



TEXAS FACILITIES COMMISSION

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

REQUEST FOR QUALIFICATIONS

Professional Services for Renovation
of Mechanical, Electrical, Fire,
Life Safety and Security Systems
at the

Sam Houston Building & John H. Winter Building, Data Center
in Austin, Texas

RFQ #303-2-11523

PROJECT #12-014-6411, #12-015-6412,
#10-014-6312 and #12-016-6413

Dated: May 30, 2012

TABLE OF CONTENTS

Section I	General
Section II	Project Description
Section III	Scope of Services
Section IV	Submittal Information
Exhibit A	HUB Subcontracting Plan (Posted as 'Package '2' on the ESBD)
Exhibit B	Execution of Submittal
Exhibit C	A/E Questionnaire Form
Exhibit D	A/E Service Contract Template (Posted as 'Package '3' on the ESBD)
Exhibit E	Building Matrix, Building Plan Diagrams, Building Photographs, (Posted as 'Package '4' on the ESBD)
Exhibit F	AE Guidelines (Posted as Package '5' on the ESBD)
Exhibit G	HUB Vendor List (Posted as Package '6' on the ESBD)
Exhibit H	RFQ Checklist

**TEXAS FACILITIES COMMISSION
REQUEST FOR QUALIFICATIONS #303-2-11523**

Professional Services for Renovation of Mechanical, Electrical, Fire, Life Safety and Security
Systems at the Sam Houston Building and John H. Winter Building, Data Center in Austin, Texas

**SECTION I
GENERAL**

1. **SCOPE:** In accordance with the provisions of Texas Government Code, Chapter 2254, and Rules and Procedures adopted by the Texas Facilities Commission (TFC), TFC is requesting submittal of qualifications to provide prime professional architectural/engineering services (A/E) for:
 - 1.1 Project #12-014-6411, Capitol Complex Central Physical Plant (CCCPP) mechanical and electrical system and Monitoring Station improvements at the Sam Houston Building (SHB), 201 East 14th Street, Austin, Texas; and Monitoring Station installation at the John H. Winters Building (JHW), 701 West 51st Street, Austin, Texas.
 - 1.2 Project #12-015-6412, SHB, mechanical and electrical system improvements.
 - 1.3 Project #10-014-6312 and #12-016-6413, JHW Building and Data Center improvements to mechanical, electrical, fire, life safety and security systems.
- 2 **CONTRACT TERM:** It is the intention of TFC to award a contract for professional architectural / engineering (A/E) services through the completion of the Pre-Design Phase, per the dates listed in Section IV, Submittal Information, par. 1, Schedule of Events (107 calendar days). The TFC may subsequently enter into a full prime professional A/E services contract with the awarded vendor for those tasks it selects to pursue. Services undertaken pursuant to this RFQ will be required to commence within **fourteen (14)** days of delivery of a Notice to Proceed for either contract.

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 shall apply.

3 **DEFINITIONS:**

Addendum - A modification of the specifications issued by TFC and distributed to prospective Respondents prior to the opening of submittals.

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 – The required outreach that must be performed per Section B-3 of the HUB Subcontracting Plan. The Good Faith Effort involves sending written notification of subcontracting opportunities to at least three (3) active HUB-certified vendors per subcontracting area and Minority or Women's Trade Organizations. Unless otherwise specified, the prime contractor must allow the HUBs no less than seven (7) working days from their receipt of notice to respond, and provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than seven (7) working days prior to the submission of your response to the contracting agency.

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 and/or American woman; 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 of the contract.

