

REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGER-AT-RISK

The University of Texas at Dallas
Student Housing Living/Learning Center, Phase II
RFP No.: 302-556

RFP Posting Date: 03/12/10
RFQ Submission Due Date: 04/02/01



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REQUEST FOR PROPOSALS FOR
CONSTRUCTION MANAGER-AT-RISK
The University of Texas at Dallas
Student Housing Living/Learning Center, Phase II
RFP No.: 302-556

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

- 1.1 **GENERAL INFORMATION:** The University of Texas System (“Owner”) and The University of Texas at Dallas are soliciting proposals (“Proposals”) for selection of a Construction Manager at Risk firm for the Student Housing Living/Learning Center, Phase II (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Proposals.
- 1.1.1 This Request for Proposals (“RFP”) is the first step in a two-step process for selecting a Construction Manager at Risk firm for the Project as provided by Texas Education Code §51.782(e). The RFP provides the information necessary to prepare and submit Proposals including fee proposals and general conditions prices. The Owner will rank the Proposals in the order that they provide the “best value” for the Owner based on the published selection criteria and on the ranking evaluations.
- 1.1.2 In the second step of the process, Interviews, the “most” qualified respondents will be requested to attend an interview with the Owner to confirm their Proposal and answer additional questions. The Owner will then rank the remaining “most” qualified respondents in order to identify a “best value”.
- 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.
- 1.2.1 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Standard Construction Management at Risk Agreement, a copy of which is attached to this RFP.
- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFP that materially affect or change its requirements will be issued by the Owner as an addendum. All such addenda issued by the Owner before the Proposals are due are part of the RFP, and respondents shall acknowledge receipt of and incorporate each addendum in its Proposal.
- 1.4.1 Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline shall be considered by respondents. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 SUBMISSION OF PROPOSALS:

1.5.1 DEADLINE AND LOCATION: The Owner will receive Proposals until at

April 02, 2010 at 2:30 pm local time

The University of Texas System Office of Facilities Planning and Construction
880 Synergy Park Blvd.
Richardson, TX 75080

Proposals shall be addressed to the Point-of-Contact person identified in Section 1.6 of the previously issued RFQ.

1.5.2 Submit seven (7) identical copies of the Proposal.

1.5.3 Late received Proposals will be returned to the respondent.

1.5.4 The Owner will not acknowledge or receive Proposals that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

1.5.5 Properly submitted Proposals will not be returned to respondents.

1.5.6 Proposal 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 RFP number, and the name and return address of the respondent.

1.5.7 Properly submitted Proposals will be opened publicly and the names of the respondents will be read aloud.

April 02, 2010 at 04:30 pm local time

The University of Texas at Dallas
UTD Facilities Management Training Room 1.502
800 West Campbell Road
Richardson, TX 75080

1.6 POINT-OF-CONTACT: The Owner designates the following person, as its representative and Point-of-Contact for this RFP. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFP, including questions regarding terms and conditions, to the Point-of-Contact person.

Jeremy Head – Project Manager
The University of Texas System
Office of Facilities Planning and Construction
880 Synergy Park Blvd.
Richardson, TX 75080
Phone: 972-883-5315
Fax: 972-883-5369
e-mail: jhead@utsystem.edu]

1.7 EVALUATION OF PROPOSAL: The evaluation of the Proposals shall be based on the Respondent's actual Pre-Construction Phase Fee, Construction Phase Fee, General Conditions

and other requirements as described in this RFP. All properly submitted Proposals will be reviewed, evaluated, and ranked by the Owner.

- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Proposals 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 Proposals and re-solicit for new Qualifications, or to reject any and all Proposals 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 RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Proposal in response to this RFP, respondent accepts the evaluation process and acknowledges and accepts that determination of the "best value" firm 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 RFP shall be at the sole risk and responsibility of the respondent.
- 1.11 PRE-SUBMITTAL CONFERENCE: A pre-submittal conference will be held at the time and location described below.

March 25, 2010 at 10:00 am local time

The University of Texas at Dallas
UTD Facilities Management Training Room 1.502
800 West Campbell Road
Richardson, TX 75080

- 1.11.1 A guided tour of the Student Housing Living Learning Center, Phase II project site will be included as a part of the conference agenda. This may be the only opportunity for potential respondents to view the Project site before the submittal of Proposals. Attendance at the pre-submittal conference is optional.
- 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 Proposal.
- 1.13 HISTORICALLY UNDERUTILIZED BUSINESSES SUBMITTAL REQUIREMENTS: It is the policy of The University of Texas System, and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, the Office of Facilities Planning and Construction (OFPC) has adopted Exhibit H, Policy on Utilization of Historically Underutilized Businesses (See attached). The Policy applies to all contracts with an expected value of \$100,000 or more. If OFPC determines that subcontracting opportunities are probable, then a HUB Subcontracting Plan is a required element of the Proposal. Failure to submit a required HUB Subcontracting Plan will result in rejection of the Proposal. Editable versions of the HUB Subcontracting Plans are available on The University of Texas System's website at <http://www.utsystem.edu/hub/hubforms.html>.

