

**RFQ No. 730/783-[NUMBER]**

**Request for qualifications**

**FOR**

**ARCHITECTURE AND ENGINEERING SERVICES**

**FOR**

**[PROJECT NAME]**

**AT THE [CAMPUS]**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **Date Issued:** |  | [Date] |
|  |  |  |
| **Pre-Submittal Conference:** |  | [Date] at [Time] |
|  |  |  |
| **Questions Deadline:** |  | [Date] |
|  |  |  |
| **Qualifications & HUB Subcontracting Plan Due Date and Bid Opening:** |  | [Date] |
|  |  |  |
| **Procurement Point of Contact:** |  | [Buyer's Name] |
|  |  | [Buyer's Position/Title] |
|  |  | 5000 Gulf Freeway |
|  |  | Building 1, Room 214 |
|  |  | Houston, TX 77204-5015 |
|  |  | [Buyer's e-mail] |
|  |  |  |
|  |  |  |
| **Project Summary:** |  | Architecture and engineering services for the design of a [insert project description] at the [campus/location]. |
|  |  |  |
| **Procurement Method:** |  | Selection will be made in accordance with Tex. Gov’t. Code §2254.004. |
|  |  |  |
| **HUB Goal:** |  | \_\_\_\_\_% |

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| --- | --- |
| **EXHIBITS** | |
| A | Execution of Offer **\*Required\*** |
| B | HUB Subcontracting Plan (“HSP”) and TIP Sheet **\*Required\*** |
| C | No Boycott Certifications |
| D | Texas Public Information Act **\*Required\*** |
| E | Corporate Response Form |

# **SECTION 1 - THE PROJECT**

* 1. **General:** The University of Houston System (“***Owner”***) is soliciting statement of qualifications (each a ***“Qualifications”***) for the selection of an architectural/engineering firm to provide architectural, engineering, and other professional services for the [construction/renovation of the (project name)] (the **“*Project***”) at the University of Houston’s main campus. Services shall include, but are not limited to, include programming, building design/engineering, AV/IT/Security design, furniture, furnishings and equipment design, graphics and wayfinding design, LEED Certification and construction administration services.
  2. **Project Timeline.** The preliminary project timeline for the Project is:

|  |  |
| --- | --- |
| Design Start | [Month] [Year] |
| Construction Start | [Month] [Year] |
| Substantial Completion | [Month] [Year] |
| Final Completion | [Month] [Year] |

* 1. **Budget.** The Total Project Cost **(*“TPC”*)** is $[number]. Owner reserves the right to increase and/or decrease the CCL and TPC in its sole discretion. The TPC includes a Construction Cost Limitation (“CCL”) of $[number]. Fees, furnishings, equipment, other work, miscellaneous expenses, and contingencies make up the balance of the TPC. Owner reserves the right to increase and/or decrease the CCL and TPC in its sole discretion.

# **SECTION 2 - PROGRAM REQUIREMENTS**

1. 1. **Project Program.** The project shall be a construction of a [project description, square feet, location, at campus/location].
   2. **Space Type.** [Insert space type description].
   3. **Construction.** High-quality construction is required. The building’s exterior shall be materials that would likely be incorporated into the design in keeping with surrounding buildings. Material palette shall be approved by the Owner. Facility design and construction shall comply with the Owner’s Master Construction Specifications and Campus Design Guidelines and Standards, as revised by the Owner, which may be found online at <http://www.txsmartbuy.com/sp>.

2.3.1 Variations, must be approved by Owner in writing, and shall meet the same levels of quality and professional practice as the standard criteria which will be described in an addendum to the guidelines and specifications.

* 1. **Utilities:** The University of Houston has a campus electrical, steam and chilled water plant and domestic water loop. It will be the successful Respondent’s responsibility to determine whether to tie into campus utilities or to be provided by local utility providers.

