

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEER
PROFESSIONAL SERVICES

TEXAS STATE UNIVERSITY-SAN MARCOS
SAN MARCOS, TEXAS



CENTER FOR RESEARCH AND COMMERCIALIZATION

RFQ No.:

758-10-09016

Submission Date:

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Prepared By:

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**REQUEST FOR QUALIFICATIONS FOR
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For
TEXAS STATE UNIVERSITY-SAN MARCOS
San Marcos Texas
CENTER FOR RESEARCH AND COMMERCIALIZATION
RFQ No.: 758-10-09016**

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

- 1.1 **GENERAL INFORMATION:** The Texas State University System (“System”) and Texas State University-San Marcos (University) are soliciting Statements of Qualifications (“Qualifications”) from professional firms (“Respondents”) for the selection of a firm to provide professional services for the project(s) described herein to be constructed near Texas State University-San Marcos campus in San Marcos, Texas, in accordance with the terms, conditions, and requirements set forth in this request for qualifications. This Request for Qualifications (“RFQ”) provides respondents with the information necessary to prepare and submit qualifications for consideration by the University.

Texas State University-San Marcos is accepting proposals for Architectural & Engineering Professional Services for the Texas State University-San Marcos Center for Research & Commercialization near the San Marcos, Texas campus. The site is identified as the McCarty farm located at McCarty Lane & Hunter Road in San Marcos, Texas. It is a 38-acre undeveloped site. The initial building will be a 20,000 gross square foot facility, with planned expansion to 36,000 square feet, to function in part as the Center for Research Commercialization.

- 1.1.1 Collecting Statements of Qualifications in response to this RFQ is the first step in selecting an A/E firm. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial ranking by the Owner. In the next step the Owner will determine an initial ranking of the respondents. If the initial ranking of the respondents is reasonably conclusive, the Owner may make a “most qualified” selection based upon the written Qualifications only. If not, then the Owner may conduct interviews with a “short list” of respondents.
- 1.1.2 The Owner may select up to five (5) of the top ranked qualified respondents to participate in an interview with the Owner to confirm and clarify the qualifications submitted and to answer additional questions. The Owner will then rank the interviewed respondents in order to determine a single most qualified respondent.
- 1.1.3 After selecting the most qualified respondent the Owner will negotiate the detailed professional services to be provided by the A/E and a suitable fee for those services.
- 1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Standard Architect/Engineer Agreement, a copy of which will be provided to all firms

selected for interviews or, in the case where no interviews are conducted, to the selected most qualified respondent.

- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on all media channels where it was initially advertised. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due as part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.4.1 **ADDENDA AND AWARD INFORMATION WILL BE ISSUED BY THE TEXAS STATE UNIVERSITY SYSTEM FOR THIS RFQ VIA THE ELECTRONIC BUSINESS DAILY WEBSITE AT: [HTTP://ESBD.CPA.STATE.TX.US](http://ESBD.CPA.STATE.TX.US). REFERENCE THE RFP NUMBER PROVIDED IN THIS RFQ.**

- 1.5 **SUBMISSION OF QUALIFICATIONS:**

1.5.1 **DEADLINE AND LOCATION:** The Owner will receive Qualifications and HSP Plans for RFQ No. 758-10-09016 at the time and location described below.

April 23, 2010, 2:00 p.m. (Central Standard Time)

H. Coyle Buhler, PE, PMP
Director, Office of Facilities Planning, Design and Construction
Texas State University-San Marcos
Office of Facilities Planning, Design & Construction
Physical Plant Building, Suite 104
151-2 East Sessom Drive
San Marcos, Texas 78666
(512) 245-2202

- 1.5.2 Submit seven (7) identical copies of the Qualifications. An original signature must be included on the "Respondent's Statement of Qualifications and Ability to Undertake the Project" document submitted with each copy.
- 1.5.3 Submit three (3) identical copies of the HUB Subcontracting Plan (HSP) as a separate attachment from the Qualifications.
- 1.5.4 Qualifications and HSP Plans received after the deadline in 1.5.1 will be returned to the respondent unopened.
- 1.5.5 The Owner will not acknowledge or consider Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 1.5.6 Properly submitted Qualifications will not be returned to respondents.

- 1.5.7 Qualifications and HSP materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; the package must clearly identify the submittal deadline, the RFQ number, an email address for RFQ notification and the name and return address of the respondent.
- 1.6 POINT-OF-CONTACT: The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the Point-of-Contact person.
- Michael Petty
Assistant Director, Office of Facilities Planning, Design and Construction
Texas State University-San Marcos
151-2 East Sessom
San Marcos, Texas 78666
512-245-2202
mp46@txstate.edu
- 1.7 EVALUATION OF QUALIFICATIONS: The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by a Selection Committee appointed by the President of Texas State University-San Marcos. Typically, that committee will contain both future users of the facilities developed by the Project and by facilities professionals, including representation from the TSUS System Office. The top five or fewer ranked respondents may be selected by the Owner for further consideration by participating in an interview wherein qualifications will be presented and examined in further detail and where questions will be posed by the Selection Committee and answered by the respondent.
- 1.7.1 Qualifications submittals should not include any information regarding respondent's proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the best qualified firm.
- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all submissions and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

- 1.11 PRE-SUBMITTAL CONFERENCE: A pre-submittal conference will be held in the LBJ Student Center, Room 3-5.1, at 1:30 p.m. on Wednesday, April 14, 2010. Attendance at this conference will be an optional prerequisite for submitting the proposal.
- 1.12 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Qualification.
- 1.13 HISTORICALLY UNDERUTILIZED BUSINESSES' SUBMITTAL REQUIREMENTS: It is the policy of TSUS and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, specific plans and representations by respondents that appear to facilitate the State's commitment to supporting HUB enterprises will be favorably considered in the selection process. Failure to submit specific plans and representations regarding HUB utilization, and failure to address the subject at all, will be interpreted by the Selection Committee as an intention to not support the program.
- 1.14 CERTAIN PROPOSALS AND CONTRACTS PROHIBITED: Under Section 2155.004, Texas Government Code, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following statement, "Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.
- 1.15 SALES AND USE TAXES: Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include the TSUS. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."
- 1.16 CERTIFICATION OF FRANCHISE TAX STATUS: Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law (H.B. 175, Acts 70th Leg. R.S., 1987, Ch. 283, p. 3242). The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.
- 1.17 DELINQUENCY IN PAYING CHILD SUPPORT: Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges

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

- 1.18 STATE REGISTRATION OF ENGINEERING FIRMS: Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.
- 1.19 STATE REGISTRATION OF ARCHITECTURAL FIRMS: Respondents are advised that the Texas Board of Architectural Examiners requires that any entity (including architects, landscape architects and interior designers) providing architectural services (including architects, landscape architects and interior designers) to the public must register with the Texas Board of Architectural Examiners. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

SECTION 2 – EXECUTIVE SUMMARY

- 2.1 HISTORICAL BACKGROUND: Beginning in 1886, San Marcos hosted a Summer Normal Institute where educators gathered to study and earn advanced certification. Those who came to San Marcos for study saw its promise as a site for a permanent Normal School to serve teachers in South Texas and in December, 1892 they petitioned the Legislature for such a designation. Work on the Main Building began in 1902 and the Normal School was ready for 303 students and 17 faculty members when Southwest Texas State Normal School opened in 1903. Over the years the Texas Legislature broadened the institution's scope and changed its name successively to Southwest Texas State Normal College, Southwest Texas State Teacher's College, Southwest Texas State College and, in 1969, Southwest Texas State University. Finally, in 2003 the name was changed to Texas State University-San Marcos.