1.13.1 STATEMENT OF PROBABILITY

The University of Texas System, Office of Facilities Planning and Construction (OFPC), has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part of the respondent's Proposal. The respondent shall develop and administer a HSP as a part of the respondent's Proposal in accordance with the OFPC Policy on Utilization of Historically Underutilized Businesses (HUB), Exhibit H.

- 1.13.2 Refer to Exhibit H, Policy on Utilization, Historically Underutilized Business (attached) and the Summary of Requirements for a detailed list of attachments required with the Proposal. Editable versions of the HUB Subcontracting Plans are available on The University of Texas System website at <http://www.utsystem.edu/hub/hubforms.html>.
- 1.13.3 The "Statement of Probability" determines the probability for subcontracting opportunities. This determination will clarify which attachments, detailed in Figure 1, will be required to be completed and returned.
- 1.13.4 Submit one original and one copy of the HUB Subcontracting Plan **in a separate attachment apart from the submittal of Proposal**.
- 1.13.5 **DEADLINE AND LOCATION:** HUB submissions will be received at the time and location described below.

April 02, 2010 at 2:30 pm local time

Christi Johnson – Senior HUB Coordinator
The University of Texas System
1616 Guadalupe, Suite 7.312B
Austin, TX 78701

- 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 University of Texas System. 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 REQUIRED NOTICES OF WORKERS' COMPENSATION INSURANCE COVERAGE: The Texas Workers' Compensation Commission has adopted a new rule, 28 TAC, sec. 110.110, relating to REPORTING REQUIREMENTS FOR BUILDING OR CONSTRUCTION PROJECTS FOR GOVERNMENTAL ENTITIES. The rule applies to all building or construction contracts advertised for bid on or after September 1, 1994. The rule implements sec. 406.096, Texas Labor Code, which requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity. The requirements of the rule are set forth in the Uniform General and Supplementary General Conditions for University of Texas System Building Construction Contracts.
- 1.18 PREVAILING WAGE RATE DETERMINATION: Respondents are advised that the Texas Prevailing Wage Law will be administered in accordance with the policies and procedures set forth in the U. T. System document, entitled "Prevailing Wage Guidelines." A copy is attached to the Special Conditions. The penalty for violation of prevailing wage rates has been increased from \$10.00 per underpaid worker per day or portion thereof to \$60.00.
- 1.19 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.
- 1.20 OFPC POLICY REGARDING RECEIVING BENEFITS, GIFTS AND HONORARIA: This administrative OFPC policy defines, and in most cases restricts, the benefits, gifts, honoraria and other entertainment activities all OFPC staff may be exposed to, and supplements any provisions of state law or UT System rule or policy that is less restrictive. The policy covers "Conflicts of Interest" not allowed and items typically allowed. OFPC recommends that all respondents review the policy, which is attachment 5.6 to this RFP, and endeavor to use appropriate judgment related to the requirements and actions defined in the policy, during both the procurement phase and the contracting phase.

SECTION 2 – EXECUTIVE SUMMARY

2.1 HISTORICAL BACKGROUND:

The University of Texas at Dallas was created in 1969 on the foundation of the Graduate Research Center of the Southwest, a center for advanced studies established in 1961 by the founders of Texas Instruments. The University grew in a top-down manner, first offering doctoral and master's degrees, and then accepting junior and senior undergraduate students in 1976. U. T. Dallas was expanded in 1989 to enroll freshman and sophomore students.

U. T. Dallas has two parallel missions: a mandate to achieve preeminence in undergraduate math, science and engineering education in north Texas, as well as continuing its traditional role of

providing ongoing professional education to local adult students. The University also operates the Callier Center for Communication Disorders, a research, teaching, and treatment organization located adjacent to the U. T. Southwestern Medical Center in Dallas. The Callier Center provides clinical services, educational services, cultural and social activities and conducts research to serve the needs of those with communication disorders.

The total lands controlled by U. T. Dallas include approximately 700 acres; of this total, 460 acres are considered to be the general limit of “campus” development. The remainder will be strategically subdivided and sold over time to increase the University’s endowment. The campus design theme is based on pre-cast concrete buildings with bronze glass and bronze aluminum frames. Buildings are low-rise and spaced with pedestrian malls and landscaped areas in between. The campus master plan, just recently completed, was designed to respond to changing emphases and priorities of the University and serves as a guide to future decision-making. Because the plan illustrates the campus of 2027 or beyond, it can be phased, with the intermediate increments of development yielding a functional and attractive U. T. Dallas.

As the student population of U. T. Dallas expands (currently about 15,700), the campus is changing to meet student needs. Many U. T. Dallas students are married, have a family, and work full time. More than 40 percent are graduate students.