# **SECTION 3 – REQUIREMENTS FOR SUBMISSION OF QUALIFICATIONS**

1. 1. **General.** An architectural/engineering firm that wishes to be considered for the award of a contract for the Services (each, a “***Respondent***”) must submit its statement of qualifications for such award (the “***Qualifications***”) in compliance with the requirements contained in this RFQ. Failure to so comply will result in disqualification of the Qualifications and the Respondent.
   2. **Schedule.** The following schedule has been established for this RFQ:

|  |  |
| --- | --- |
| Request for Qualifications Posted | [Date] |
| Pre-Submittal Meeting | [Date] at [Time] CT |
| Questions Deadline | [Date] at [Time] CT |
| Questions & Answers posted to ESBD | [Date] at [Time] CT |
| Qualifications Submittal Deadline | [Date] at [Time] CT |
| Notification of Shortlisted Firms | TBD |
| Oral Presentations/Interviews, if held | TBD |
| Notify Finalists | TBD |
| Contract Negotiations Commence | TBD |
| Contracts Signed | TBD |
| Contract State Date (estimated) | [Date] |
| The University will be closed the following days:  <https://www.uh.edu/human-resources/payroll/holiday-schedule/> | |

3.2.1 Owner reserves the right to change the schedule as necessary to accommodate selection committee members’ schedules or other business of Owner.

* 1. **Submission of Qualifications.** Qualifications are due on or before the Submittal Deadline identified in Section 3.2. Qualifications received after the Submittal Deadline will not be accepted or considered. Qualifications must be delivered to Owner’s **Point of Contact:**

[Buyer's Name]

University of Houston

Purchasing Department

5000 Gulf Freeway

Building 1, Room 214

Houston, TX 77204-5015

[Buyer's E-Mail Address]

* + 1. Owner recommends the use of a reliable courier rather than the United States Postal Service for delivery of the Qualifications. Owner will not acknowledge or accept Qualifications delivered by telephone, facsimile (fax), or e-mail.
    2. Each qualification must be submitted in hard and electronic versions as follows:
       1. one (1) original signed and two (2) copies signed of the Qualifications **no longer than 30-double-sided pages** (60 single-sided pages total), and
       2. Each Qualification must be submitted as one (1) package with two (2) individually sealed envelopes inside. The qualification documents, attachments, execution of offer, and any other information must be included in one envelope with a copy on USB. Two (2) copies of the qualification must be included. The completed HUB Subcontracting Plan must be in the second envelope with a copy on USB. One (1) copy of the HSP must be included. Owner prefers simple and economically produced Qualifications describing the Respondent’s ability to meet the requirements of this RFP in a straightforward, concise manner. In evaluating Proposals, emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and Respondent’s understanding and anticipating of the Owner’s needs.
       3. The cover, table of contents, divider sheets, sample documents, incumbency certificate, Bonding Letter, HSP, Execution of Offer and Cost and Delivery Proposal do not count as printed pages. Owner’s published manuals may be submitted in their entirety as an attachment or incorporated by reference.
    3. Each Qualification must include a completed Execution of Offer (**EXHIBIT A**), which will not count toward the page or size limitation of the Qualifications.
  1. **Pre-Submittal Meeting.** There will be a [mandatory/non-mandatory] pre-submittal meeting held on [date] at [time] via [at (location)/via Zoom]. Failure to attend the mandatory pre-submittal meeting will result in disqualification. Prospective respondents must register in advance through the following link and are strongly encouraged to register at least twenty-four (24) hours in advance of scheduled pre-submittal meeting: [Zoom link]. Prospective respondents will receive an email confirming registration along with additional information on how to join the meeting.

\*Optional Language\*

A mandatory pre-submittal meeting will take place on [date] at [time] CT via Zoom. Failure to attend the mandatory pre-submittal meeting will result in disqualification. Prospective respondents must register in advance through the following link and are strongly encouraged to register at least twenty-four (24) hours in advance of scheduled pre-submittal meeting:

<https://uh-edu-cougarnet.zoom.us/meeting/register/tJYodOqoqD0uGtTzXVTE5rt6DTJ4PPNDLhiJ>

Prospective respondents will receive an email confirming registration along with additional information on how to join the meeting.