In a little over 100 years, the University has changed from little more than a High School into a prominent institution with 115 undergraduate, 84 masters and 6 PHD Degree programs. While teacher preparation remains an important responsibility, the increasing scope of the university's services has greatly expanded its prestige, prominence and recognition. Student population is now rapidly approaching 30,500. The original 11 acres has now grown to over 475 acres, not counting over 4000 additional acres that are not part of the campus. The campus Master Plan for the period 2006 to 2015 calls for a massive buildup of facilities and infrastructure to accommodate this growth.

- 2.2 MISSION STATEMENT: Texas State University-San Marcos is a public, student-centered, doctoral granting institution dedicated to excellence in serving the education needs of the diverse population of Texas and the world beyond.

- 2.3 DESCRIPTION, SCOPE AND BUDGET:

2.3.1 The goal of Texas State University-San Marcos is to establish a research/science park, the Center for Research Commercialization, which will include a facility for research in multi-functional materials, and will nurture and capture the resulting emerging technological markets that will be created from this technology. The 38 acre site will be developed in such a way that expansions of research facilities (buildings) are planned in advance. The A/E will assist in developing the maximum utilization of the total acreage.

The research/science park will also provide facilities which can accommodate the Alkek Library Repository and Data Center.

2.3.2 Texas State University-San Marcos is accepting proposals for Architectural & Engineering Professional Services for a research/science park near the Texas State University-San Marcos campus. The site is identified as a 38-acre University owned undeveloped site located at McCarty Lane & Hunter Road in San Marcos, Texas. The initial building will be a 20,000 gross square foot facility, with planned expansion to 36,000 gross square feet to function in part as the Center for Research Commercialization. The targeted move-in date is November 2012. The selected A/E will be responsible for providing the University with the following:

- Final Site Design
- Final Master Plan
- Schematic Design
- Design Development
- Design Development submittal package for the System's Board of Regents
- Drainage Planning & Detailing
- SWPPP
- MEP Engineering Services
- Construction Drawings & Specifications for anticipated Tilt-Wall Construction
- Scheduling projects and preparing CD packages for the CM@R Delivery Method
- Estimated Probable Construction Costs at key incremental phases of document development
- Construction Administration Services for all Disciplines

2.3.3 The A/E is expected to work with outside sources, including the Texas State Center for Archeological Studies to acquire and incorporate the following elements:

- Archaeological Study & Findings: Professional Consulting Service firms with recent experience with educational/research and development planning, tilt-up construction systems, and construction administration services are preferred.

2.4 FACILITY PROGRAM: Texas State University-San Marcos has prepared the Facility Program with the assistance of the Office of Planning, Design & Construction, Texas State University-San Marcos Engineering Department, and Texas State University-San Marcos Administration.

2.5 PROJECT PLANNING SCHEDULE: Key Project planning schedule milestones are:

- | | |
|---|---------|
| • Owner posts A/E Request For Qualifications | 3/31/10 |
| • A/E Pre-Submittal meeting | 4/14/10 |
| • Owner receives A/E Request For Qualifications | 4/23/10 |
| • A/E HSP reviewed for Compliance | 4/30/10 |
| • Owner announces A/E "short list" of firms for interviews | 5/13/10 |
| • Owner completes interviews for A/E short listed respondents | 5/25/10 |
| • Architectural Program 100% complete | 5/31/10 |
| • Owner selects most qualified A/E respondent | 5/25/10 |
| • Owner negotiates fee and executes A/E Agreement | 6/15/10 |
| • A/E services start (on or before) | 6/15/10 |

- A/E completes Schematic Design (8 weeks) 8/13/10
- TSUS Approval of Schematic Design 8/27/10
- A/E completes Design Development (8 weeks) 10/19/10
- Board of Regents Approval 11/19/10
- A/E completes Construction Drawings (20 weeks) 5/18/11
- Construction begins NTP issued 5/18/11
- Owner accepts Substantial Completion of Construction 5/17/12

This project will utilize the Construction Manager-At-Risk Delivery Method. In order to be in compliance with state regulations the selection of the CM@R will be made after the A/E is selected. The Construction Manager-At-Risk RFQ/RFP will run concurrently with the A/E RFQ.

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete Statement of Qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and subject to rejection.

Qualifications must include experience in and knowledge of tilt-wall construction techniques, tilt-wall scheduling with regards to developing packages relative to the Construction Manager-At-Risk Delivery Method, and in designing and detailing projects for Research & Development and Emerging Technologies. The A/E must be proficient in preparing and developing the appropriate details for tilt-wall construction.

3.1 CRITERION ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

- 3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm's and Project Team's unique qualifications as they pertain to this particular project.
- 3.1.2 Provide a statement on the availability and commitment of the Prime Firm and its principal(s) and assigned professionals, including all consultants to undertake the project.
- 3.1.3 Provide a brief history of the Prime Firm and each consultant proposed for the project.
- 3.1.4 Provide a graphic representation of the project team, identifying the Prime Firm and each consultant proposed for the project.

3.2 CRITERION TWO: PRIME FIRM'S ABILITY TO PROVIDE SERVICES

- 3.2.1 Provide the following information for the Prime Firm:
 - Legal name of the company as registered with the Secretary State of Texas
 - Address of the office that will be providing services
 - Number of years in business
 - Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
 - Number of Employees by skill group
 - Annual revenue totals for the past ten (10) years

- 3.2.2 Provide the three (3) most recent audited financial statements documenting your firm's financial stability.
- 3.2.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.2.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 3.2.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.6 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.
- 3.2.7 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

3.3 CRITERION THREE: PROJECT TEAM'S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

- 3.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project for design and construction.
- 3.3.2 Provide resumes giving the experience and expertise of the professional members for each consultant that will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city of residence.
- 3.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criteria 3.4, and describe their roles in those projects.
- 3.3.4 Describe the basis for the selection of the proposed sub-consultants included in the design team and the role each will play for this project.
- 3.3.5 Describe how the Prime Firm and consultants will provide services during the construction administration process.
- 3.3.6 Describe the Prime Firm's process in working with consultants and integrating them into the design process.

3.4 CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

3.4.1 List a maximum of five (5) projects for which you have provided services that are most related to this project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
 - Color images (photographic or machine reproductions)
 - Programmed Estimated Cost
 - 100% CD Estimate
 - Bid Award Amount
 - Final Construction Cost, including Change Orders
 - Final project size in gross square feet
 - Type of construction (new, renovation, or expansion)
 - Actual start and finish dates for design
 - Actual Notice To Proceed and Substantial Completion dates for construction
 - Description of professional services Prime Firm provided for the project
 - List any LEED certification obtained.
-
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
 - Name of Project Architect (individual responsible for coordinating the day to day work)
 - Name of Project Designer (individual responsible for design concepts)
 - Consultants
 - Name the Project Manager of each consultant.