Academics are an integral part of the institution's heritage. Beginning with space sciences, geosciences, and biological sciences at U. T. Dallas’ predecessor institution, the Southwest Center for Advanced Studies, the University has extended its research program into the arts and humanities, engineering and computer science, general studies, human development, management, natural sciences and mathematics, and social sciences. Freshman admission standards, set by the State Legislature, are among the highest in the U. T. System as U. T. Dallas continues to stress a rigorous and demanding curriculum for all of its students.

2.2 MISSION STATEMENT:

The University of Texas at Dallas is a comprehensive research, teaching, and public service institution whose mission is the advancement of knowledge and the pursuit of excellence. The University is committed to the promotion of lifelong learning through its academic and continuing education programs and to the formation of good citizenship through its community service learning programs. The diverse student body shares a wide range of cultural values and the University community fosters unity of purpose and cultivates mutual respect.

2.3 PROJECT DESCRIPTION, SCOPE AND BUDGET:

150,000 +/- GSF new facility located on university-owned property on the campus of The University of Texas at Dallas, this project will provide housing, support amenities, and parking for approximately 404 students including residence staff. This multi-story wood frame, masonry and stucco structure will accommodate an appropriate mix of 3 single bedroom/1-bath suites for students and 1-bedroom/1-bath efficiencies for resident assistants. The single-person efficiencies for resident assistants will be equally located throughout the project.

Suites are to include shared entry, living area, shower, toilet, and vanity with three sinks. All units will be without kitchens. Each suite entry door shall be equipped with key card access and a 180 degree sight door viewer. Each shared living area shall have one window (minimum); phone, cable, data and convenience electrical receptacles; a fixed counter in an alcove with its own phone, cable, data and convenience electrical receptacles. Natural gas shall supply the heating water systems.

Suites are to include private sleeping rooms for each individual occupant with an exterior window, built-in shelves (4'-6" wide x 2'-0" deep) and a closet (minimum 4'-0" wide). Each sleeping room shall be large enough to accommodate an extra-long twin bed (85" frame), a single-person dresser (3 feet wide) and a desk (4'-6" wide x 2'-6" deep); and doors shall fully swing clear of required furniture. Privacy locksets are to be included on bedroom and closet doors. Phone, cable, data and convenience electrical receptacles are to be included in each sleeping room. All partitions will be soundproofed.

Shared bathrooms shall include privacy locksets on all bathroom entrance doors; in-wall blocking at all toilet accessory locations; and continuous exhaust ventilation from bathroom to the exterior.

Single-person apartments are to be similar in amenity on all, reasonable points to the suites.

In addition, indoor community and outdoor recreation amenities will be included. These may include, but are not limited to, a game room with a lounge area, full accessory kitchen, and an outdoor sport court.

The built improvements for this project are to include as part of their base; solid wood doors in metal frames; single-hung windows with double pane, tinted glass; a fully-functioning fire alarm system with sound and visual devices in each sleeping room and each common area; and domestic water temperature controls that protect against extreme temperature surges. The apartments and covered common areas shall be fully sprinkled. Convenience electrical receptacles are to be located every 8 linear feet.

General site improvements and landscaping with irrigation should be expected as part of this project. This project will include parking to accommodate 240 +/- vehicles; and the finish surface of the parking lot(s) will be concrete with the necessary striping, signage, curbs and stops. Designated parking spaces for handicapped vehicles, including vans will meet code minimums and will be appropriately located throughout the project. This project will include drives, road way improvements and intersections to meet vehicle demands

The built improvements for this project will be required to comply with The University of Texas System, Office of Facilities Planning & Construction Owner's Front End Documents as well as the most recently released editions of the International Building Code, International Mechanical Code, International Plumbing Code, National Fire Protection Association National Fire Codes, with emphasis on NFPA 101, Life Safety Code, Texas Accessibility Standards, the International Energy Conservation Code, and the Alternative Energy provisions of Section 2166.403, Title 10, Texas Government Code. Walks and ramps are to be ADA compliant. Refer to the Facility Program for additional requirements.

The Preliminary Project Cost (PPC) for this project is \$31,000,000. The PPC includes a Construction Manager's Budget Limitation (CMBL) of \$24,750,000. The Construction Cost Limitation (CCL) established for the Architect/Engineer is \$23,200,000. Fees, furnishings, equipment, other work, miscellaneous expenses, and contingencies make up the balance of the PPC.

2.4 FACILITY PROGRAM: The Owner has included a Facility Program for the Student Housing Living Learning Center, Phase I as an attachment to this RFP for reference only.

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

- Owner conducts Pre-Submittal Conference Refer to Section 1.11

▪ Owner receives Request For Proposals	04/02/10
▪ Owner interviews Respondents	04/20/10
▪ Owner executes Agreement	05/11/10
▪ Owner authorizes start of Design Documents	03/15/10
▪ Owner approves Design Development Documents	05/13/10
▪ Owner requests Guaranteed Maximum Price Proposal	06/11/10
▪ Owner issues Notice to Proceed for Construction	07/02/10
▪ Owner accepts Substantial Completion of Construction	07/01/11
▪ Owner Coordinates Furnishings Move-In	07/01/11
▪ Construction Manager achieves Final Completion of Construction	07/29/11
▪ Owner Achieves Operational Occupancy	08/01/11

- 2.6 OWNER'S SPECIAL CONDITIONS: The Owner requires full compliance with specification Division 0: Contract Requirements and Division 1: General Requirements. These specifications shall be a part of the Agreement (attached).

