Attachment A - Execution of Submittal _____
- Attachment D - HUB Subcontracting Plan _____
- Bid Bond _____
- Acknowledge Addenda _____
- Litigation History Statement _____

2. Submitted one (1) original and three (3) copies of the following : _____

- Company Information _____
- Attachment C - Contractor's Qualification Form _____
- Budget Compliance Form _____
- Schedule Compliance Form _____
- Experience and Qualifications _____
- Methodology _____
- Quality/Safety Programs & Safety Record _____

3. Submitted one (1) PDF copy on a CD, or on a flash memory drive _____

STEP TWO SUBMITTAL:

1. Submitted one (1) original:

- Attachment B - CMR Proposal Form _____
- Attachment E - Non-Collusion Affidavit _____