References (for each project listed above, identify the following):

- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
- Contractor's name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number
- Length of business relationship with the Owner.

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ/P process.

3.5 CRITERION FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

3.5.1 Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards into design.

3.5.2 Consultants: Names the Project Manager of each consultant.

3.5.3 Describe the Prime Firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and quality assurance during the Construction phase of a project. Provide

specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criteria 3.4. .

- 3.5.4 Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.
 - 3.5.5 Describe your firm's experience working with the Construction Manager-at-Risk project delivery method. Discuss your method of working with the contractor as a team member to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the design and construction process.
 - 3.5.6 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to Criteria 3.4, provide examples of how these techniques were used and what degree of accuracy was achieved. Describe your methods for keeping a project within budget during the design phases and CD phases.
 - 3.5.7 Describe the way in which your firm develops and maintains work and manpower schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in response to Criterion 3.4 ~~and 3.5~~, provide examples of how these techniques were used.
 - 3.5.8 Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.
 - 3.5.9 Describe Prime firm's and consultant's CADD software used in design and CD and how this will be used and integrated into one CADD software document.
- 3.6 CRITERION SIX: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS
- 3.6.1 What do you perceive are the critical issues for this project?
 - 3.6.2 Understanding schedule limitations provide an analysis of the Owner's project planning schedule and describe how you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate the Owner's decision making.
 - 3.6.3 Describe the the project team's experience with renovation/expansion projects in occupied facilities.
 - 3.6.4 Provide examples of how the Respondent has creatively incorporated mechanical, electrical, and plumbing solutions in similar structures.

3.7 CRITERION SEVEN: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

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

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT OWNER'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

- 3.7.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.
- 3.7.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.
- 3.7.3 By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Qualifications.
- 3.7.4 By signature hereon, a corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.
- 3.7.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, nor anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, ET. seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.
- 3.7.6 By signature hereon, Respondent represents and warrants that:
 - 3.7.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;
 - 3.7.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
 - 3.7.6.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;

- 3.7.6.4 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
- 3.7.6.5 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.
- 3.7.7 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.
- 3.7.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Bidder as defined in Rule 34 TAC 20.32 (68).
- 3.7.9 By signature hereon, Respondent certifies as follows:
- 3.7.9.1 "Under Section 231.006, *Texas Family Code*, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate."
- 3.7.9.2 "Under Section 2155.004, *Texas Government Code*, the vendor or applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."
- 3.7.9.3 "Under Section 2254.004, *Texas Government Code*, the vendor or applicant certifies that each individual or business entity which is an engineer or architect proposed by Respondent as a member of its team was selected based on demonstrated competence and qualifications only."
- 3.7.10 By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of any TSUS component, or Respondent has not been an employee of any TSUS component within the immediate twelve (12) months prior to your RFQ response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.
- 3.7.11 By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ. (ref. Section 2155.004 Texas Government Code).
- 3.7.12 By signature hereon, Respondent agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission

of Respondent's Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.

- 3.7.13 By signature hereon, Respondent certifies that no member of the Board of Regents of the TSUS, or the Executive Officers of the TSUS or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

3.7.14 Execution of Offer: RFQ No. 758-10-09016
Center For Research And Commercialization

The Respondent must complete, sign and return this Execution of Offer as part of its submittal response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification.

Respondent's Name: _____

Respondent's State of Texas Tax Account No: _____
(This 11 digit number is mandatory)

If a Corporation:

Respondent's State of Incorporation: _____

Respondent's Charter No: _____

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

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Fax Number)

(Authorized Signature)

(Email Address) for RFQ Notification

(Date)

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 The Statement of Qualifications shall be a maximum of 50 printed and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, HUB Subcontracting Plan, if any, and Execution of Offer do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
- 4.2.2 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

- 4.2.3 Separate and identify the response to each of the criteria in Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.
- 4.3 TABLE OF CONTENTS:
- 4.3.1 Submittals shall include a “Table of Contents” and give page numbers for each part of the Qualifications.
- 4.4 PAGINATION:
- 4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of any HUB Subcontracting Plan.
- 4.5 ATTACHMENTS TO RFQ:
- 4.5.1 Attachment “A” – Policy on Utilization Historically Underutilized Business for Professional Services.

END OF REQUEST FOR QUALIFICATIONS

THE TEXAS STATE UNIVERSITY SYSTEM



ATTACHMENT A

POLICY ON UTILIZATION HISTORICALLY UNDERUTILIZED BUSINESSES PROFESSIONAL SERVICES

Policy on Utilization of Historically Underutilized Businesses (HUBs)

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POLICY ON UTILIZATION OF HISTORICALLY UNDERUTILIZED BUSINESSES (HUBs)

Introduction

In accordance with the Texas Government Code, Sections 2161.181-182 and Title 34, Section 20.11 of the Texas Administrative Code (TAC), The Board of Regents of the Texas State University System (TSUS) 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 promulgated by the Texas Comptroller of Public Accounts (the “Texas Comptroller”), set forth in 34 TAC Sections 20.11-20.28, encourage the use of HUBs by implementing these policies through race-, ethnic- and gender-neutral means.

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 goals as specified in the State of Texas Disparity Study:

- **11.9% for heavy construction other than building contracts;**
- **26.1% for all building construction, including general contractors and operative builders contracts;**
- **57.2% for all special trade construction contracts;**
- **20% for professional services contracts**
- **33% for all other services contracts, and**
- **12.6% for commodities contracts.**

TSUS shall make a good faith effort to meet or exceed these goals to assist HUBs in receiving a portion of the total contract value of all contracts that The University expects to award in a fiscal year. The University may achieve the annual program goals by contracting directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F.

SUMMARY OF REQUIREMENTS

Historically Underutilized Business (HUBs) Subcontracting Plan

It is the policy of TSUS to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUBs) in all contracts. Accordingly, The University has adopted “**EXHIBIT H, Policy on Utilization of Historically Underutilized Businesses**”. The Policy applies to all contracts with an expected value of \$100,000 or more. The Board of Regents of the Texas State University System is the contracting authority.