SECTION 3 – REQUIREMENTS FOR PROPOSAL

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

3.1 CRITERIA ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS, AVAILABILITY TO UNDERTAKE THE PROJECT, PRE-CONSTRUCTION PHASE SERVICES, CONSTRUCTION PHASE SERVICES AND PROJECT EXECUTION PLAN FOR THIS PROJECT

- 3.1.1 Provide a statement of interest for the Project including a narrative describing the respondent's unique qualifications as they pertain to this particular Project.
- 3.1.2 Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the Project.
- 3.1.3 Provide the respondent's primary contact information for this procurement process.
- 3.1.4 Describe your Construction Management and Execution plan and provide a detailed list of all Preconstruction Services you will provide to the Owner and the Architect/Engineer on this Project (including those outlined in Article 4.2 of the Agreement and the Constructability Guidelines). Specifically list the deliverables by line item with start and finish dates and associated review times.
- 3.1.5 Provide resumes of the Construction Manager at Risk team that will be directly involved in the Project, including their experience with similar projects, the number of years with the firm, and their city(s) of residence.
- 3.1.6 Confirm in graphic form the proposed Project assignments, lines of authority and communication for each member and the estimated percent of time these individuals will be involved in this Project for Pre-Construction Services and Construction Services. Specifically, the project team that will be permanently assigned to the site and responsible for the day-to-day operations of the construction phase services. Include resumes of all positions identified with the assigned person and their respective experience. TBD's are not acceptable.

3.1.6.1 List specific meetings you anticipate your full team to be in attendance.

- 3.1.7 Describe your Bid/Proposal Package Strategy for procuring Cost of the Work from subcontractors, vendors, suppliers, etc. Provide an example bid evaluation form that shows all of the applicable work elements associated with a typical bid package including self-performed work.
- 3.1.8 Describe your procedures, objectives and personnel responsible for reviewing design and construction documents and for providing feedback regarding cost, schedule and constructability to the A/E and the Owner on this Project.
- 3.1.9 Describe your process for attracting qualified and experienced mechanical, electrical and plumbing subcontractors to submit proposals for this project.

3.2 CRITERIA TWO: RESPONDENT'S ABILITY TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES AND CONSTRUCTION PHASE SERVICES

3.2.1 Provide the following information on your firm for the past **five** (5) fiscal years:

Volume

- Annual number, value and percent change of contracts in Texas per year;
- Annual number, value and percent change of contracts nationally per year;

Revenues

- Annual revenue totals and percent change per year;

Bonding

- Total bonding capacity;
- Available bonding capacity and current backlog;

- 3.2.2 Attach a letter of intent from a surety company indicating your firm's ability to bond for the entire construction cost of the project. The surety shall acknowledge that the firm may be bonded for each stage/phase of the project, with a potential maximum construction cost of **\$24,750,000**. Bonding requirements are set forth in Article 17 of the Agreement and the Uniform General and Supplementary General Conditions for University of Texas System Building Construction Contracts
- 3.2.3 Identify if your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity? If so, please explain the impact both in organization and company direction.
- 3.2.4 Provide details of any past or pending litigation, or claims filed, against your firm that may affect your performance under a Contract with the Owner.
- 3.2.5 Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If so, 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 detailed list of all Construction Services you will provide to the Owner and the Architect/Engineer (A/E) on this Project (including those outlined in Articles 4 and 8 of the Agreement).
- 3.2.8 Describe what you perceive are critical construction issues for this Project and address how you plan to minimize each issue's risk. In addition identify what you see as "constraints" to the project.
- 3.2.9 Describe your ability and desire to self-perform work on this Project, and the method for determining yourself as the "best value" through a competitive proposal process. Identify your bid and procurement process as well as where and when you would use a NTE with Time & Materials tracking for self-performed work.

3.3 CRITERIA THREE: RESPONDENT'S ABILITY TO MANAGE CONSTRUCTION SAFETY RISKS AND SAFETY MANAGEMENT PROGRAM FOR THIS PROJECT