SECTION II PROJECT DESCRIPTION

1. It is TFC's intent to manage the four projects of this RFQ in a consolidated and integrated manner.
 - 1.1. Project #12-014-6411, CCCPP, Make improvements to the Monitoring Station Control Room and plant mechanical, electrical and control systems. Create a remote Monitoring Station Control Room in JHW that provides full back-up control capabilities for the CCCPP Monitoring Station Control Room.
 - 1.2 Project #12-015-6412, SHB, Make improvements to chilled water, condenser water and electrical systems for improved performance, maintainability, redundancy, code compliance and safety.
 - 1.3 Project #10-014-6312 and #12-016-6413, JHW, Make improvements to mechanical, electrical, control, fire, life safety and security systems that serve JHW Data Centers. This includes creating system redundancies for mechanical and electrical systems. Work may include expanding the building envelope to create mechanical and electrical support areas.
 - 1.4 Approximate cost of construction for the aforementioned list of projects is estimated to be **\$10,265,000**.
 - 1.5 See Exhibit E for additional information.

SECTION III SCOPE OF SERVICES

1. It is the intention of TFC to award a contract for professional A/E services through the completion of the Pre-Design Phase. Pre-Design Phase services will include, but are not be limited to, on-site investigations, assessments, review of existing documentation; interviews with TFC and other using agency staff and review of construction budgets in relation to proposed renovation and replacement of mechanical, electrical, controls, fire, life safety and security systems. Evaluate, investigate and conduct program analysis with TFC, HSHC and other personnel, existing Building C, Data Centers to identify vulnerable, non-redundant support systems. Propose feasible system improvements, prioritized based on risk of failure analysis. Outline phased installation opportunities to support proposed HSHC use and growth over the next 10 years of operation. Services will also include a thorough accessibility assessment of each building listed in the RFQ. At the completion of the Pre-Design Phase the A/E shall deliver to TFC a Pre-Design Task Report that includes an outline of findings, recommendations for improvements, scope of proposed corrective work, preliminary construction cost estimates, implementation schedule and an assessment of priorities for all items. Reports shall be segregated by project number.
2. The successful respondent is required to use the Siemens Demand Flow Trademark chiller plant optimization system processes in the project. This will require signing a non-disclosure agreement (NDA) with Siemens. Through this process Siemens will prescribe specific scopes for equipment assessment and may dictate specific improvements.
3. TFC may subsequently enter into a full prime professional A/E services contract, with the awarded vendor, for those tasks it selects to pursue from those items presented in the Pre-Design Task Report, or other identified tasks in relation to deferred maintenance. These services may include Schematic Design, Design Development, Construction Documents, Contract Bidding and Award, Construction Administration, and Warranty Phase Services. The A/E may also be required to assist with the selection of a Construction Manager at Risk (CMR).
4. The awarded AE will be required to report and invoice for each of the four projects individually. Fees, invoices, reports, construction documents and the like must be segregated by project number.
5. Architectural: Architectural improvements will be designed in accordance with the applicable industry standards and shall conform to the provisions of the latest issue of applicable codes and standards including but not limited to the following:

- International Building Code, published by the International Code Council, 2009 Edition (IBC) – Commercial Construction

- NFPA 101 Life Safety Code, published by the National Fire Protection Association (NFPA), 2009 Edition
- ADA Standards for Accessible Design, published by Department of Justice, 2010 Edition (ADA)
- Architectural Barriers Texas Accessibility Standards (TAS), 2012 Edition
- NFPA 72, National Fire Alarm Code
- NFPA 13, Installation of Sprinkler Systems
- NFPA 14, Installation of Standpipe and Hose Systems
- NFPA 20, Installation of Stationary pumps for Fire Protection
- NFPA 25, Inspection, testing, and Maintenance of water-Based Fire Protection Systems
- TAS, Texas Accessibility Standards

6. Electrical: Electrical improvements will be designed in accordance with the applicable industry standards and shall conform to the provisions of the latest issue of applicable codes and standards including but not limited to the following:

- NFPA 70, National Electric Code (NEC)
- NFPA 70E, National Electric Code (NEC)
- American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) 90.1-2010

7. Mechanical and Plumbing: These systems will be designed in accordance with applicable industry standards and shall conform to the provisions of the latest issue of applicable codes and standards including but not limited to the following:

- International Mechanical Code (UMC) 2006
- International Plumbing Code (UPC) 2006
- American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) 62.1-2004
- American Society of Mechanical Engineers (ASME)
- American Society for Testing and Materials (ASTM)
- American National Standards Institute/Hydraulic Institute (ANSI/HI) Pump Standards
- National Institute for Certification in Engineering Technologies (NICET)

8. A/E services shall be offered with the understanding of full compliance with non-discrimination requirements of the State of Texas by the A/E.

