



TEXAS FACILITIES COMMISSION
P. O. Box 13047
Austin, Texas 78711-3047

**REQUEST FOR QUALIFICATIONS FOR
INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)
FOR
PROFESSIONAL ARCHITECTURAL SERVICES**

RFQ # 303-7-01241

Posting Date: 3/3/2017

Submittal / Opening Date: 4/6/2017

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**TEXAS FACILITIES COMMISSION
REQUEST FOR QUALIFICATIONS FOR
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FOR PROFESSIONAL ARCHITECTURAL SERVICES**

**SECTION I
GENERAL**

1. **SCOPE:** In accordance with the provisions of Texas Government Code (TGC), §2254, Subchapter A, Professional Services, and Rules and Procedures adopted by the Texas Facilities Commission (TFC), and in order to provide timely and cost effective design and other specialized services, TFC solicits through this Request for Qualifications (RFQ), Prime Professional Service Providers (PSPs) for Indefinite Delivery Indefinite Quantity (IDIQ) for Professional Architectural Services. The initial IDIQ agreements will have no monetary value and because of the indefinite nature of the need for services, there is no guarantee of project assignment to the PSPs selected. Award of an IDIQ agreement or subsequent assignment under an IDIQ contract will not disqualify a PSP from responding to any future TFC project for which a project-specific RFQ may be issued. TFC anticipates award to multiple firms.
2. **DATE OF SERVICES:** IDIQ contract agreements will be valid until 8/31/2019, and will be subject to a single extension of two years upon the mutual agreement of TFC and the PSP. Project-specific assignments may be awarded within the time frame during which the IDIQ contract agreement is valid. To remain valid, all qualifications must be updated by the PSP to reflect any significant changes in the PSP's ownership, structure or method of operation, or when requested by TFC. Duration of the contract agreement for each assignment will be negotiated and documented in the PSP contract for each project-specific assignment.

This contract agreement 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 IDIQ Professional Services Contract shall apply.

3. **DEFINITIONS:**

Addendum: A modification of the specifications issued by TFC.

Electronic State Business Daily (ESBD): The designated website where state agencies, universities, and municipalities post formal solicitations (over \$25K), addendums to posted solicitations, and awards. The link to the ESBD is <http://esbd.cpa.state.tx.us/>

Good Faith Effort: Effort required by vendors when completing the HUB Subcontracting Plan, which demonstrates the Respondent has completed one of the following methods for the planned subcontracting needs: A) Using strictly HUBs for all subcontracting needs; B) Meeting stated agency goal for HUB subcontracted needs using both HUBs 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; or D) Self-Performing Contract (performing all work with own materials and labor).

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 B, §20.10- §20.28 of the Texas Administrative Code (TAC). Historically Underutilized Business (HUB) – A business who certified with the Comptroller of Public Accounts by meeting the following requirements: 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman, and/or 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 a proportionate interest that actively participates in the control, operations and management of the entity's affairs.

Owner: The Texas Facilities Commission

Project Manager: The individual designated by the Owner authorized to represent the Owner during the performance and duration of each IDIQ assignment.

**SECTION II
DESCRIPTION OF SERVICES**

The majority of the professional services needs are located in Austin for a variety of building/occupancy types. Minimal professional services may be needed across the State of Texas. Specific projects are likely to be identified with a broad scope requiring a full range of architectural, engineering and other professional services, as well as more narrowly defined design projects or advisory services with scopes that are predominately: 1) Renovations; 2) Alterations; 3) Building System Improvements; 4) Texas Accessibility Standards (TAS) Compliance; 5) Building/System Assessments; 6) Feasibility Studies; 7) Deferred Maintenance; and 8) Building Code Compliance. Each project will be assigned to a PSP which will provide the required professional disciplines with its own forces or qualified professionals subcontracted to the PSP.

**SECTION III
INDEFINITE QUANTITY OF SERVICES**

The size and quantity of a project assigned to the successful PSP will vary depending on project need, schedule, PSPs work load, and availability of funding. It is anticipated that multiple PSPs will be contracted to provide professional services; however, there is no guarantee of the award of any assignments. Project specific assignments will be made to PSPs identified as most qualified with IDIQ contracts as the need occurs based on the PSP's respective area of expertise experience and ability to support the project with proper staffing in the geographic area of the project. The total value of the IDIQ contract is capped at \$400,000 for each two year term of the agreement. Failure of PSP to adequately perform contracted services for TFC will be cause for termination. Initiation of projects is based on need and funding. Project size and quantity have not been defined. Each PSP with an IDIQ contract may have a different volume or number of project-specific assignments, if any, since need and available funding may vary.