- 3.3.1 Briefly describe the firm's approach for anticipating, recognizing and controlling safety risks and note the safety resources that the firm provides for each project's Safety program.
- 3.3.2 Describe the level of importance for Enforcement and Support of Project Safety that the firm includes in performance evaluations for Superintendents and Project Managers.
- 3.3.3 Describe the Safety and Insurance/Claims History information and weighting that the firm includes in the submission and award process for "best value" Subcontracts.
- 3.3.4 Does the firm or any other company within the same holding group of companies self-perform any work beyond General Conditions?
- 3.3.5 Identify your proposed safety management team (Project Safety Coordinator and Project Safety Assistant(s) for Construction Services. Detail their previous experience dedicated solely to construction safety and project safety management. Include time spent in safety positions, primary duties, formal education, and continuing education as they relate to construction safety. Response must clearly demonstrate that the proposed candidate for each position meets or exceeds all stated requirements in the current Project Safety Specification.
- 3.3.6 Detail how your firm holds key field staff (Project Superintendent, Project Manager, Field Supervision, Project Safety Assistant(s), and the Project Safety Coordinator) accountable for project safety performance. Include details of how each is evaluated, recognized for safety performance, and how your firm promotes a positive safety culture. Provide examples of how lessons learned are disseminated throughout your organization and how safety incidents are handled at the project level.
- 3.3.7 Detail your firm's requirements, evaluation process, and final selection criteria as they relate to Sub-tier Contractor's safety programs, processes, and performance.
- 3.3.8 Detail your firm's annual OSHA Recordable Incident Rate (RIR), OSHA Days Away From Work Rate (DAFWR), and the Insurance Premium Experience Modifier Rate (EMR) for all work performed during the past three (3) calendar years. Detail all incidents on any project that your firm managed or co-managed that resulted in an occupational death, explosion, fire, water damage, or collapse of a temporary or permanent structure.

3.4 CRITERIA FOUR: RESPONDENT'S ABILITY TO ESTABLISH BUDGETS, ESTIMATING AND COST CONTROL MEASURES FOR THIS PROJECT

- 3.4.1 Identify the proposed cost control team for Pre-Construction and Construction Services, their duties, city(s) of residence, estimating system, and GMP cost control system for this Project. Include resumes and confirm their time commitment to this project.
- 3.4.2 Describe your fiduciary responsibility as a Construction Manager at Risk using Guaranteed Maximum Price contracts for publicly funded projects.
- 3.4.3 Describe your project estimating system for developing the GMP Proposal and how you will monitor and track these costs on the OFPC Standard Schedule of Values Format as described in Owner Specification Section 01 31 00 during the procurement and payment process.
- 3.4.4 Describe how the cost control team will ensure the executed Guaranteed Maximum Price (GMP) Proposal will be within the Owner's budget on this Project.
- 3.4.5 Describe your methodology for working with the Project Architect/Engineer and their consultants to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the remaining design and construction process.
- 3.4.6 The Owner will require a GMP prior to 50% completion of the Construction Documents. Describe your process for ensuring that the scope, cost and schedule assumptions will arrive at a "complete" GMP Proposal for this Project.
- 3.4.7 Provide a complete explanation of your work procurement and buy-out tracking process as well as the management of CM contingency through the completion of Construction Phase Services, with release milestones clearly identified in the submitted project schedule provided in response to question 3.5.4. At what point in time do you identify the savings to be returned to the Owner? Describe the contingency percentage (%) you will propose in the GMP and buy-out.
- 3.4.8 Describe your plans for establishing, tracking, reporting and payment of the GMP and possible future changes on this Project.
- 3.4.9 Describe your philosophy regarding Payment and Performance bonds required by the Owner on this project, and the bonds your firm requires of subcontractors.

3.5 CRITERIA FIVE: RESPONDENT'S PROJECT PLANNING AND SCHEDULING FOR THIS PROJECT

- 3.5.1 Identify the specific resources (i.e. personnel, hardware, software, etc.) to be used on this Project with respect to Owner's Specification Section 01 32 00. Describe how you will develop, maintain and update the project schedule during construction.
- 3.5.2 The Owner will require all building MEP, fire alarm and fire protection systems to be tested, commissioned and operational thirty (30) days prior to substantial completion. Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary.
- 3.5.3 Provide resumes, indicating the scheduling experience of all personnel responsible for establishing and updating the project schedule, and their city(s) of residence for this Project.

- 3.5.4 Provide (**as a separate BOUND attachment from this RFP**) a Primavera CPM Milestone schedule for this Project as described in Owner Specification Section 01 32 00 using the Project Planning Schedule in this RFP and identify specific critical process, phases, milestones, approvals, and procurements anticipated including but not limited to foundation completion, primary utilities, framing completion, structural top-out, building dry-in (including air on), drywall tape/float, primary power and systems commissioning. Clearly identify the 20% Total Project Float required during the Construction Phase.
- 3.5.5 As the Project Scheduler, describe your philosophy regarding establishment and use of Total Project Float on this Project to achieve the Owner's required Substantial Completion date. Describe how weather days and float days will be routinely communicated to the Owner and the corrective actions put in place to maintain the schedule.
- 3.5.6 Describe your plan, if any, for improving the Owner's proposed construction schedule. If you propose to improve the schedule, describe the impact on quality of services, materials or workmanship that may occur.
- 3.5.7 Understanding the schedule limitations, provide an analysis (separate of schedule submission question 3.5.4) of the Owner's project planning schedule in Section 2.5 of this RFQ and describe your plan for communicating constructability, phasing, value engineering and other budget options in a form that will quickly facilitate the Owner's decision making.