SECTION IV **SUBMITTAL INFORMATION**

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

EVENT		DATE	
=====		=====	
Issue RFQ		5/30/2012	
Mandatory Pre-Submittal Conference No 1	or	6/7/2012	Thursday@1:30PM
Mandatory Pre-Submittal Conference No 2		6/15/2012	Friday @10:00AM

Last date for TFC HUB to review HSP draft	6/25/2012	
Deadline for Submission of Questions	6/26/2012	
Deadline for contacting HUBs to fulfill HSP requirements	6/27/2012	
Response to questions issued	7/02/2012	
Deadline for Submission of Qualifications	7/10/2012	Tuesday @ 3:00pm
Notification of Interview Selection	7/19/2012	
Interviews of short listed firms*	7/31/2012	Tuesday
Award by Commission, Notice of Selection	9/19/2012	
Execute Contract, Notice to Proceed	10/15/2012	

*Per Texas Government Code Chapter 2166.203, The Texas Facilities Commission is using the RFQ 'Issue Date' as noted in the Schedule of Events above as the official 30 day notification requirement for an interview with a design professional firm.

Start Pre-Design Phase	10/15/2012
Submit Pre-Design Phase Task Report	1/30/2013

2. **MANDATORY PRE-SUBMITTAL CONFERENCE:** The mandatory pre-submittal conferences are scheduled for **June 7, 2012 at 1:30PM** and **June 15, 2012 at 10:00AM**. Respondents must attend at least one of the two scheduled pre-proposal conferences. TFC reserves the right to reject proposals submitted by firms that did not attend one of the mandatory pre-proposal conferences. The locations of the pre-submittal conferences are at:

6/7/2012: William B. Travis Building Suite 1-111 Thursday 1:30PM
6/15/2012: William B. Travis Building Suite 1-100 Friday 10:00AM

OPTIONAL BUILDING WALKTHROUGHS: There will be two optional walkthroughs of the SHB, JHW, and CCCPP area immediately following the pre-submittal conference presentations June 7, 2012 and June 15, 2012.

For the pre-submittal conferences there is metered parking on the street or free parking on the top level of State Garage B, 1511 San Jacinto, Austin.

<http://www.tspb.state.tx.us/spb/Plan/floorplan/pdf/CapitolComplexEmployeeParking.pdf>

3. **SUBMISSION REQUIREMENTS:**

3.1. **General:**

3.1.1. Respondents shall submit one (1) original and four (4) copies of the submittal. Additionally, respondent shall provide a formatted CD containing a complete copy of the vendor's response to this RFQ. The format shall be Adobe Acrobat version 9.0 or higher. Pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the submittal. Three ring binders are preferred but not required.

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

- 3.2. **Content:** 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 Exhibit A, HUB Subcontracting Plan, the Exhibit B, Execution of Submittal, and the Exhibit C A/E Questionnaire Form shall be returned; 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. Telephone & Fax number and email of primary contact.
- 3.2.1.7. 11-Digit State of Texas Taxpayer Vendor Identification Number.

3.2.2. **Relevant Experience & Qualifications:** <60 pts>

3.2.2.1. **Relevant Experience:**

- 3.2.2.1.1. Complete and submit the Exhibit C, A/E Questionnaire Form. The form can be obtained electronically at the TFC website:
<http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>
Document no. 20, Index of Forms.
- 3.2.2.1.2. Particularly indicate your firm's experience in designing improvements to existing Data Centers including need projection assessments. Provide experience in redundant Data Center mechanical and electrical support systems and specialized fire protection systems. Also indicate experience in large physical central plants, including heating and chilled water, plumbing, electrical, plant monitoring, controls and building management systems.
- 3.2.2.1.3. TFC may consider the relevant experience and qualifications of subconsultants/subcontractors listed on the Exhibit A, HUB Subcontracting Plan, performing 15% or more of the project. An Exhibit C, A/E Questionnaire Form shall be included in the submittal for each firm and any additional company information provided as appropriate.