**SECTION IV
SUBMITTAL INFORMATION**

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

<u>EVENT</u>	<u>DATE</u>
Issue RFQ	03/03/2017
Mandatory Pre Submittal Conference (or)	03/14/2017 Tuesday @ 10:00 AM
Mandatory Pre-Submittal Conference	03/20/2017 Monday @ 1:30 PM
Deadline for Submission of Questions	03/28/2017
Deadline for Submission of Qualifications and HSP / Opening	04/06/2017 Thursday @ 3:00 PM
Notification of Selection for Award	05/05/2017
Executed Contract	09/01/2017

MANDATORY PRE-SUBMITTAL CONFERENCE: The mandatory pre-submittal conferences are scheduled for Tuesday 3/14/2017 @ 10:00 AM, and Monday 3/20/2017 @ 1:30 PM. The location for both pre-submittal conferences is Auditorium 1-111, William B. Travis Building, 1701 North Congress Ave., Austin. Respondents must have an employee of their firm attend at least one (1) of the two (2) pre-submittal conferences. TFC shall reject submittals by firms that did not attend one of the mandatory pre-submittal conferences. Please be on time.

For the pre-submittal conferences, there is metered parking (coins) on the street, or free parking is available on the top level of State Parking Garage B, 1511 San Jacinto Blvd., Austin. **Print out the Parking Permit for Garage B attached to this RFQ to place on your dashboard.**

http://www.tspb.texas.gov/plan/maps/doc/capitol_complex_maps/capitol_complex_employee_parking.pdf

2. **SUBMISSION REQUIREMENTS:**

2.1. **General:** Respondents must submit the following:

2.1.1. One (1) complete original and three (3) copies of Submittal that includes the following:

- 2.1.1.1. Attachment A, HUB Subcontracting Plan (in accordance with 2.6. below);
- 2.1.1.2. Attachment B, Execution of Submittal;
- 2.1.1.3. Attachment C, Statement of Qualifications, with any supporting attachments;
- 2.1.1.4. Acknowledgement of Addenda;
- 2.1.1.5. Certificate of Registration with TBAE.

2.1.2. Respondent shall provide one (1) CD or USB flash drive containing a complete copy of their Submittal, items 2.1.1.1. thru 2.1.1.5. The format shall be Adobe Acrobat version 9.0 or higher.

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

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

2.1.5. In accordance with Texas Administrative Code (TAC) Title 22, Part 1, Chapter 1, Subchapter G, Rule §1.124, Business Registration, all Architectural firms submitting a response to this Request for Qualifications must maintain current "business entity registration" with the Texas Board of Architectural Examiners concurrent with their submission of said response and, if selected, through the term of the contract.

2.2. **Summary of Practice History (35 points):**

2.2.1. Years in business under the present firm name:

2.2.1.1. Years _____ Months _____

Please explain if this firm has substantial continuity with a predecessor firm under a different name

2.2.2. Approximate number of projects completed by the firm _____

2.2.3. Average number of years' experience for licensed professional staff members _____

Sum of total years' experience divided by number of licensed staff

2.2.4. Average number of years' experience for non-licensed technical staff members _____

Sum of total years' experience divided by number of technical staff

2.2.5. Average number of years of longevity of the technical staff with the firm

2.2.5.1. Years _____ Months _____

"Technical staff" includes all licensed and non-licensed individuals

2.3. **Representative Projects (35 points):**

2.3.1. Submit a list (not to exceed 10), together with photo images, of representative projects completed within the past five years, for which the firm performed. For each of these projects, provide the following information:

- 2.3.1.1. Name, Location, Size in Gross Square Feet
- 2.3.1.2. Building Use
- 2.3.1.3. New Construction or Renovation
- 2.3.1.4. Construction Type