3.6 CRITERIA SIX: RESPONDENT'S QUALITY CONTROL AND COMMISSIONING PROGRAM FOR THIS PROJECT

- 3.6.1 Identify the quality control and commissioning team, their duties, city(s) of residence and their objectives for this Project.
- 3.6.2 Describe your quality assurance program. Explain the methods used to ensure quality control during the Construction phase of a project.
- 3.6.3 Describe how your quality control team will measure the quality of construction and commissioning performed by mechanical, electrical and plumbing subcontractors as required by Owner Specification Sections 01 45 00, 01 91 00 and 01 77 00 on this Project, and how will you address non-conforming work.
- 3.6.4 Describe how your quality control team will measure the quality of construction performed by trade contractors on this Project, and how will you address non-conforming work. Specifically address waterproofing, glazing, curtain wall and roofing systems.
- 3.6.5 Describe your procedures for implementing industry's "best practices" as defined by the Construction Industry Institute and similar organizations for:
- Establishing and tracking project objectives
 - Using project scope definition resources (i.e. Project Definitions Rating Index (PDRI) in order to obtain complete and accurate design and construction documents from the A/E
 - Partnering
 - Cost tracking
 - Change (order) management systems
 - Total quality management for each phase, including close-out and commissioning

3.7 CRITERIA SEVEN: REPENDENT'S GENERAL UNDERSTANDING OF THE U.T. SYSTEM CM-R AGREEMENT

- 3.7.1 Describe your interpretation of the Agreement with respect to the Owner's responsibility for payment of the GMP line items and costs within those line items.
- 3.7.2 Describe your fiduciary responsibility to the Owner (as a public agency) for tracking all construction costs and contingencies on this Project.
- 3.7.3 Describe your philosophy for maximizing Project scope for the Owner during Preconstruction Services, minimizing risk to yourself, and identifying when savings can be returned to the Owner during construction.
- 3.7.4 Identify any terms of the Agreement that you will ask to change before signing The U.T. System Construction Manager at Risk Agreement.
- 3.7.5 Describe your methods for advertising, receiving proposals, awarding contracts and paying trade contractors on this Project, including review by the Owner, with respect to Owner's Specification Section 01 31 00

3.8 CRITERIA EIGHT: RESPONDENT'S PAST PERFORMANCE ON REPRESENTATIVE CM-R PROJECTS

- 3.8.1 Identify and describe the proposed Team's past experience for providing Construction Manager at Risk Services that are MOST RELATED TO THIS PROJECT within the last five (5) years. 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) of project site plans, floor plans, unit/suite floor plans (if applicable), and interior / exterior perspectives
- Initial Construction Cost and Final Construction Cost Including Change Orders
- Final project size in assignable and gross square feet
- Type of construction (new, renovation, or expansion)
- Actual Notice To Proceed for Pre-Construction Services
- Actual Notice To Proceed, Substantial Completion, and Final Payment dates for Construction Services
- Number of Beds
- Number of Units
- Number of Buildings
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Superintendent (individual responsible for coordinating the day to day work)
- Names of Mechanical, Plumbing and Electrical subcontractors

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
- Architect/Engineer's name and representative who served as the day-to-day liaison during the 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 RFP process.

3.9 CRITERIA NINE: RESPONDENT'S PAST PERFORMANCE ON U.T. SYSTEM PROJECTS

- 3.9.1 Identify and describe the proposed Team's past experience for providing Construction Management at Risk Services on University of Texas System projects within the last five (5) years.

If the respondent has not previously provided Construction Manager at Risk services for The University of Texas System, then identify and describe the respondent's past performance on Construction Manager at Risk projects for "major" institutions of higher education (or similar) within the last five (5) years.

In either case above, provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Initial and Final Construction Cost Including Change Orders
- Final project size in assignable and gross square feet
- Type of construction (new, renovation, or expansion)
- Actual Notice To Proceed for Pre-Construction Services
- Actual Notice To Proceed, Substantial Completion, and Final Payment dates for Construction Services
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Superintendent (individual responsible for coordinating the day to day work)
- Names of Mechanical, Plumbing and Electrical subcontractors

3.10 CRITERIA TEN: RESPONDENT'S WARRANTY AND SERVICE SUPPORT PROGRAM FOR THIS PROJECT

- 3.10.1 Describe your warranty service support philosophy and warranty service implementation plan for this Project.
- 3.10.2 Describe how you will measure the quality of service provided to the Owner for this Project.
- 3.10.3 Provide reference letters from three (3) Owners identified in Sections 3.4 or 3.5 of the previously issued RFQ that describe your response to, and performance on, warranty services AFTER substantial completion.

3.11 CRITERIA ELEVEN: REPONDENT'S EXECUTION OF OFFER AND PRICING AND DELIVERY PROPOSAL

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

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

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED PROPOSAL OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S PROPOSAL, 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.