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. Demonstrate that the respondent has successfully been in business, or the principals shall have had ownership/executive management in a previous company with comparable type experience, for the services solicited in the RFQ.
- 3.2.2.2.3. Demonstrate Company's or Individual's relevant experience to the type of work solicited in the RFQ. Demonstrate knowledge and expertise in data center technology including redundant support systems, latest industry standards and energy efficient technologies.
- 3.2.2.2.4. Names of top management and key employees and each person's duties. Include the background and experience of these key employees
- 3.2.2.2.5. Provide an Organizational Chart with roles and responsibilities of key subconsultants and individuals assigned to support the project. Include State of Texas Professional Engineer registration numbers and NICET (National Institute for Certification in Engineering Technologies) certification numbers for individuals that will have design, inspection, and testing and certification responsibility for the specific systems. Team must include either Professional Fire Protection Engineers or NICET, Level III (minimum) certified in fire alarm systems and automatic sprinkler system layout to perform the design, write the specifications, conduct inspections and perform testing and certification for respective systems.
- 3.2.2.2.6. Negative responses and experiences from state client agencies, regulatory agencies, and TFC, which are familiar with firm's performance, depending on problems encountered, may be grounds for disqualification.
- 3.2.2.2.7. Respondent must be registered/licensed, or have personnel on direct staff that is registered/licensed, in the professional services discipline required to perform the services requested in this RFQ. Professional Services are defined in TGC §2254.002(A) (2).
- 3.2.2.2.8. All individuals who will be working in the buildings are required to pass a security/background check through the Texas Department of Public Safety
- 3.2.2.2.9. Company Location: Identify the location of your company's office that will directly support the Project. If the office location is not within the immediate location of the Project, explain how cost effective responsive service will be provided.

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

- 3.2.3.1. **Proposed Methodology:** An outline of your firm's process to implement the requirements of the RFQ Scope of Work into a finished project.
- 3.2.3.2. **Budget/Schedule Compliance:** Budget and Schedule compliance should be demonstrated using the Exhibit C, A/E Questionnaire Form:
- 3.2.3.2.1. For the five (5) **most relevant projects completed within the last three years**, respondent shall demonstrate experience in meeting completion date schedules by providing the original duration and final duration on these 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 projects completed within the last three years** as above, respondent shall demonstrate experience in maintaining budgets by providing the awarded budget and the final completion budget. Provide appropriate explanation on the causation when a variance of 5% or more is experienced.
- 3.2.4. **Quality Assurance / Quality Control:** <20 pts>
- 3.2.4.1. Provide the name and job title of the person in your organization who oversees your quality assurance program. Provide a description of your firm's 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.
- 3.2.4.2. Vendor shall describe its quality assurance program, quality requirements and means of measurement. Provide a process flow chart on how quality is maintained and achieved.
- 3.2.4.3. 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.
- 3.2.5. **Litigation:** <P/F>
- 3.2.5.1. Provide details of all litigation history with any state agency or university, within the past five (5) years, or any other litigation that would affect your performance in the execution of services requested in this RFQ.
- 3.2.5.2. Respondents involved in litigation with owners or Architect/Engineer firms may be disqualified.
- 3.2.6. **Exhibit A, HUB Subcontracting Plan:** In accordance with the Texas Government Code, Sections 2161.181-182 and Title 34, Chapter 20, Subchapter B, §20.10- §20.28 of the Texas Administrative Code (TAC), the Texas Facilities Commission (TFC) shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction services, including professional and consulting services; and commodities contracts. 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,
 - 32.7% for all special trade construction contracts,
 - **23.6% for professional services contracts,**
 - 24.6% for all other services contracts, and
 - 21.0% for commodities contracts.
- As mandated by 34 TAC § 20.14, Respondents must submit an Exhibit A, HSP that identifies all subcontracting items and complies with good faith effort requirements outlined in section 6 of the Exhibit A, HSP and in accordance with the Comptroller of Public Accounts HUB rules 34 TAC §20.14 (d)(1)(D)(iii).
- 3.2.6.1. Pursuant to TGC § 2161.252(B), the Texas Facilities Commission shall reject any response that does not include a fully completed Exhibit A, HSP. An incomplete Exhibit A, HSP is considered a material failure to comply with the solicitation requirements.
- 3.2.6.2. The Exhibit A, HSP shall become a provision of the contract between the awarded Respondent and TFC. The awarded Respondent can only change the Exhibit A, HSP if