- 2.3.1.5. Delivery Method for Construction Contract (Low Bid; Competitive Sealed Proposal; Construction-Manager-at-Risk; Design/Build; Other)
 - 2.3.1.6. Contract Cost
 - 2.3.1.7. A brief statement demonstrating level of compliance with original budget for project fees, including total amount of change orders as a percentage of the original budget
 - 2.3.1.8. Name of your firm's principal-in-charge, or other key staff member(s) with prime responsibility for delivery of services
 - 2.3.1.9. Owner, and owner contact information
- 2.4. **Methodology (15 points):**
- 2.4.1. Describe your firm's process for:
 - 2.4.1.1. Developing the scope of work
 - 2.4.1.2. Scheduling delivery of services
 - 2.4.1.3. Typical scopes of work that are outsourced to subconsultants or subcontractors
 - 2.4.1.4. Project management
 - 2.4.1.5. Coverage of geographical areas of service: Since the majority of TFC projects are in Austin, identify the location of your company's office that will directly support projects in Austin. If you do not have an office within 100 miles of Austin, explain how responsive service will be provided for Austin projects. As an alternative, if you plan to support projects exclusively in geographical areas other than Austin, explain how responsive service will be provided for preferred geographical locations.
 - 2.4.1.6. Organizational approach to practice
- 2.5. **Quality Assurance / Quality Control (15 points):**
- 2.5.1.1. Provide a description of your firm's quality assurance program. Provide the name and job title of the person in your organization who oversees your quality assurance program. TFC reserves the right to require a copy of your Quality Control Manual and Quality Assurance Processes, which, if contracted, will become a contract document.
 - 2.5.1.2. Vendor shall describe its quality requirements and means of measurement. Provide a process flow chart on how quality is maintained and achieved.
 - 2.5.1.3. 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.
- 2.6. **Attachment B, Execution of Submittal:** Failure to sign and return the Execution of Submittal with the response shall result in rejection of the response.
- 2.7. **Insurance Requirements for IDIQ Agreements:** The **Attachment D, IDIQ Professional Services Contract Template** shall be reviewed by an authorized agent of your insurance broker. Upon award, the insurance requirements defined in **Attachment D, IDIQ Professional Services Contract Template** shall be met by providing the Certificates of Insurance (COIs) and the corresponding policy endorsements. Any inquiries concerning insurance requirements may be submitted in writing to Carol Palermo, Insurance Analyst, by email to: carol.palermo@tfc.state.tx.us
- 2.8. **Acknowledgement of Addenda:** Any changes to the solicitation will be presented in addenda posted on the Electronic State Business Daily (ESBD). Receipt of all addenda to this RFQ shall be acknowledged by returning a signed copy of each signature page of the addendum with the response.
- 2.9. **Litigation:** <Pass/Fail>
- 2.9.1. Provide details of all litigation history, including but not limited to administrative claims and proceedings and arbitration within the past five (5) years.

2.9.2. Respondents involved in litigation with owners or Architect/Engineer (A/E) firms may be disqualified.

3. **Attachment A, HUB Subcontracting Plan (HSP)**: In accordance with the Texas Government Code (TGC), Sections 2161.181-182 and Title 34, Chapter 20, Subchapter B, §20.10- §20.28 of the Texas Administrative Code (TAC), TFC shall make a Good Faith Effort to utilize HUBs in contracts with an anticipated value of \$100,000.00 or more. Failure to complete and return the Attachment A, 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 § 20.13:

- 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

3.1.1. As mandated by 34 TAC § 20.14, Respondents must submit an Attachment A, HSP that identifies all subcontracting items and complies with good faith effort requirements of the Attachment A, HSP, and in accordance with the Comptroller of Public Accounts HUB rules 34 TAC §20.14 (d)(1)(D)(iii).