- 3.11.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for Proposals and is not a contract or an offer to contract; (2) the submission of Proposal by Respondent in response to this RFP 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 RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.
- 3.11.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Proposal, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.
- 3.11.3 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 Proposal.
- 3.11.4 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.
- 3.11.5 By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner 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 Qualifications made to any competitor or any other person engaged in such line of business.
- 3.11.6 By signature hereon, Respondent represents and warrants that:
 - 3.11.6.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;
 - 3.11.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;
 - 3.11.6.3 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;

- 3.11.6.4 Respondent understands (i) the requirements and specifications set forth in this RFP and (ii) the terms and conditions set forth in the Contract under which Respondent will be required to operate;
- 3.11.6.5 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
- 3.11.6.6 All statements, information and representations prepared and submitted in response to this RFP 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.
- 3.11.7 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP 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 Proposal.
- 3.11.8 By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Respondent as defined in Rule 1 TAC 111.2.
- 3.11.9 By signature hereon, Respondent certifies as follows:
 - 3.11.9.1 "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."
 - 3.11.9.2 "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."
 - 3.11.9.3 "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."
- 3.11.10 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 University of Texas component, or Respondent has not been an employee of any University of Texas component within the immediate twelve (12) months prior to your RFP response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.
- 3.11.11 By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP. (ref. Section 2155.004 Texas Government Code).

- 3.11.12 Respondent represents and warrants that all articles and services quoted in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.
- 3.11.13 By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 3.11.14 By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Respondent's Proposal.
- 3.11.15 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 Proposal, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.
- 3.11.16 By signature hereon, Respondent certifies that no member of the Board of Regents of The University of Texas System, or the Executive Officers of the University of Texas System or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

3.11.17 Execution of Offer: RFQ No. 302-556

The Respondent must complete, sign and return this Execution of Offer as part of their 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 each person who owns at least 25% of the Respondent's business entity by name:

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Fax Number)

(Authorized Signature)

(Date)

3.11.18 Complete the attached "Pricing and Delivery Proposal" form.

Proposal of: _____
(Respondent's Company Name)

To: Colleen McHugh, Chairman
The Board of Regents
The University of Texas System
Austin, Texas 78701

Project Name: Student Housing Living/Learning Center, Phase II

RFP No.: 302-556

Having carefully examined all the requirements of this RFP, the proposed form of Agreement, and any attachments to them, the undersigned proposes to furnish Construction Manager-At-Risk services as required for this Project on the following terms. *Note that the original version of the contract issued with the RFP may be different in Article 24 regarding the use of the CCL verses the GMP for the basis of the construction cost. The actual contract will use these terms:*

3.11.19 ESTABLISHMENT OF THE CONSTRUCTION MANAGER'S BUDGET LIMITATION: The Owner has established a Construction Manager's Budget Limitation (CMBL) amount of \$24,750,000, which includes the Pre-Construction Phase Fee and the Construction Services Anticipated Guaranteed Maximum Price Proposal.

3.11.20 RESPONDENT'S PRE-CONSTRUCTION PHASE FEE: The Respondent shall identify a Pre-Construction Phase Fee, pursuant to Article 5 of the Agreement.

Respondent's Pre-Construction Phase Fee \$ _____

3.11.21 ESTABLISHMENT OF THE ANTICIPATED GUARANTEED MAXIMUM PRICE: Using the CMBL and the Respondent's Pre-Construction Phase Fee identified above, the Respondent shall identify the Anticipated Guaranteed Maximum Price (GMP), pursuant to Article 7 of the Agreement:

Construction Manager's Budget Limitation		\$ 24,750,000
Respondent's Proposed Pre-Construction Phase Fee (as identified above)	(less)	\$ _____
Remaining Balance for Anticipated Guaranteed Maximum Price (Anticipated GMP)	(equals)	\$ _____

- 3.11.22 RESPONDENT'S CONSTRUCTION PHASE FEE: Using the Anticipated GMP identified above, the Respondent shall identify a Construction Phase Fee percentage, pursuant to Article 14 of the Agreement:

Respondent's Proposed Construction Phase Fee Percentage _____ %
(included in the Anticipated GMP) (equals)

Respondent's Equivalent Estimated Construction Phase Fee
Amount *(percentage times the Anticipated GMP above)* \$ _____

- 3.11.23 RESPONDENT'S NOT-TO-EXCEED GENERAL CONDITIONS COSTS: Using the Project Planning Schedule included in this RFP, the Respondent shall identify a General Conditions not-to-exceed percentage amount as defined by Article 13 and Exhibit C of the Agreement, the Uniform General and Supplementary General Conditions for University of Texas System Building Construction Contracts, the Special Conditions, Owner Specification Sections 00 73 16, 01 31 00, 01 32 00, 01 35 23, 01 45 00, 01 57 23, 01 77 00, 01 91 00, 10 14 16.11.