(a) the Respondent complies with 34 TAC Section 20.14; (b) the Respondent provides its proposed changes to TFC for review; (c) TFC approves the Respondent's proposed changes to its Exhibit A, HSP; and (d) TFC and the Respondent amends their contract by submitting a revised Exhibit A, HSP containing the changes approved by TFC.

- 3.2.6.3. If TFC determines that the Respondent failed to implement the HUB subcontracting plan in good faith, TFC, in addition to any other remedies, may report nonperformance to the Texas Comptroller in accordance with 34 TAC, Section 20.14, (g) (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/>

These 'Class' & 'Item' Codes can assist in searching for Historically Underutilized Businesses (HUB's). All vendors, including HUBs, register their firm on the Centralized Master Bidders List (CMBL) according to the NIGP Class and Item codes. The CMBL can be located at:

<http://www.window.state.tx.us/procurement/cmb/cmbhub.html>

<u>Class/Item</u>	<u>Description</u>
906-08	Architectural Design Services for Automation, Controls, and Instrumentation
906-10	Buildings – Architectural Design
906-30	Architectural Design Services for Fire Protection
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
925-39	Engineering Service, Fire Protection
925-42	Foundation Engineering
925-56	Inspecting, Structural/Engineering
925-67	Mechanical Engineering
925-88	Structural Engineering
966-18	Copying Services (Reproduction)

The list above is not, nor is it intended to be a comprehensive list that identifies all subcontracting opportunities.

See Exhibit G for a list of active HUB vendors that provide the types of items and services listed above. This list is not comprehensive; additional HUB vendors can be found by searching the State's Centralized Master Bidders List (CMBL), found at <http://www2.cpa.state.tx.us/cmb/cmbhub.html>, or HUB Directory, found at <http://www2.cpa.state.tx.us/cmb/hubonly.html>.

- 3.2.6.4. If further assistance is needed in preparing the HSP you may contact the TFC HUB Director Sandy Williams at 512-475-0453 or by e-mail at HUB@tfc.state.tx.us

- 3.2.7. **Exhibit B, Execution of Submittal:** Failure to sign and return the Execution of Submittal shall result in rejection of the response.

3.3. **Inquiries:**

- 3.3.1. All inquiries shall be submitted in writing to **Richard Ehlert** by e-mail to: richard.ehlert@tfc.state.tx.us

- 3.3.2. 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.
- 3.3.3. All inquiries will result in written responses with copies posted to the Electronic State Business Daily 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. It is the responsibility of interested parties to periodically check the ESD for updates to the solicitation prior to submission. The respondent's failure to periodically check the ESD will in no way release the selected vendor from 'addenda or additional information'.
- 3.3.4. 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 consultant's representatives. This restriction does not preclude discussions with TFC for the purpose of conducting business unrelated to this submittal.