1. In all contracts for professional services, contracting services, and/or commodities with an expected value of \$100,000 or more, TSUS will indicate in the purchase solicitation (e.g. RFQ, RFP, or CSP) whether or not TSUS has determined that subcontracting opportunities are probable in connection with the contract. A HUB Subcontracting Plan is a required element of the architect, contractor or vendor Response to the purchase solicitation. The HUB Subcontracting Plan shall be developed and administered in accordance with the Policy. **Failure to submit a required HUB Subcontracting Plan will result in rejection of the Response.**
2. If subcontracting opportunities are probable, TSUS will declare such probability in its invitations for bids, requests for proposals, or other purchase solicitation documents, and shall require submission of the appropriate HUB Subcontracting Plan with the Response.
 - a. When subcontracting opportunities are probable, and the Respondent proposes to subcontract any part of the work, the Respondent shall submit a **HUB Subcontracting Plan as prescribed by the Texas Comptroller** identifying subcontractors **[[34 TAC §20.14 (d)(1)(A)(B)(C)(D)(2)(A)(B)(C)(D)(E) (3)(A)(B)]**
 - b. When subcontracting opportunities are probable, but the Respondent can perform such opportunities with its employees and resources, the Respondent’s HUB Subcontracting Plan shall include **the Self-Performance HUB Subcontracting Plan, Section 9 – Self-Performance Justification as the HUB Subcontracting Plan (HSP)**. **[34 TAC §20.14 (d)(4)(A)(B)(C)(D)]**
3. If subcontracting opportunities are not probable, TSUS will declare such probability in its invitations for bids, requests for proposals, or other purchase solicitation documents and shall require submission of the appropriate HUB Subcontracting Plan with the Response.
 - a. When subcontracting opportunities are not probable, and the Respondent proposes to perform all of the work with its employees and resources, the Respondent shall submit a HUB Subcontracting Plan that includes **the Self-Performance HUB Subcontracting Plan, Section 9 – Self-Performance Justification as the HUB Subcontracting Plan (HSP)**.
 - b. When subcontracting opportunities are not probable, but the Respondent proposes to subcontract any part of the work, the Respondent shall submit a **HUB Subcontracting Plan as prescribed by the Texas Comptroller** identifying subcontractors.
4. Respondents shall follow, but are not limited to, procedures listed in the Policy when developing a HUB Subcontracting Plan.
5. In making a determination whether a good faith effort has been made in the development of the required HUB Subcontracting Plan, TSUS shall follow the procedures listed in the Policy. If accepted by the University, the HUB Subcontracting Plan shall become a provision of the Respondent's contract with the TSUS. **Revisions necessary to clarify and enhance information submitted in the original HUB subcontracting plan may be**

made in an effort to determine good faith effort. Any revisions after the submission of the HUB Subcontracting Plan shall be approved by the HUB Coordinator.

6. **Competitive Sealed Proposals (CSPs)** Respondents shall submit a HUB Subcontracting Plan (packaged separately) twenty-four (24) hours following the Response submission date and time or as prescribed by the project manager.
7. **D/B and CM@Risk Responses:** Respondents to a “design build” or “construction manager-at-risk” purchase solicitation shall include the Letter of HUB Commitment in their Response attesting that the Respondent has read and understands the Policy on Historically Underutilized Businesses (HUBs), and a HUB Subcontracting Plan for all preconstruction and construction services includes **HUB Subcontracting Plan as prescribed by the Texas Comptroller specific to construction services identifying first, second and third tier subcontractors.** Respondents proposing to perform Part I services with their own resources and employees shall submit, as part of their HSP, **the Self-Performance Justification.**
8. **D/B and CM@Risk HUB Contract Requirements:** Contractors engaged under design-build and construction manager-at-risk contracts shall submit a HUB Subcontracting Plan for all Construction Phase Services, and, must further comply with the requirements of this Policy by developing and submitting a HUB Subcontracting Plan for each bid package issued in buying out the guaranteed maximum or lump sum price of the Project. The HUB Subcontracting Plans shall identify first, second and third tier subcontractors.
9. TSUS shall reject any Response that does not include a fully completed HUB Subcontracting Plan, as required. **An incomplete HUB Subcontracting Plan is considered a material failure to comply with the solicitation for proposals.**
10. Changes to the HUB Subcontracting Plan. Once a Respondent’s HUB Subcontracting Plan is accepted by TSUS and becomes a provision of the contract between Respondent and TSUS, the Respondent can only change that HUB Subcontracting Plan if (a) the Respondent complies with 34 TAC Section 20.14; (b) the Respondent provides its proposed changes for review; (c) The University’s HUB Coordinator approves Respondent’s proposed changes to its HUB Subcontracting Plan; and (d) TSUS and the Respondent amend their contract (via a writing signed by authorized officials of both parties) in order to replace the contract’s existing HUB Subcontracting Plan with a revised HUB Subcontracting Plan containing the changes approved by The University.
11. Expansion of Work. If, after entering into a contract with a Respondent as a result of a purchase solicitation subject to the Policy, TSUS wishes to expand the scope of work that the Respondent will perform under that contract through a change order or any other contract amendment (the “Additional Work”), TSUS will determine if the Additional Work contains probable subcontracting opportunities not identified in the initial purchase solicitation for that contract. If TSUS determines that probable subcontracting opportunities exist for the Additional Work, then the Respondent must submit to TSUS an amended HUB Subcontracting Plan covering those opportunities that complies with the provisions of 34 TAC Section 20.14. Such an amended HUB Subcontracting Plan must be approved by The University’s HUB Coordinator before (a) the contract may be amended by the TSUS and the Respondent to include the Additional Work and the amended HUB Subcontracting Plan and (b) the Respondent performs the Additional Work. If a Respondent subcontracts any of the additional subcontracting opportunities identified by TSUS for any Additional Work (i) without complying with 34 TAC Section 20.14 or (ii) before the TSUS and that Respondent amend their contract to include a revised HUB Subcontracting Plan that authorizes such subcontracting, then the Respondent will be deemed to be in breach of its contract with TSUS. As a result of such breach, TSUS will be entitled to terminate its contract with the Respondent, and the Respondent will be subject to any remedial actions provided by Texas law, including those set forth in Chapter 2161, Texas Government Code, and 34 TAC Section 20.14. The University may report a Respondent’s nonperformance under a contract between that Respondent and the Comptroller in accordance with 34 TAC Sections 20.101 through 20.108.

12. A Response may state that the Respondent intends to perform all the subcontracting opportunities with its own employees and resources in accordance with the Policy. However, if such a Respondent enters into a contract with the TSUS as a result of such a Response but later desires to subcontract any part of the work set forth in that contract, before the Respondent subcontracts such work it must first change its HUB Subcontracting Plan in accordance with the provisions of Section 10 above.
13. TSUS shall require a professional services firm, contractor or vendor to whom a contract has been awarded to report the identity and the amount paid to its subcontractors on a monthly basis using **a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR)** as a condition for payment.
14. If TSUS determines that the successful Respondent failed to implement an approved HUB Subcontracting Plan in good faith, TSUS, in addition to any other remedies, may report nonperformance to the Texas Comptroller in accordance with 34 TAC, Section 20.14, Subchapter B (d) (13) related remedies of nonperformance to professional services firms, contractor, and vendor implementation of the HUB Subcontracting Plan.
15. In the event of any conflict between this “Summary of Requirements” and the remainder of the HUB Policy, the remainder of the HUB Policy will control.
16. The HUB subcontracting forms may be down loaded over the internet from:
<http://www.window.state.tx.us/procurement/prog/hub/>