3.1.2. **Because of the indefinite nature of the work, for the initial response to this RFQ the PSP respondents must complete the Attachment A, HUB Subcontracting Plan in the following manner:**

- Complete Section 1
- Complete Section 3 with a narrative stating that the Attachment A, HSP will be completed and a Good Faith Effort performed on all consulting subcontracts **for each project-specific assignment that exceeds \$100,000.00.**
- Complete Section 4

3.1.3. TFC has determined that subcontracting opportunities are probable in the performance of project specific assignments. TFC will select only qualified PSPs at this time. Once a PSP with an executed IDIQ agreement with TFC is requested to submit a professional services proposal for a project specific assignment, that PSP will be required to revise and complete the form, Attachment A, HSP to perform a Good Faith Effort on all consulting subcontractors utilized by the PSP in the performance of the assignment. HUB subcontracting opportunities may be available in the following commodity class/item codes:

<u>Class/Item</u>	<u>Description</u>
906-44	Heating; Ventilating; Air Conditioning - Architectural Services
906-52	Interior Design and Space Planning
906-58	Lighting (Interior, Exterior) - Architectural Services
906-66	Planning, Site (Installation and Project)
906-78	Security Systems - Architectural
907-38	Drafting Services
918-25	Compliance Consulting, American Disabilities Act (ADA)
925-33	Engineering Services, Professional
925-36	Engineering Services
925-42	Foundation Engineering
925-67	Mechanical Engineering
925-88	Structural Engineering
966-18	Copying Services (Reproduction)

3.1.4. **After award and prior to scheduling any work, the awarded IDIQ Professional Services vendor(s) shall coordinate with the HUB Director Yolanda Strey, who will schedule a “Meet the Prime” event to promote outreach to HUBs for subcontracting opportunities.**

3.1.5. If assistance is needed in preparing the HUB Subcontracting Plan, potential respondents may contact Yolanda Strey at 512-475-0453 or by email at HUB@tfc.state.tx.us

3.2. **Inquiries:**

3.2.1. All non-HUB RFQ inquiries are to be submitted in writing to John Goodrich by email to: john.goodrich@tfc.state.tx.us

3.2.2. All inquiries will result in written responses with copies posted to the ESBD 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.

3.2.3. Upon issuance of this RFQ, beside written inquiries as described above, other employees and representatives of TFC and the using agency will not answer questions or otherwise discuss the contents of the RFQ with any potential respondents or their representatives. This restriction does not preclude discussions with TFC for the purpose of conducting business unrelated to this RFQ. Failure to observe this restriction may be grounds for disqualification.

3.3. **Submission Deadlines:**

3.3.1. Submittals will be received and time stamped at TFC prior to 3:00 PM Central Time by 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.

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

3.3.3. 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. 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.

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3.4. **Delivery of Submittals:** Submittals will be delivered to TFC by one of the following methods:

U.S. Postal Service	Overnight/Express Mail	Hand Delivery
TFC - Bid Services Attn: John Goodrich RFQ #303-7-01241 Central Services Building P.O. Box 13047 Austin, Texas 78711-3047	TFC - Bid Services ATTN: John Goodrich RFQ #303-7-01241 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 #303-7-01241 Central Services Building 4 th Floor Receptionist 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM

3.5. **Receipt of Submittals:**

3.5.1. Submittals will be received at the Central Services Building, 4th Floor Receptionist, 1711 San Jacinto Blvd., Austin, Texas. TFC reserves the right to accept submissions that are received after the deadline stated in Section IV, Submittal Information, par.1, Schedule of Events above, 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 will be received until the date and time established for receipt, then opened.

3.5.3. Telephone, facsimiles or emails are not an acceptable response to this RFQ.

3.5.4. All Submittals will become the property of the State of Texas after the deadline/opening date.

4. **EVALUATION AND AWARD:**

4.1. An Evaluation Committee will be established to evaluate the completed submittals.

4.2. The committee will be comprised of a minimum of three employees of TFC, at least one of whom will be an architect or an engineer, licensed in the State of Texas.

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

Criteria	Weight
Representative Projects	35%
Summary of Practice History	35%
Methodology	15%
Quality Assurance/Quality Control	15%
	100%

4.4. The Evaluation Committee will evaluate and score each submittal based on the criteria found in the Attachment C, Statement of Qualifications and supporting documentation. By submitting qualifications in response to this RFQ, the respondent accepts the evaluation process and acknowledges and accepts that scoring of the submittals may involve some subjective judgments by the Evaluation Committee.