* 1. **Clarifications and Interpretations.** Any questions or requests for clarification or interpretation shall be submitted to the Point of Contact by email on or before the Questions Deadline identified in Section 3.2. All timely questions will be answered and requests for clarification will be addressed at one time and in one posting as an addendum to this RFQ on the Electronic State Business Daily (“ESBD”) website ([www.txsmartbuy.com/sp](http://www.txsmartbuy.com/sp)). Owner will post any other clarification to or interpretation of this RFQ that materially affects or changes its requirements as an addendum on the ESBD website. It is Respondents’ responsibility to obtain this information in a timely manner. All such addenda issued by Owner before the Submittal Deadline are, and must be treated as, part of this RFQ, and each Qualifications must specifically acknowledge receipt of this RFQ and each addendum by including a copy of the RFQ and each addendum with the Qualifications (not counted toward the page or size limit).

* 1. **Communication Restrictions.** Subject to Section 3.9.3, Respondents may communicate only with the Point of Contact and no other person regarding this RFQ or the Project, or concerning matters related to them.

* 1. **No Reimbursement or Re-Delivery.** Qualifications and any other information submitted by Respondents become the property of Owner and will not be returned. By submitting its Qualifications, each **RESPONDENT ACKNOWLEDGES AND AGREES THAT ANY COSTS INCURRED BY RESPONDENT IN CONNECTION WITH THIS RFQ (INCLUDING SUBMISSION OF ITS QUALIFICATIONS) IS AT RESPONDENT’S SOLE RISK, RESPONSIBILITY, AND EXPENSE.**

* 1. **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.
  2. **Owner’s Reservation of Rights.** Owner reserves the right to reject any or all Qualifications at any point during the selection process, and to postpone or abandon – temporarily or permanently – the Project at any time. Further, Owner reserves the right to re-post an RFQ for the Services if Owner determines such action to further and/or protect its interests. In addition to the requirements herein, Owner reserves the option to conduct additional selection steps to further establish a Respondent’s qualifications. Additional steps may include, but not necessarily be limited to, scheduled visits to the Respondent’s offices or to representative projects, and written requests for supplemental information.
  3. **No Confidentiality.** All information, documentation and other materials requested by Owner and/or submitted or otherwise disclosed by a Respondent (including, but not limited to, the Qualifications, the “Public Information”) are and will be deemed non-confidential and/or non-proprietary and therefore subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) once a contract for the Project (a “Contract”) is awarded. Owner strictly adheres to applicable laws, including but not limited to statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of information and compliance with the requirement of the Texas Public Information Act. BY SUBMITTING ITS QUALIFICATIONS, A RESPONDENT SPECIFICALLY AND EXPRESSLY RELEASE OWNER FROM LIABILITY RESULTING, AND WAIVES ANY AND ALL CLAIMS ON BEHALF OF RESPONDENT AND ANY PERSON(S) CLAIMING BY, THROUGH OR UNDER RESONDENT, FROM OWNER’S DISCLOSURE OF THE PUBLIC INFORMATION.

**Contract.** Owner will award a contract for the Services (the “***Contract***”), if at all, on Owner’s form Owner-Architect Project Agreement (the “***Contract Form***”). A copy of the current Contract Form may be found online at <http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/owner-architectprojectagreement_ogc-s-2010-10---revised-05.01.2019.pdf>