**Professional Services HSP
Summary of Attachments Required from Respondents**

	Letter of Transmittal Page 8	Letter of HUB Commitment Page 9	HUB Subcontracting Plan (HSP) Pages 10-12	Progress Assessment Report (PAR) Page 13
1. TSUS DETERMINES THAT SUBCONTRACTING OPPORTUNITIES ARE PROBABLE.				
1. A. Respondent Proposes Sub consultants: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are probable</u> .	X		X	
1. B. Respondent Proposes Self-Performance: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are probable</u> , but the Respondent can perform such opportunities with its employees and resources.	X		X	
2. TSUS DETERMINES THAT SUBCONTRACTING OPPORTUNITIES ARE NOT PROBABLE.				
2. A. Respondent Proposes Self-Performance: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are not probable</u> , but the Respondent can perform such opportunities with its employees and resources.	X		X	
2. B. Respondent Proposes Sub consultants: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are not probable</u> but the Respondent proposes to subcontract any part of the work.	X		X	
3. Indefinite Duration/Indefinite Quantity Contracts: Submit with initial qualifications. Attachments required from the Respondent prior to contract execution for each contract associated with a solicitation for miscellaneous services.		X	X	
4. Changes in the HUB Subcontracting Plan After Award: Attachments required from the Respondent to whom a contract has been awarded if it desires to make changes to the approved HUB Subcontracting Plan.			X	
5. Reporting: Progress Assessment Report (PAR) attachment is required with all payment requests. The submittal of this attachment is a condition of payment.				X

(RESPONDENT'S BUSINESS LETTERHEAD)

Date

Mr. Peter E. Graves
Vice Chancellor for Contract Administration
Thomas Rusk Building, Suite 600
200 East 10th Street
Austin, Texas 78701-2407

Re: Historically Underutilized Business Plan for (Project Title)

Dear Mr. Graves:

In accordance with the requirements outlined in the specification section "HUB Participation Program," I am pleased to forward this HUB Subcontracting Plan as an integral part of our response in connection with your invitation for Request for Qualifications referencing the above project.

I have read and understand the Policy on Utilization of Historically Underutilized Businesses (HUBs). I also understand the State of Texas Annual Procurement Goal according to 34 Texas Administrative Code Section 20.13 is 20% for professional services contracts.

This HUB Subcontracting Plan includes ____ Subcontracting Opportunities [*refer to Section 2, page 10*] representing ____ (no. of sub consultants) sub consulting disciplines with a total dollar value of _____. These figures represent a cumulative percentage of ____ %, representing ____% for minority-owned HUBs and ____% for women-owned HUBs. When a HUB is owned by minority women, I have classified that HUB as minority-owned rather than women-owned.

I understand the above HUB percentages must represent Texas Comptroller HUB certification standards. For each of the listed HUB firms, I have attached a Texas Comptroller Certification document, or, if the HUB is certified by another Texas Comptroller approved certifying agency, a copy of their approved certification document.

By completion of Section 8 of the HUB Subcontracting Plan, I affirm my intent to utilize the sub consultants selected to perform the scope of work to be subcontracted.

Should we discover additional sub consultants claiming Historically Underutilized Business status during the course of this contract we will notify you of the same. In addition, if for some reason a HUB is unable to fulfill its contract with us, we will notify you immediately in order to take the appropriate steps to amend this contractual obligation.

Sincerely,

(Project Executive)

cc: Project Manager

(BUSINESS LETTERHEAD)

Date

Mr. Peter E. Graves
Vice Chancellor for Contract Administration
Thomas Rusk Building, Suite 600
200 East 10th Street
Austin, Texas 78701-2407

Re: Historically Underutilized Business Plan for (Project Title)

Dear Mr. Graves:

In accordance with the requirements outlined in the specification section “HUB Participation Program,” I am pleased to forward this HUB Subcontracting Plan as an integral part of our proposal in connection with your invitation for request for qualifications/proposals, referencing Project _____.

I have read and understand the Policy on Utilization of Historically Underutilized Business (HUB)s.

Good Faith Effort will be documented with each contract and will contain a Letter of Transmittal and HUB Subcontracting Plan with each contract solicited. An updated HUB Plan will be submitted prior to the execution of each contract process. Documentation of sub-consulted work will be provided with each pay request.

Sincerely,

(Project Executive)

cc: Project Manager



HUB SUBCONTRACTING PLAN (HSP)

In accordance with Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, respondents, including State of Texas certified Historically Underutilized Businesses (HUBs), must complete and submit a State of Texas HUB Subcontracting Plan (HSP) with their solicitation response.

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the State of Texas Disparity Study. The HUB goals defined in 34 TAC §20.13 are: *11.9 percent for heavy construction other than building contracts, 26.1 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade construction contracts, 20 percent for professional services contracts, 33 percent for all other services contracts, and 12.6 percent for commodities contracts.*

- - Agency Special Instructions/Additional Requirements - -

- Respondents shall submit a completed HUB Subcontracting Plan (HSP) to be considered responsive (pages 10, 11, and 12). Failure to submit a completed HSP shall result in the bid, proposal or other expression of interest to be considered NON-responsive.
- Respondents who intend to Self-Perform all of their work shall submit an HSP for Self-Performance (pages 10, 11 & 12).
- HUB Subcontracting Plan (HSP) Prime Contractors Progress Assessment Report (PAR) shall be submitted with each request for payment as a condition of payment.

SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: _____ State of Texas VID #: _____
Point of Contact: _____ Phone #: _____
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No
- c. Solicitation #: _____

SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 34 TAC §20.12., a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Check the appropriate box that identifies your subcontracting intentions:

- ☐ - Yes, I will be subcontracting portion(s) of the contract.
(If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- ☐ - No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.
(If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
(#1) -	(#11) -
(#2) -	(#12) -
(#3) -	(#13) -
(#4) -	(#14) -
(#5) -	(#15) -
(#6) -	(#16) -
(#7) -	(#17) -
(#8) -	(#18) -
(#9) -	(#19) -
(#10) -	(#20) -

*If you have more than twenty subcontracting opportunities, a continuation page is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanContinuationPage1.doc>

Rev. 10/07

Enter your company's name here: _____ Solicitation #: _____

IMPORTANT: You must complete a copy of this page for each of the subcontracting opportunities you listed in SECTION 2. You may photocopy this page or download copies at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanContinuationPage2.doc>.

SECTION 3 - SUBCONTRACTING OPPORTUNITY

Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.

Line Item # _____ Description: _____

SECTION 4 - MENTOR-PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting their Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the portion of work (subcontracting opportunity) listed in SECTION 3, constitutes a good faith effort towards that specific portion of work. Will you be subcontracting the portion of work listed in SECTION 3 to your Protégé?

☐ - Yes (If Yes, complete SECTION 8 and 10.) ☐ - No / Not Applicable (If No or Not Applicable, go to SECTION 5.)

SECTION 5 - PROFESSIONAL SERVICES CONTRACTS ONLY

This section applies to Professional Services Contracts only. All other contracts go to SECTION 6.

Does your HSP contain subcontracting of 20% or more with HUB(s)?

☐ - Yes (If Yes, complete SECTION 8 and 10.) ☐ - No / Not Applicable (If No or Not Applicable, go to SECTION 6.)