4.5. **Post-Submittal Requirements:**

4.5.1. Execution of an appropriate contract per Attachment D, IDIQ Professional Services Contract Template.

4.5.2. Insurance requirements to be provided per Attachment D, IDIQ Professional Services Contract Template.

4.5.3. Should the award amount be equal to or greater than \$250,000.00

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 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

5. **RIGHT TO AUDIT**: A selected PSP must understand that acceptance of funds under any project specific assignment that may result from an IDIQ 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. The PSP further agrees to cooperate fully with the above parties in the conduct of the audit or investigation, including providing all records requested. The PSP will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the PSP, and the requirement to cooperate, will be included in any contract the PSP awards.
6. **PUBLIC DISCLOSURE**: No public disclosures or news releases pertaining to any agreement or contract which may be awarded as a consequence of this RFQ will be made without prior written approval of TFC.

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ATTACHMENT A
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/>

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ATTACHMENT B
EXECUTION OF SUBMITTAL

NOTE: FAILURE TO SIGN AND RETURN THE EXECUTION OF SUBMITTAL SHALL RESULT IN REJECTION OF THE RESPONSE.

By signature hereon, the respondent certifies that:

All statements and information prepared and submitted in the response to this RFQ are current, complete and accurate.

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.

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.

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 Texas Administrative Code, Title 34, Part 1, Chapter 20.

Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this submittal 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.

Pursuant to Texas Government code, Title 10, Subtitle D, Section 2155.004(a), the respondent has not received compensation for participation in the preparation of specifications for this solicitation.

Respondent is in compliance with TGC, Title 6, §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.

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.

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 records and tracks 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. TFC reserves the right, in its sole discretion, to deny and/or exclude any individual or firm from an award whose name appears on this list.

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. 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: _____
Name: _____ Name: _____

Respondent represents and warrants that the individual signing this Execution of Submittal is authorized to sign this document on behalf of the respondent and to bind the respondent under any contract resulting from this submittal.

RESPONDENT (COMPANY): _____

SIGNATURE (INK): _____

NAME (TYPED/PRINTED) _____

TITLE: _____

DATE: _____

STREET: _____

CITY/STATE/ZIP: _____

TELEPHONE AND FACSIMILE NO.: _____

TEXAS IDENTIFICATION NUMBER (TIN)*: _____

*The Texas Identification Number is the taxpayer number assigned and used by the Texas Comptroller of Public Accounts. Enter this number in the space provided above. If this number is not known, complete the following:

Enter your Federal Employer's Identification Number _____

Sole owner shall also be required to submit Social Security Number upon award.

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Texas Facilities Commission Facilities Design and Construction P.O. Box 13047 Austin, Texas 78711-3047 (512) 463-3417	
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1. Firm Name:			
2. Physical Address:			
3. Mailing address:			
(provide a Certificate of Authority to do business in Texas if firm is from out of state.)			
4. Tax Payer ID #:			
5. Primary contact name and Email Address:			
6. Web Address:			
7. Telephone:	Office:	Mobile:	
8. Other Office Locations (designate which is main office):			
9. Organization Class:		Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>
		Corporation <input type="checkbox"/>	Association <input type="checkbox"/>
10. Date Established:			
11. Former Business Name:			
12. Date of Dissolution:			
13. Subsidiary of:			
14. Principals & Officers (attach):		(Names, Professional Registration & Responsibilities: Management, Design, Production, Specification, Construction Administration, Business Development) (Example: John Doe: M, D, B)	
Name	Responsibility	Name	Responsibility
15. Key Personnel & Responsibilities (attach):		Include resume with background and relevant experience. Indicate office location assigned to and year first associated with firm. Provide an Organizational Chart with roles and responsibilities related to support of this project.	

16. Number of Personnel by Discipline:						
Discipline	Number	Number Registered**		Discipline	Number	Number Registered**
Administration				HVAC		
Civil				Testing & Bal.		
Land Surveying				Environmental		
Architecture				Drafting		
Structural				Inspection		
Mechanical				Const. Mat. Test		
Electrical				Other (specify)		
				Net Total:		

****Registered is defined as registered/licensed as an Engineer with TBPE, or registered/licensed as an Architect with TBAE.**