* + 1. The Contract Form contains not only the terms under which Owner will contract, but also references to laws affecting the agreement and the design of the Project, including laws governing procurement (including timing for payment), participation by Historically Underutilized Businesses (each, a “HUB”), insurance requirements, state contracting requirements, etc. Any capitalized term used but not defined in the RFQ has the meaning ascribed to it in the Contract Form. **By submitting its Qualifications, Respondent is expressly consenting to the terms, conditions and provisions of the Contract.**
  1. **Historically Underutilized Businesses.** In accordance with the State of Texas policy of encouraging the use of Historically Underutilized Businesses (*“HUBs”*) in state procurement, Owner will make a good faith effort to use HUBs in contracts for construction, goods and services. Owner strives to achieve HUB program goals by contracting directly with HUBs or indirectly through HUB subcontracting opportunities. If the Owner determines that subcontracting is probable under the contract, a HUB Subcontracting Plan (*“HSP”*) must be completed by the Respondent and submitted with its qualifications in accordance with Texas Administrative Code (TAC) Title 34, part 1, Chapter 20 Subchapter B Section §20.14. The HSP will become a provision of any contract that results from this solicitation and the Respondent will utilize the subcontractors indicated in the HSP, unless a revision to the HSP is approved by Owner. The Respondent shall maintain business records documenting compliance with the HSP and shall submit a monthly Progress Assessment Report (*“PAR”*) via the University of Houston’s Contracts Compliance System, <https://uh.gob2g.com/>. The PAR submission shall be required as a condition for payment.
     1. The HUB Subcontracting Goal for this project is XXX%. Successful respondents will be required to make a good faith effort to award subcontracts in at least the specified percentage of the value of the awarded contract to historically underutilized businesses over the life of the contract.
     2. Successful respondents will be required to submit an HSP with each Project Proposal where: (a) they intend to subcontract any portion of the work; or (b) the estimated overall fee for the Project is $80,000 or more.
     3. The HUB Operations Department offers a courtesy review. Email [hubdocs@uh.edu](mailto:hubdocs@uh.edu) should you request a review. Reviews may take several days and respondents are encouraged to plan accordingly.
     4. Owner is committed to sponsoring mentor-protégé relationships for HUBs as outlined in Texas Government Code Section 2161.065 and Texas Administrative Code Title 34, Part 1, Chapter 20, Subchapter DB, Division 1, §20.298, and has been performing outreach to support this important effort.
     5. Any questions related to completing the HUB Subcontracting Plan should be directed to HUB Operations Department at [hubdocs@uh.edu](mailto:hubdocs@uh.edu).
     6. **Return HUB Plans in separate envelopes sealed and with the title and reference number “RFQ 730/783-[NUMBER] [PROJECT NAME]” on the outside of the envelope.** If you have any questions about completing the HSP, you may email the HUB Operations Department at [hubdocs@uh.edu](mailto:hubdocs@uh.edu).
  2. **Summary of Requirements.** Respondents must adhere to the following requirements in order for their Qualifications to be considered by Owner. If any requirements are not followed, Respondent’s Qualifications will be considered non-responsive and will not be evaluated.
     1. Submit the Qualifications requested by this RFQ by the time and date indicated in Section 3.2 and at the address indicated in Section 3.3.
     2. Submit the Qualifications in the format indicated in Section 3.3.1.
     3. Submit a completed Execution of Offer **(EXHIBIT A)**, as indicated in Section 3.3.2, with the Qualifications.
     4. Submit a copy of the RFQ and each addendum, as indicated in Section 3.5, with the Qualifications. Please insert this at the end of the Qualification package.
     5. Restrict communications with the Owner, as indicated in Sections 3.5, 3.6, and 3.9.3.
     6. Submit a completed HUB Subcontracting Plan (**EXHIBIT B**), as indicated in Section 3.9.1, with the Qualifications.
  3. **Insurance Requirements.** The insurance requirements for any contract awarded pursuant to this RFQ are set forth in the Contract Form. Respondents are hereby advised of the following coverage requirements specific to this Project:
     1. Required Coverage. For the duration of the agreement, for any renewal terms, and for purposes of indemnification obligations that are specified to survive termination or expiration of the agreement, Respondent shall obtain, at its sole expense and at no cost to the Owner, the following coverages and shall maintain such coverage in full force and effect:
     2. Commercial General Liability Insurance including operations, contractual liability, and products liability in the combined single limit of not less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) in the aggregate;
     3. Professional Liability or Errors & Omission Insurance (For Professional Services only) of not less than five million dollars ($5,000,000) per occurrence for professional services i.e., Physician, Lawyer, Architect, Engineer, other “Professional” or a Consultant representing his own firm;
     4. If, during the Term, Respondent will enter Owner property, Respondent shall also maintain the following insurance:

1. Workers' Compensation and Employers Liability Insurance covering all individuals who provide Services pursuant to the agreement at the request of the Respondent, at the statutory limits in effect as of the Effective Date of the Contract and as modified from time to time by the regulatory body or insurance carrier charged with administering Workers' Compensation for the State of Texas. Employer's Liability in amounts of not less than one million dollars ($1,000,000) per accident, one million dollars ($1,000,000) for disease (policy limit), and one million ($1,000,000) for disease (per person).
2. Commercial Automobile Liability Insurance in the combined single limit of not less than one million dollars ($1,000,000) or in the event Respondent does not own automobiles, Respondent agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability Policy or a separate Commercial Auto Liability Policy;
   * 1. Owner may require additional insurance coverages and/or limits depending on the nature and scope of the contract.
     2. Providing and maintaining insurance coverage is a material term of this solicitation. Respondent shall provide Certificates of Insurance evidencing the Insurance Requirements no later than ten (10) days prior to the start of work and replacement or renewal certificates no less than thirty (30) days prior to the expiration of any such insurance. Insurance coverages must be written by companies authorized and admitted to do business in the State of Texas and rated A-, VII or better by A.M. Best Company. Respondent shall provide the Owner a full and complete copy of any insurance policy promptly upon request by the Owner, and without charge to the Owner.
     3. Insurance Endorsements. The Owner shall be listed as an Additional Insured on the Commercial Liability and Automobile Liability policies. A waiver of subrogation must be granted in favor of the Owner for all policies. Respondent’s insurance coverage must be primary and non-contributory for all policies. A 30 day notice of cancellation or material changes must be provided to the Owner for all policies.
     4. Effect of Indemnification Obligations. No provision, term, or condition in the Contract regarding indemnification obligations shall be construed to limit the application of insurance procured by the Respondent in accordance with requirements set forth in the Contract.
     5. [Pollution Liability is/is not required for this Project]. Please refer to Section 14.4 of the Owner-Contractor Agreement.
     6. [Special form builder’s risk or installation floater coverage [is required for this project and will be provided by (Respondent/Owner) /is not required for this Project]. Please refer to Section 5.2.2.1.5 of the Texas Facilities Commission’s Uniform General Conditions which is incorporated by referenced into the Owner-Contractor Agreement.
     7. $\_\_\_\_\_ in excess/umbrella liability insurance. Please refer to Section 5.2.2.1.6 of the Texas Facilities Commission’s Uniform General Conditions which is incorporated by referenced into the Owner-Contractor Agreement.
     8. No provision, term, or condition in the Contract Form regarding indemnification obligations shall be construed to limit the application of insurance procured by the Respondent in accordance with requirements set forth in the Contract Form.
   1. **Corporate Partnerships and Sponsorships.** Corporate Partnerships provide increased value beyond simple purchasing agreements by leveraging the UH System’s consolidated spending power across all campuses, athletic, academic, and research strengths and other marketing assets to develop expanded and coordinated opportunities for both the UH System and its corporate partners. Corporate partners are UH System suppliers and service providers whose affiliations with the UH System may help to expand their markets or create mutually beneficial opportunities. The UH System seeks to develop mutually beneficial opportunities with corporate partners and encourages proposers to explore ways to increase the value of the partnership between the UH System and the corporate partner. Opportunities are listed on [the University of Houston Corporate Sponsorship webpage](https://giveto.uh.edu/corporate-sponsorship/) might include:

* Student Talent/ internships
* Community Programming
* Alumni Association Partnerships
* Research and Innovation
* Campus Marketing and Branding
* Athletics

Proposers should submit the University of Houston Corporate Response Form **(EXHIBIT E)** to indicate any areas of interest for additional partnership opportunities and return the completed form with their response to this solicitation, separately from their bid response, to the buyer named in this solicitation. Corporate Response Forms embedded in solicitation responses will be considered non-compliant and the proposer will be provided forty-eight (48) hours to submit a corrected solicitation response and Corporate Response Form.

Proposer interest in additional partnership opportunities will not be disclosed to the solicitation evaluation committee. Proposer interest in additional partnerships will not be utilized in scoring except by the Purchasing Department in the event of a tie between two proposers. Proposer interest in additional partnerships will not be a part of contractual negotiations. The additional partnership interests of the winning proposer will be provided to the appropriate UH System department once the contract resulting from the solicitation is fully executed. That office will assist proposers and awardees with the development and execution of these opportunities.