In accordance with Gov't Code §2254.004, "Professional Services" means services: (A) within the scope of the practice, as defined by state law of accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; or professional nursing; or (B) provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant; an architect; a landscape architect; a land surveyor; a physician, including a surgeon; an optometrist; a professional engineer; a state certified or state licensed real estate appraiser; or a registered nurse.

SECTION 6 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

Complying with a, b and c of this section constitutes Good Faith Effort towards the portion of work listed in SECTION 3. After performing the requirements of this section, complete SECTION 7, 8 and 10.

- Provide written notification of the subcontracting opportunity listed in SECTION 3 to three (3) or more HUBs. Use the State of Texas' Centralized Master Bidders List (CMBL), found at <http://www2.cpa.state.tx.us/cmb/cmbhub.html>, and its HUB Directory, found at <http://www2.cpa.state.tx.us/cmb/hubonly.html>, to identify available HUBs. Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.
- Provide written notification of the subcontracting opportunity listed in SECTION 3 to a minority or women trade organization or development center to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. A list of trade organizations and development centers may be accessed at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>. Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.
- Written notifications should include the scope of the work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. Unless the contracting agency has specified a different time period, you must allow the HUBs no less than five (5) 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 five (5) working days prior to the submission of your response to the contracting agency.

SECTION 7 - HUB FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY

List three (3) State of Texas certified HUBs you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number, date you provided notice, and if you received a response. Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.

Company Name	VID #	Notice Date (mm/dd/yyyy)	Was Response Received?
_____	_____	____/____/____	☐ - Yes ☐ - No
_____	_____	____/____/____	☐ - Yes ☐ - No
_____	_____	____/____/____	☐ - Yes ☐ - No

SECTION 8 - SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a Texas certified HUB.

Company Name	VID #	Expected % of Contract	Approximate Dollar Amount	Texas Certified HUB?
_____	_____	____%	____\$	☐ - Yes ☐ - No*

_____	_____	_____	_____	
_____	_____	_____%	_____\$	☐ - Yes ☐ - No*

*If the subcontractor(s) you selected is not a Texas certified HUB, provide written justification of your selection process below:

Enter your company's name here: _____

Solicitation #: _____

SECTION 9 - SELF PERFORMANCE JUSTIFICATION

(If you responded "No" to SECTION 2, you must complete SECTION 9 and 10.)

Does your response/proposal contain an explanation demonstrating how your company will fulfill the entire contract with its own resources?

☐ - Yes If Yes, in the space provided below, list the specific page/section of your proposal which identifies how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.

☐ - No If No, in the space provided below, explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

SECTION 10 - AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP are true and correct. Respondent understands and agrees that, if awarded any portion of the solicitation:

- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying their compliance with the HSP, including the use/expenditures they have made to subcontractors. (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to their HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to debarment pursuant to Gov't Code §2161.253(d).
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are to be performed and must provide documents regarding staff and other resources.

Signature

Printed Name

Title

Date

Rev. 10/07

TEXAS MINORITY ORGANIZATIONS AND CONTACT LIST

Texas Association of Mexican American Chambers of Commerce

Chamber	Address	City	Zip	Phone	Fax	Email
Camara de Comercio Hispana de Amarillo	P.O. Box 1861	Amarillo	79105	806-379-8800	806-376-7873	catcha@catcha.org
Arlington Hispanic Chamber of Commerce	P.O. Box 2200	Arlington	76004	817-461-8815	817-795-9499	info@hispanic-chamber.org
Greater Austin Hispanic Chamber of Commerce	3000 S. IH 35, Ste 305	Austin	78704	512-476-7502	512-476-6417	member@hispanicaustin.com
Hispanic Chamber of Commerce of Greater Baytown	P.O. Box 815	Baytown	77522	281-422-6908	281-486-4802	www.baytownhcc.com
Bee County Area Hispanic Chamber of Commerce	1400 W. Corpus Christi, Ste 15	Beeville	78102	361-362-6010	361-362-6019	
Corpus Christi Hispanic Chamber of Commerce	P.O. Box 5523	Corpus Christi	78465	361-887-7408	361-888-9473	www.cchispanicchamber.org
Greater Dallas Hispanic Chamber of Commerce	4622 Maple Ave, Ste 207	Dallas	75219	217-521-6007	214-520-1687	www.gdhcc.com
Denton Hispanic Chamber of Commerce	2412 Old North Rd., Ste 104	Denton	76205	940-484-0036	940-483-1939	
Eagle Pass Hispanic Chamber of Commerce	P.O. Box 3040	Eagle Pass	78852	830-757-2704	830-757-2703	
Edinburg Hispanic Chamber of Commerce	P.O. Box 4073	Edinburg	78540	956-383-5163	956-383-7111	
El Paso Hispanic Chamber of Commerce	201 E. Main Ste 100	El Paso	79901	915-566-4066	915-566-9714	cindyramosdavidson@ephcc.org
Fort Stockton Hispanic Chamber of Commerce	106 N. Main	Fort Stockton	79735	915-336-8536	915-336-2152	cashexpress@ftstockton.net
Fort Worth Hispanic Chamber of Commerce	1327 N. Main	Fort Worth	76106	817-625-5411	817-625-1405	www.fwhcc.org
Grand Prairie Hispanic Chamber of Commerce	114 NE 4th St.	Grand Prairie	75050	972-642-2621	972-642-4116	gphcc@aol.com
Harlingen Hispanic Chamber of Commerce	P.O. Box 530967	Harlingen	78553	956-421-2400	956-364-1879	hhcoc@xanadu2.net
Houston Hispanic Chamber of Commerce	2900 Woodridge Dr. Ste 312	Houston	77087	713-644-7070	716-644-7377	www.houstonhispanicchamber.com
Kleberg County Hispanic Chamber of Commerce	111 N. 5th St.	Kingsville	78363	361-592-2708	361-592-8540	
Laredo Chamber of Commerce	P.O. Box 790	Laredo	78402	956-722-9895	956-791-4503	www.laredochamber.com
Caldwell County Hispanic Chamber of Commerce	P.O. Box 147	Lockhart	78644	512-507-9562	512-357-1472	www.lockharthispanicchamber.org
Lubbock Hispanic Chamber of Commerce	1302 Main, Ste 102	Lubbock	79401	806-762-5059	806-763-2124	www.lubbockhispanic.org
McAllen Hispanic Chamber of Commerce	P.O. Box 721025	McAllen	78504	956-928-0060	956-928-0073	www.mhcc.net
Midland Hispanic Chamber of Commerce	208 S. Marienfield Ste 100	Midland	79701	432-682-2960	432-687-3972	www.midlandhcc.com
Greater Hispanic Chamber of Commerce of Comal County	1115 Mahan Circle	New Braunfels	78130	512-428-1729	512-912-8499	
Mexican American Network of Odessa (MANO)	P.O. Box 2309	Odessa	79760	432-335-0250	432-337-6266	manoinc@nwol.net
Greater Pleasanton-Atascosa Hispanic Chamber of Commerce	Rt. 1, Box 55JF	Pleasanton	78064	210-824-9096	210-822-3636	
Golden Triangle Hispanic Chamber of Commerce	3046 Procter St	Port Arthur	78642	409-983-1169	409-983-2329	www.gthcc.org
Rio Grande City Chamber of Commerce	P.O. Box 2	Rio Grande City	78582	956-487-3024	956-716-8560	
San Antonio Hispanic Chamber of Commerce	318 W. Houston Ste 300	San Antonio	78205	210-225-0462	210-225-2485	www.sahcc.org
San Marcos Hispanic Chamber of Commerce	P.O. Box 1051	San Marcos	78667	512-353-1103	512-353-2175	www.sanmarcoshispanic.com
Seguin-Guadalupe County Hispanic Chamber of Com	P.O. Box 1154	Seguin	78155	830-372-3151	830-372-3151	shcc@axs4u.net
Greater Victoria Hispanic Chamber of Commerce	221 S. Main	Victoria	77901	361-575-7100	361-575-7100	
Cen-Tex Hispanic Chamber of Commerce	501 Franklin Ste 806	Waco	76710	254-754-7111	254-754-3456	www.wacohispanicchamber.com