Respondent's Proposed General Conditions Percentage _____ %
(equals)

Respondent's Equivalent Estimated General Conditions Amount
(percentage times the Anticipated GMP above) \$ _____

Total Construction Duration *(Notice To Proceed for Construction to Final Completion as identified in Section 2.5 of this RFP)* 12 months

- 3.11.23.1 Using the not-to-exceed General Conditions costs identified above, the Respondent shall identify all project management, bonds, insurance, field office and office supply costs for the Project as listed below:

<u>Allowable General Condition Line Item Category</u>		<u>Estimated Total Cost</u>
On-Site Project Management Staff	subtotal	\$ _____
Bonds and Insurance	subtotal	\$ _____
Temporary Project Utilities	subtotal	\$ _____
Field Offices & Office Supplies	subtotal	\$ _____

Estimated On-Site Project Management Staff and Rates

<u>Position</u>	<u>Quantity</u>	<u>Months</u>	<u>Monthly Salary Rate</u>
Project Executive	_____	_____	\$ _____
Project Manager	_____	_____	\$ _____
Superintendent(s)	_____	_____	\$ _____
Assistant Superintendent(s)	_____	_____	\$ _____

Project Engineer/Expeditor(s)	_____	_____	\$ _____
Field/Office Engineer(s)	_____	_____	\$ _____
Field Office Support Staff	_____	_____	\$ _____
CPM Scheduler	_____	_____	\$ _____
Safety	_____	_____	
Coordinator/Assistant(s)	_____	_____	\$ _____

3.11.24 ADDENDA: Receipt is hereby acknowledged of the following addenda to this RFP (initial if applicable).

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____ No. 6 _____

3.11.25 AWARD OF CONTRACT AND COMMENCEMENT OF SERVICES: The undersigned agrees to execute the Contract after notification that the Respondent has been identified by the Owner as the Respondent with the “best value” Proposal, and to commence services on or before the commencement date stated by the Owner in a Notice to Proceed. The Owner reserves the right to accept or reject and all Proposals and to waive proposal irregularities. Proposals shall be valid and not withdrawn for a period of ninety (90) days from the date of opening thereof.

3.11.26 Respectfully Submitted and Certified By:

(Respondent's Printed Name)

(Title)

(Authorized Signature)

(Date)

State of Texas Tax Account No. _____

SECTION 4 – FORMAT OF PROPOSALS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Proposals shall be prepared **SIMPLY AND ECONOMICALLY**, providing a straightforward, **CONCISE** description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on the **QUALITY**, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 Proposals shall be a **MAXIMUM OF SEVENTY FIVE (75) PRINTED PAGES**. The cover, table of contents, divider sheets, HUB Subcontracting Plan, project schedules, Execution of offer and Pricing and Delivery Proposal do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete Proposals will be considered non-responsive and subject to rejection.
- 4.1.4 Proposals and any other information submitted by respondents in response to this RFP shall become the property of the Owner.
- 4.1.5 Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.6 The Owner makes no representations of any kind that an award will be made as a result of this RFP. The Owner reserves the right to accept or reject any or all Proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in Owner's best interest.
- 4.1.7 Proposals shall consist of answers to questions identified in Section 3 of the RFP. It is not necessary to repeat the question in the Proposals; however, it is essential to reference the question number with the corresponding answer.
- 4.1.8 Failure to comply with all requirements contained in this Request for Proposals may result in the rejection of the Proposals.

4.2 PAGE SIZE, BINDING, DIVIDERS AND TABS:

- 4.2.1 Proposals 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 Proposals. Only the responses provided by the Respondent to the questions identified in Section 3 of this RFP will be used by the Owner for evaluation.
- 4.2.3 Separate and identify each criteria response to Section 3 of this RFP 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 the Qualifications.

4.4 PAGINATION:

4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).

SECTION 5 - ATTACHMENTS TO THE RFP

5.1 Agreement Between the Board of Regents, The University of Texas System, Owner, and Construction Management at Risk

5.1.1 Anticipated Contract Provisions for the CM Contract

5.2 Exhibit H: Policy on Utilization Historically Underutilized Businesses

5.3 Facility Program (reference only)

5.4 OFPC Standard Front End Specifications

5.4.1 Uniform General and Supplementary General Conditions for University of Texas System Building Construction Contracts (UGC) (current edition).

5.4.2 Owner’s Special Conditions with Attachments

5.4.3 Project Insurance (OCIP) Section 00 73 16

5.4.4 Project Safety Requirements Section 01 35 23

5.4.5 Project Planning and Scheduling Section 01 32 00

5.4.6 Project Administration Requirements Section 01 31 00

5.4.7 Project Quality Control Section 01 45 00

5.4.8 Temporary Storm Water Pollution Controls Section 01 57 23

5.4.9 General Commissioning Requirements Section 01 91 00

5.4.10 Project Closeout Procedures Section 01 77 00

5.4.11 Cast Bronze Dedicatory Plaque Section 10 14 16.11

5.5 Owner’s Design Guidelines (includes Constructability Guidelines)

5.6 Receiving Benefits Gifts and Honoraria - OFPC Supplemental Policy

5.7 Commissioning & Close-Out (C&C) Manual (electronic copy only)