17. Services Provided by Firm:		(Please Check)					
Civil	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Const. Mat. Test	<input type="checkbox"/>
Land Surveying	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Drafting	<input type="checkbox"/>	Architecture	<input type="checkbox"/>
Structural	<input type="checkbox"/>	Testing & Bal.	<input type="checkbox"/>	Inspection	<input type="checkbox"/>	*	<input type="checkbox"/>
Environmental	<input type="checkbox"/>	*Other (Specify)					
18. Professional Liability Coverage Errors & Omissions, etc.:				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Amount:							
19. Services Provided through Consultant (Please Check):							
Civil	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Const. Mat. Test	<input type="checkbox"/>
Land Surveying	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Drafting	<input type="checkbox"/>	Architecture	<input type="checkbox"/>
Structural	<input type="checkbox"/>	Testing & Bal.	<input type="checkbox"/>	Inspection	<input type="checkbox"/>	*	<input type="checkbox"/>
Environmental	<input type="checkbox"/>	*Other (Specify)					
Names of Consultants				Address			
20. Preferred Geographical Service Area(s):		Cities Served (or) Regions: North Texas Dallas/Ft. Worth <input type="checkbox"/> Houston, Beaumont, Corpus <input type="checkbox"/> East Nacogdoches, Tyler, Texarkana <input type="checkbox"/> South Rio Grande Valley <input type="checkbox"/> Central Austin, San Antonio <input type="checkbox"/> West Panhandle <input type="checkbox"/>					
21. Work Type Distribution by Proportion of Annual Average:							
Work Type		% by Fee		% by No. of Projects			
Use:							
Commercial, Office, Retail							
Industrial							
Educational							
Medical							
Other Institutional							
Other (specify)							
Type:							
New Building Design							
Restoration							
Renovation							
Interior Design							
Urban or Site Planning							
Prime Engineering							
Other (specify)							

22. Average annual dollar volume of construction for which services were provided in the past five years. TOTAL AMOUNT: AS PROFESSIONAL ARCHITECTURAL SERVICES PROVIDER: OTHER SERVICES:

23. What is the firm's (or office submitting this proposal) backlog (in contract value) for the next twelve months? What is the backlog for the next 24 months?

24. Describe delivery methods regularly used such as BIM, CAD, or other methods of producing instruments of service.

ATTACHMENT D

IDIQ Professional Services Contract Template
(Posted as 'Package #3' on the ESBD)

2015 Uniform General Conditions (Document #6C), Supplementary General Conditions (Document #6D), Criminal Background Checks and Application Guidelines (Document #6E), and the A/E Guidelines (Document #19) can be obtained electronically at the TFC website:
<http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>

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**ATTACHMENT E
SUBMITTAL CHECKLIST**

Submittal Checklist for RFQ #303-7-01241

Title: RFQ for IDIQ for Architectural Professional Services

Opening Date: 4/6/2017 at 3:00 PM

PSP Name and Address:

_____	Contact: _____
_____	TX Taxpayer #: _____
_____	Office Phone: _____
_____	Mobile Phone: _____
Attended Pre-Submittal Conference: _____	Email: _____

SUBMITTAL:

1. One (1) original and three (3) copies of the complete Submittal
 - Attachment A, HUB Subcontracting Plan _____
 - Attachment B, Execution of Submittal _____
 - Attachment C, Statement of Qualifications and attachments _____
 - Company Information _____
 - Summary of Practice History _____
 - Representative Projects _____
 - Proposed Methodology _____
 - Quality Assurance / Quality Control _____
 - Copy of Certificate of Registration _____
 - Acknowledgement of Addenda _____
 - Litigation History _____
2. One (1) PDF copy on a CD or USB flash memory drive _____

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This vehicle is permitted to park at top of Garage B from
03/14/17 to 03/14/17.

Agency requested: TEXAS FACILITIES COMMISSION

Requested by: LAURA HALL

Phone number: 512-463-8848

Request #: 02-17-1762

Place this on the dashboard where it can be clearly seen from the front of the vehicle. This permit is only valid for the dates and location listed above. Questions or help, call Monday to Friday, 7:30am to 5pm @512-463-3476.



This vehicle is permitted to park at top of Garage B from
03/20/17 to 03/20/17.

Agency requested: TEXAS FACILITIES COMMISSION

Requested by: LAURA HALL

Phone number: 512-463-8848

Request #: 02-17-1763

Place this on the dashboard where it can be clearly seen from the front of the vehicle. This permit is only valid for the dates and location listed above. Questions or help, call Monday to Friday, 7:30am to 5pm @512-463-3476.