Texas Black Chambers of Commerce

Chamber	Address	City	ZIP	Phone	Fax	Email
Abilene Black Chamber of Commerce	P.O. Box 3572	Abilene	79604	915-673-4741	915-673-4743	blackcha@camalott.com
Acres Home Citizens Chamber of Commerce	6130 Wheatley St.	Houston	77091	713-692-7003	713-692-1183	afamnews@pdq.net
African American Chamber of Commerce of San Antonio	1717 N Loop 1604 East, Ste 220	San Antonio	78232	210-490-1624	210-490-5294	blackchamber@aol.com
African American Chamber of Commerce of Victoria	1501 E. Mockingbird, Ste 104	Victoria	77904	361-575-2061	361-570-3696	info@aaccv.com
Alamo City Chamber of Commerce	600 Hemisfair Plaza Way, #406-10	San Antonio	78205	210-226-9055	210-226-0524	info@alamocitychamber.org
Atlanta Negro Chamber of Commerce	P.O. Box 194	Atlanta	75551	903-796-9647	Call First	
Black Chamber of Commerce of Permian Basin	P.O. Box 1006	Odessa	79760	915-332-5812	915-333-7858	
Capitol City African American Chamber of Commerce	5407 N. IH 35, Ste 304	Austin	78723	512-459-1181	512-459-1183	
Central Texas African American Chamber of Commerce	P.O. Box 2516	Harker Heights	76548	254-698-7477	254-698-5991	mnch@vvm.com
Corpus Christi Black Chamber of Commerce	5658 Bear Lane	Corpus Christi	78408	361-298-2712	361-289-3006	tshadow@davin.net
Dallas Black Chamber of Commerce	2838 Martin Luther King Jr. Blvd	Dallas	75216	214-421-5200	214-421-5510	rgates@dbcc.org
Denton Black Chamber of Commerce	602 S. Elm	Denton	76201	972-434-3811	940-382-9695	info@dentonblackchamber.org
El Paso Black Chamber of Commerce	109 N. Oregon, Ste 212	El Paso	79901	915-534-0570	915-534-0561	
Ennis Negro Chamber of Commerce	P.O. Box 1036	Ennis	75120	972-878-0068	Call First	
Fort Worth Metropolitan Black Chamber of Commerce	1150 S. Freeway, Rm 211	Fort Worth	76140	817-870-6538	817-332-6438	info@metrobcc.com
Heart of Texas Black Chamber of Commerce	P.O. Box 1485	Waco	76703	254-799-6923	254-412-0988	
Houston Citizens Chamber of Commerce	2808 Wheeler	Houston	77004	713-522-9745	713-522-5965	
Longview Metro Black Chamber of Commerce	303 Webb	Daingerfield	75638	903-645-3932	903-645-7565	
Lubbock Black Chamber of Entrepreneurs, Inc	P.O. Box 1115	Lubbock	74408	806-763-0144	806-762-1125	
Midland Black Chamber of Entrepreneurs, Inc.	P.O. Box 50473	Midland	79710	915-682-2864	915-684-6422	mbce@swbell.net
National Assoc. of African American Chambers of Commerce	P.O. Box 763926	Dallas	75376	214-871-3060	214-871-3020	naaacc@mail.com
Prairie View Chamber of Commerce	P.O. Box 2875	Prairie View	77446	936-931-5875	936-931-1082	gdarby@swbellnet
Texarkana Black Chamber of Commerce	600 Sowell Lane	Texarkana	75505	903-831-3969	903-832-6729	tbcc@cablone.net
Tyler Metropolitan Chamber of Commerce	100 E. Ferguson, St 1013	Tyler	75702	903-593-9538	903-593-9058	tylermetro@aol.com

Associated General Contractors

Chapter	Address	City	ZIP	Phone	Fax	Email
Abilene AGC	1326 G South 14th	Abilene	79602	325-676-7447	325-676-0107	wtagc@wtagc.org
	P.O. Box 5365	Abilene	79608			
Lubbock AGC	3004 B 50th St.	Lubbock	79413	806-797-8898	806-796-7115	lubbockagc@nts-online.net
	P.O. Box 6265	Lubbock	79493			
Midland AGC	1030 Andrews Hwy, 105	Midland	79701	432-520-2220	432-520-2226	midlandagc@apex2000.net
	P.O. Box 7433	Midland	79708			
Wichita Falls AGC	3100 Seymour Hwy., 214	Wichita Falls	76301	940-322-0100	940-322-2344	wflagc@wf.net
	P.O. Box 3434	Wichita Falls	76301			
Austin AGC	609 South Lamar Blvd	Austin	78704	512-442-7887	512-442-3503	philt@agcaustin.org

Houston AGC	3825 Dacoma St	Houston	77092	713-843-3700	713-843-3701	jerry.n@agchouston.org
	P.O. Box 662	Houston	77091			
QUOIN a Chapter of AGC	11111 Stemmons Fwy	Dallas	75229	972-647-0697	972-247-1930	quoin@quoin.org
Rio Grande Valley AGC	P.O. Box 391	Harlingen	78551	956-423-4091	956-423-0174	vaughn@rgvagc.org
San Antonio AGC	10806 Gulfdale	San Antonio	78216	210-349-4921	210-349-4017	mcmurry@sanantonioagc.org
El Paso AGC	4625 Ripley Dr.	El Paso	79922	915-585-1533	915-585-1622	