3.4. **Submission Deadlines:**

- 3.4.1. Submittals shall be received and time stamped at TFC by 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.
- 3.4.2. Submittals should be placed in a separate envelope/package and correctly identified with RFQ number, submittal deadline/opening date and time. It is the respondent's responsibility to appropriately mark and deliver this to TFC by the specified date.
- 3.4.3. Receipt of all addenda to this RFQ should be acknowledged by returning a signed copy of each addendum with the response. Any amendment to this procurement solicitation will be posted as an addendum on the Electronic State Business Daily. It is the responsibility of interested parties to periodically check the ESD for updates to the solicitation prior to solicitation submittal. Respondent's failure to periodically check the Electronic State Business Daily (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.
- 3.4.4. TFC will not consider any Submittal that bears a copyright. Submittals will be subject to the Texas Public Information Act, Tex. Gov't Code, Chapter 552, and may be disclosed to the public upon request. Respondent may request protection of trade and confidential information from public release by clearly marking each page on which this information appears with "Confidential" in bold face type at least **14 point font**, however all information submitted is subject to the Act and considered for release. Should trade and or confidential information be included in the submitted formatted CD, as referenced in Section 3, Submission Requirements, par. 3.1, General, subparagraph 3.1.1., respondents should also notate the CD cover with the word "Confidential."

3.5. **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: Richard Ehlert RFQ #303-2-11277 Central Services Building P.O. Box 13047 Austin, TX 78711-3047	TFC – Bid Services ATTN: Richard Ehlert RFQ #303-2-11523 Central Services Building Room 176 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 7:45 AM to 4:45 PM *Designated Entrance @ 18th & Trinity *	Central Services Building 4 th Floor Receptionist ATTN: Richard Ehlert RFQ #303-2-11523 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM

3.6. **Receipt of Submittals:**

- 3.6.1. Submittals will be received at the Central Services Building, 4th Floor Receptionist, 1711 San Jacinto,

Austin, Texas. TFC reserves the right not to accept late submittals.

- 3.6.2. Submittals will be received until the date and time established for receipt, then opened. Only the names of the respondents who submitted submittals will be made public. Prices and terms will not be divulged until after contract award.
- 3.6.3. Telephone, facsimiles or e-mails are not acceptable when in response to an RFQ.
- 3.6.4. All submittals shall become the property of the State of Texas, after the deadline/opening date.
- 3.6.5. Submittal shall constitute an offer for a period of ninety (90) days or until selection is made by TFC.

4. EVALUATION AND AWARD:

- 4.1. It is the intent of TFC to award a contract to the respondent whose qualifications are considered to be most appropriate.
- 4.2. An evaluation committee will be established to evaluate the 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, the respondent accepts the solicitation and evaluation process and acknowledges and accepts that scoring of the submittals may involve some subjective judgments by the evaluation committee.
- 4.3. The evaluation committee will evaluate and score each submittal based on the following criteria:

Criteria	Weight
Relevant Experience and Qualifications	60%
Methodology / Budget & Schedule Compliance	20%
Quality Assurance/Quality Control	20%
Litigation History Statement	P/F
	100%

- 4.4. The evaluation committee will determine if interviews/discussions are necessary. Award of a contract may be made without interviews/discussions, if in the best interest of the state. The evaluation committee may determine that discussions are necessary to clarify or verify a written submittal. TFC may, at its discretion, elect to have respondents provide oral presentations/interviews of their submittal. Scoring of the interview may replace part or all of the scoring of the submittal. The following will be expected during an interview:
 - 4.4.1. A short presentation (approx. 10 - 15 minutes) detailing company history and projects relevant to the current project, and confirmation of information presented in the submittal.
 - 4.4.2. Attendance by team members assigned to the project to represent themselves as to their relative experience and proposed involvement in the project. Representation by the Project Manager is key in this interview.
- 4.5. Giving priority in order of the ranking determined by the scores, TFC will undertake to negotiate a professional architectural/engineering agreement with the firm which is evaluated as the highest scoring firm, deemed the best value to the State. If the agreement cannot be executed, 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 or re-issued.
- 4.6. In evaluating submittals 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, TFC's Vendor Performance Tracking System (available at http://www.window.state.tx.us/procurement/prog/vendor_performance/). 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.
- 4.7. Post-Submittal Requirements
 - 4.7.1. Execution of an appropriate professional services contract.
 - 4.7.2. Professional liability insurance in a minimum amount of \$1,000,000 and other standard business insurance coverage, as may be required by the contract.

- 5. **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 it awards.