* 1. **Compliance with Certain State Contracting Requirements.** 
     1. *Anti-Boycott of Israel*. The successful Respondent will be required to certify that that it is not currently engaged in, and agrees for the duration of the contract awarded pursuant to this RFQ not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code. **(EXHIBIT C)**
     2. *Anti-Boycott of Energy Companies.* The successful Respondent will be required to certify that that it is not currently engaged in, and agrees for the duration of the contract awarded pursuant to this RFQ not to engage in, the boycott of energy companies as defined by Section 809.001 of the Texas Government Code. **(EXHIBIT C)**
     3. *Anti-Boycott of Firearm Entities or Firearm Trade Associations.* The successful Respondent will be required to certify that that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, or will not discriminate against a firearm entity or firearm trade association for the duration of the contract awarded pursuant to this RFQ, as defined by Section 2274.001 of the Texas Government Code. **(EXHIBIT C)**
     4. *Certification of No Business with Foreign Terrorist Organizations.* For purposes of Section 2252.152 of the Texas Government Code, the successful Respondent will be required to certify that, at the time of the contract awarded pursuant to this RFQ neither the successful Respondent nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the successful Respondent, is a company listed by the Texas Comptroller of Public Accounts under Sections 2252.153 or 2270.0201 of the Texas Government Code as a company known to have contracts with or provide supplies or to a foreign terrorist organization.
     5. *Certificate of Interested Parties.* If the value of the contract awarded pursuant to this RFQ exceeds $1,000,000, the successful Respondent will be required to it has complied with Section 2252.908 of the Texas Government Code and Part 1 Texas Administrative Code Sections 46.1 through 46.3 as implemented by the Texas Ethics Commission (*“TEC”*), if applicable, and has provided Owner with a fully executed TEC Form 1295, certified by the TEC and signed and notarized by the successful Respondent.
     6. *Certification of Compliance – Texas Public Information Act Contracts for $1 Million or more* ***(EXHIBIT D)***
        1. If the contract awarded pursuant to this RFQ has a value of $1,000,000 or more, then the successful Respondent shall:
           1. preserve all “contracting information” as defined in Section 552.003 of the Texas Government Code related to the contract as provided by the records retention requirements applicable to Owner for the duration of the contract;
           2. provide to Owner any contracting information related to the contract that is in the custody or possession of the successful Respondent on request of Owner no later than 10 business days after receiving such request from Owner; and
           3. on completion of the contract, either:

provide at no cost to Owner all contracting information related to the contract that is in the custody or possession of the successful Respondent; or

preserve the contracting information related to the contract as provided by the records retention requirements applicable to the University.

* + - * 1. Furthermore, the successful Respondent agrees that the requirements of Subchapter J, Chapter 552, Government Code, may apply to the contract and the successful Respondent agrees that the contract can be terminated if the successful Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.
    1. *Additional Requirements.* Additional state contracting requirements are included in the Contract Form.

# **SECTION 4 – QUALIFICATIONS**

1. 1. **General Information.** Qualifications should address each of the following items in the same order in which they are set forth below:
      1. Introduction and general information of Respondent:
         1. Firm data and general qualifications;
         2. Legal name and address(es); and
         3. Firm profile, i.e.;