Other Minority Organizations

Name	Address	City	ZIP	Phone	Fax	Email
Tarrant County Asian American Chamber of Commerce		Arlington		817-212-2690		tcaacc@tcaacc.org
Women's Business Council		Arlington		817-299-0566	817-299-0949	ementhe@wbcsouthwest.org
Pan Asian American Chamber of Commerce Southwest		Arlington		817-543-4299	817-469-9485	gmcdermott@uspaacc-sw.com
Austin Asian American Chamber of Commerce	8711 Burnet Rd., Ste A-15	Austin	78757	512-407-8240	512-407-8233	
The Woman's Chamber of Commerce of Texas	P.O. Box 26051	Austin	78755	512-338-0839	512-338-1614	
Asian Construction Trades Association	4100 Ed Bluestein	Austin	78721	512-926-5400	512-926-5410	
	6448 Highway 290 East, Suite E107	Austin	78723	512-927-8290	512-467-9808	
Austin Black Contractors Association	4100 Ed Bluestein	Austin	78721	512-929-3363	512-929-3368	
Hispanic Contractors Association of Austin		Austin				
National Association of Women in Construction	14101 W. Hwy 290	Austin	78737	512-922-5395		bross@gnsi.net
Greater Dallas Asian American Chamber of Commerce	11171 Harry Hines Blvd, #115	Dallas	75229	972-241-8250	972-241-8270	chott@gdaacc.com
Greater Dallas Korean Chamber of Commerce		Dallas		972-484-5115	972-481-9603	admin@koreanchamber.org
Hispanic Contractors of DFW	2818 Ruder St	Dallas	75212	214-954-1088	214-954-1098	
Black Contractors Association		Dallas		214-260-9357		info@bcadallas.org
DFW Minority Business Development		Dallas		214-688-1612	214-688-1753	lcrawford@dmbdc.com
African Chamber of Commerce of DFW		Dallas		214-421-6155	214-421-6158	accdfw@juno.com
DFW Minority Business Development Council		Dallas		214-630-0747	214-637-2241	Bill@dfwmbdc.com
Fort Worth Women's Business Center		Fort Worth		817-871-6006	817-871-6031	mtippen@fwbac.com
Taiwanese Chamber of Commerce of DFW		Fort Worth		817-261-6668		
Odessa Plan Room	2706 Henderson Ave	Odessa	79764	432-337-0912	432-580-0910	
El Paso Community College Contract Opportunities Ctr		El Paso		915-831-7747	915-831-7755	pabloa@epcc.edu
Hispanic Contractors de San Antonio	4047 Naco Perrin, Ste 201-B	San Antonio	78217	210-444-1100	210-444-1101	info@hcsa.com
Alamo Asian American Chamber of Commerce	12758 Cimarron Path, Ste 118	San Antonio	78249	210-641-6003	210-641-8279	echan@unitech.com
Chamber of Commerce		Tyler		903-593-2004		tgm@tedc.org
Concho Valley Plan Room	818 N. Bell	San Angelo	76905	325-655-3539	325-653-3757	
Central South Texas Minority Business Council	912 Bastrop Hwy, Ste 101	Austin	78741	512-386-8766	512-386-8988	dinah@cstmbsc.org
Texas Association of Mexican American Chambers of Commerce		Austin		512-444-5727	512-444-4929	carlosm@tamacc.org
American Indian Chamber of Commerce of Texas	10425 Olympic Drive	Dallas	75220	214-352-6005	214-357-9435	
American Indian Chamber of Commerce of Texas	1205 Country Club Lane	Fort Worth	76112	817-429-2323	817-451-3575	

<i>Selected List of HUB Resources on Web</i>		
<u>Agency/Organization</u>	<u>Resource</u>	<u>Web Site</u>
Texas Association of African American Chambers of Commerce:	Listing of African American chambers in Texas	http://www.taaacc.org
Texas Association of Mexican American Chambers of Commerce:	Listing of Hispanic Chambers in Texas	http://www.tamacc.org/chambers/index.html
Texas Women's Chamber of Commerce:	Database of selected women owned businesses	www.womenschambertexas.com
Texas Asian Chamber of Commerce:	Database of selected Asian owned businesses	www.txasianchamber.org
Greater Dallas Asian American Chamber of Commerce:	Database of selected Asian owned businesses	www.gdaacc.com
Austin Asian-American Chamber of Commerce	Database of selected Asian owned businesses	www.austinaacc.org
Tarrant County Asian American Chamber of Commerce:	Database of selected Asian owned businesses	www.tcaacc.org
(Houston) Asian Chamber of Commerce:	Database of selected Asian owned businesses	www.asianchamber-hou.org
U. S. Department of Commerce Minority Business Development Agency	Listing of minority business development centers	http://www.mbda.gov/?section_id=1&parent_bucket_id=151&content_id=2267

<i>Plan Rooms</i>						
<u>Organization</u>	<u>Address</u>	<u>City</u>	<u>ZIP</u>	<u>Phone</u>	<u>FAX</u>	<u>Contact</u>
City of Austin Dept. of Small & Minority Business Resources Office	4100 Ed Bluestein Blvd.	Austin	78721	512-974-7799	512-974-7622	Devetta Martinez
Austin Black Contractors Association	4100 Ed Bluestein Blvd.	Austin	78721	512-927-8290	512-467-9808	Carol Hadnot
D/FW Minority Business Development Council	1000 Stemmons Tower South 2720 Stemmons Freeway	Dallas	75207	214-630-0747	214-637-2241	Bill Hunter
City of San Antonio Small Business Outreach	1901 South Alamo, Ste 283	San Antonio	78204	210-207-3900	210-207-3909	Courtney McClure
Houston Minority Business Development Center	2900 Woodridge, Ste 310	Houston	77087	713-644-0821	713-644-3523	Milton Thibodeaux
Austin Minority Trades Association	4100 Ed Bluestein Blvd.	Austin	78721	512-927-8290	512-467-9808	Joe Vera
Asian Construction Trades Association	4100 Ed Bluestein Blvd.	Austin	78721	512-926-5400	512-926-5410	Thang Bu
Dallas Associated General Contractors	11111 Stemmons Freeway	Dallas	75229	972-247-9962	972-247-1930	
El Paso Community College Contract Opportunities Center	1359 Lomaland, Room 521	El Paso	79935	915-831-7747	915-831-7755	Paul Armendariz
McGraw Hill Construction	9155 Sterling, Ste 160	Irving	75063	214-819-1400	972-819-1409	
El Paso Hispanic Chamber of Commerce	201 E. Main St., Ste 100	El Paso	79901	915-566-4066	915-566-9714	Cindy Ramos-Davidson
Houston Associated General Contractors	3825 Dacoma St.	Houston	77092	713-843-3700	713-843-3701	
San Antonio Associated General Contractors	10806 Gulfdale	San Antonio	78216	210-349-4921	210-349-4017	
McGraw Hill Construction	4101 Greenbriar, Ste 320	Houston	77098	713-529-4895	713-524-7639	
Builders Exchange of Texas, Inc.	4047 Naco Perrin	San Antonio	78216	210-564-6900	210-564-6901	
Rio Grande Valley Associated General Contractors	6918 W. Expressway 83	Harlingen	78552	956-423-4091	956-423-0147	Perry Vaughn
South Texas Minority Business Opportunity Committee	2412 S. Clossner	Edinburg	78539	956-292-7555	956-292-7561	Johnny Cisneros
Texas Center for Border Economic & Enterprise Dev. (CEED)	301 Mexico Blvd. Room F6A	Brownsville	78520	956-548-8741	956-548-8750	Rosalie Manzano