6. **PUBLIC DISCLOSURE:** No public disclosures or news releases pertaining to this contract shall be made without prior written approval of TFC.

EXHIBIT A

HUB Subcontracting Plan
(Posted as 'Package '2' on the ESD)

EXHIBIT 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 anytime 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 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.

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.

The Respondent's signature herein certifies that the firm is not currently delinquent in the payment of any debt owed to the State of Texas, including but not limited to franchise taxes and child support, and that any payments due the firm under this contract will be applied to that debt. The Respondent will:

- ☐ Submit a Comptroller's Certificate of Good Standing.
- ☐ Attach a statement certifying why the Respondent is not subject to Texas Franchise Tax.

Excluded Parties List System: State agencies are required to ensure that payments are not made to vendor's that are barred from doing business with the Federal Government. The Excluded Parties List System is a list of individuals or vendor's that are known to support terrorism, and a check will be done prior to awarding any work under this contract or purchase order award.

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: _____

(Respondent may use bottom of page if necessary.)

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.

**EXHIBIT C
A/E QUESTIONNAIRE**

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



1. Firm Name:
2. Address:
3. Tax Payer ID #:
4. E-mail Address:
5. Web Address:
6. Telephone:
7. Other Locations:

Fax:

8. Organization Class:

Individual ☐
Corporation ☐
Association ☐

Partnership ☐

9. Date Established:
10. Former Business Name:
11. Date of Dissolution:
12. Subsidiary of:

13. Historically Underutilized Business Information: HUB? Yes ☐ No ☐
Black American ☐ Hispanic American ☐
Native American ☐ American Woman ☐
Other (specify)

14. Principals & Officers: (Names & Responsibilities: Management, Design, Production, Specification, Construction Administration, Business Development)

Name	Responsibility	Name	Responsibility
------	----------------	------	----------------

15. Key Personnel & Responsibilities:
Name

Responsibility

16. Number of Personnel by Discipline*:

<u>Discipline</u>	<u>Number</u>	<u>Number Registered</u>	<u>Discipline</u>	<u>Number</u>	<u>Number Registered</u>
Administration			Interior Arch		
Architects			Civil		
Landscape Arch			Environmental		
Planning			Drafting		
Programming			Inspection		
Structural			Other (specify)		
Mechanical					
Electrical					
HVAC					
			Net Total:		

***Respondent must be registered/licensed, or have personnel on direct staff that is registered/licensed in the professional services discipline required to perform the services requested in this RFQ. Professional Services are defined in TGC 2254.002(A) (2).**

17. Services Provided by Firm: (Please Check)

Administration	☐	Architectural	☐	Drafting	☐	Inspection	☐
Interior Arch	☐	Landscape Arch	☐	Planning	☐	Programming	☐
Structural	☐	Mechanical	☐	Electrical	☐	HVAC	☐
Civil	☐	Other (specify):					

18. Professional Liability Coverage Errors & Omissions, etc.:
Amount:

Yes ☐

No ☐

19. Services Provided through Consultant (Please Check):

Administration	☐	Architectural	☐	Drafting	☐	Inspection	☐
Interior Arch	☐	Landscape Arch	☐	Planning	☐	Programming	☐
Structural	☐	Mechanical	☐	Electrical	☐	HVAC	☐
Civil	☐	Other (specify):					

Name of Consultants

Address

20. Geographical Limits:

21. Work Type Distribution by Proportion of Annual Average:

Work Type (Facility Use)

% by Fee

% by No. of Projects

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. Projects in Last Five Years:

See Attached

23. Date of Questionnaire:

24. **Preparer** Name:

Title:

Signature:

Schedule Compliance**5 most relevant completed projects**

<i>Insert Name of Project Here</i> Contract Completion Date Actual Completion Date	Design Phases				Construction Phase	
	Study/ Analysis	Preliminary Design	Design	Working Drawings	Construction Start	Substantial Completion
Explanatory Note						
<i>Insert Name of Project Here</i> Contract Completion Date Actual Completion Date	Design Phases				Construction Phase	
	Study/ Analysis	Preliminary Design	Design	Working Drawings	Construction Start	Substantial Completion
Explanatory Note						
<i>Insert Name of Project Here</i> Contract Completion Date Actual Completion Date	Design Phases				Construction Phase	
	Study/ Analysis	Preliminary Design	Design	Working Drawings	Construction Start	Substantial Completion
Explanatory Note						
<i>Insert Name of Project Here</i> Contract Completion Date Actual Completion Date	Design Phases				Construction Phase	
	Study/ Analysis	Preliminary Design	Design	Working Drawings	Construction Start	Substantial Completion
Explanatory Note						
<i>Insert Name of Project Here</i> Contract Completion Date Actual Completion Date	Design Phases				Construction Phase	
	Study/ Analysis	Preliminary Design	Design	Working Drawings	Construction Start	Substantial Completion
Explanatory Note						

Budget Compliance**5 most relevant completed projects**

<i>Insert Name of Project Here</i>		Comments:
Owner's Budget	\$ -	
A/E Cost Estimate	\$ -	
Successful Respondent Amount	\$ -	
Construction Contract Amount	\$ -	
Final Construction Cost	\$ -	
Difference Between Initial Owner Budget and Contract Award	\$ -	
<i>Insert Name of Project Here</i>		Comments:
Owner's Budget	\$ -	
A/E Cost Estimate	\$ -	
Successful Respondent Amount	\$ -	
Construction Contract Amount	\$ -	
Final Construction Cost	\$ -	
Difference Between Initial Owner Budget and Contract Award	\$ -	
<i>Insert Name of Project Here</i>		Comments:
Owner's Budget	\$ -	
A/E Cost Estimate	\$ -	
Successful Respondent Amount	\$ -	
Construction Contract Amount	\$ -	
Final Construction Cost	\$ -	
Difference Between Initial Owner Budget and Contract Award	\$ -	
<i>Insert Name of Project Here</i>		Comments:
Owner's Budget	\$ -	
A/E Cost Estimate	\$ -	
Successful Respondent Amount	\$ -	
Construction Contract Amount	\$ -	
Final Construction Cost	\$ -	
Difference Between Initial Owner Budget and Contract Award	\$ -	
<i>Insert Name of Project Here</i>		Comments:
Owner's Budget	\$ -	
A/E Cost Estimate	\$ -	
Successful Respondent Amount	\$ -	
Construction Contract Amount	\$ -	
Final Construction Cost	\$ -	
Difference Between Initial Owner Budget and Contract Award	\$ -	

EXHIBIT D

A/E Services Contract Template
(Posted as 'Package '3' on the ESD)

EXHIBIT E

Building Matrix, Building plan diagrams, Building photographs,
(Posted as 'Package '4' on the ESD)

EXHIBIT F

A/E Guidelines
(Posted as 'Package '5' on the ESD)

EXHIBIT G

HUB Vendor List
(Posted as 'Package '6' on the ESD)

EXHIBIT H
RFQ CHECKLIST

Checklist for RFQ #303-2-11523

Title: Professional Services for Renovation of Mechanical, Electrical, Fire, Life Safety and Security Systems at the Sam Houston Building & John H. Winter Building, Data Center in Austin, Texas

Opening Date: 07/10/2012 by 3:00 PM

Vendor Name and Address:

Contact: _____

TX Taxpayer VIN#: _____

Phone: _____

Fax: _____

Email: _____

1. Submit one (1) original and 4 copies of submittal _____
2. Submittal Content
 - Company Information _____
 - Relevant Experience and Qualifications _____
 - Methodology _____
 - Quality Assurance / Quality Control _____
 - Litigation History Statement _____
 - Exhibit A, HUB Subcontracting Plan _____
 - Exhibit B, Execution of Submittal _____
 - Exhibit C, A/E Questionnaire Form _____
 - Exhibit C, A/E Questionnaire Form Major Subs _____
 - Acknowledge Addenda _____
3. Submit one (1) PDF copy on a formatted CD: _____