* Age,
* Type of legal entity (e.g., partnership, professional corporation, etc.),
* Firm history,
* Firm size (professionals by discipline) currently and one year ago,
* Areas of specialty/concentration, and
* Current certificate of incumbency. If Respondent is a limited partnership, the certificate should be for its general partner entity.
  + 1. Description of Respondent’s proposed team for the Project (the “***Project Team***”). Identify or provide (as appropriate):
       1. Key firm personnel to be assigned to the Project. For each individual, a professional resume and a description of his/her role in each stage of the planning, programming, design and administrative processes.
       2. For each Consultant to be assigned to the Project, the name and contact information for each individual to be assigned to the Project, including the capacity each shall serve.
       3. Organizational chart illustrating reporting lines and names and titles for key participants including its Consultants proposed by Respondent.
       4. Any kinship or other relationship between Respondent, including its principals, officers and employees (including their relatives and business associates) and any Owner employee, officer, or Regent.
  1. **Evaluation of Qualifications.** By submitting its Qualifications, Respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) may require subjective judgments by Owner.
     1. Owner will review and evaluate all complete and compliant Qualifications and produce a short list of three (3) best qualified Respondents, determined in accordance with the criteria set forth in this RFQ. All Respondents will be notified of the short list.
     2. Owner may conduct interviews of the three short-listed Respondents. If Owner elects to conduct interviews, Owner will notify the short-listed Respondents of the date, time and location of these interviews.
     3. Qualifications will be evaluated and ranked based on the following matrix:

|  |  |
| --- | --- |
| **Category** | **Value** |
| CRITERION 1: Relevant Project Team and Individual Team Member Experience and Capabilities | \_\_\_% |
| CRITERION 2: Quality of Design | \_\_\_% |
| CRITERION 3: Methodology and Best Practices | \_\_\_% |
| CRITERION 4: Financial Stability | \_\_\_% |
| CRITERION 5: Quality and Responsiveness of Qualifications | \_\_\_% |
| CRITERION 6: Respondent’s Past Experience with [XXXXX] | \_\_\_% |
| CRITERION 7: Respondent’s Past HUB/MBE/WBE Goal Attainment and Quality of Procedures for UHS HUB Goal Attainment on this Project | 10% |
| Total of Weighted Value | 100% |

* 1. **CRITERION 1 - Relevant Project Team and Individual Team Member Experience and Capabilities.** Relevant experience and capabilities will be judged through a review of relevant completed projects and evaluated on the basis of Respondent’s experience as well as the experience of individuals in each Respondent’s Project Team, regardless of the individuals’ employment at the time of the experience described or identified in the Qualifications. Provide data for no more than five (5) but no less than one (1) project, in order of relevance, that best illustrate(s) Respondent’s experience and current capabilities relevant to this Project (the “***Representative Projects***”).”). At least [insert more particular requirements specific to past experience]. For each Representative Project, provide the following information:
     1. Project name and location.
     2. Brief project description including:
        1. Type of construction (IA, IIA etc., occupancy type, renovation, expansion, function);
        2. Size in GSF, scope, and delivery method;
        3. Project Team members’ roles in project;
        4. Name of project manager (responsible to the owner for overall success of the project);
        5. Name of project architect (responsible to the owner for coordinating day-to-day work);
        6. Name of project designer (responsible to the owner for design concepts);
        7. Names of other consulting firms employed on the project;
        8. Construction completion date and the date stated in the A/E contract as the estimated completion date; and
        9. Actual project cost and the amount stated in the contract as the estimated project cost.
     3. The owner’s name, and the address, email address and telephone number of an individual employed with the owner that Owner can contact for references. Identify the length of Respondent’s business relationship with the owner; and
     4. General Contractor’s name and the name and telephone number of its project liaison.
  2. **CRITERION 2 - Quality of Design.**  Quality of design will be evaluated on the basis of aesthetic design excellence, responsiveness of the design to its setting, creative use of materials and systems, and functionality of the design including both architectural and engineering aspects. Identify a maximum of three (3) Representative Projects for which members of the Project Team had primary design responsibility. Make special reference to any that received recognition or awards from an organization for excellence. Provide no more than three (3) color photographs for each qualifying Representative Project to facilitate evaluation of design.
     1. For each qualifying Representative Project, discuss any programming challenges encountered. Explain the strategies the designer used to resolve conflicting program requirements, unusual site conditions, or other difficult project criteria.
     2. Describe the design’s responsiveness to community and/or campus context, creative use of materials and systems, and functionality of the design including both architectural and engineering aspects.
     3. Describe the key sustainable design strategies employed and the cost savings to the owner, if any.
  3. **CRITERION 3 - Methodology and Best Practices.** Methodology and best practices will be evaluated based on Respondent’s design approach, experience with the interactive review process, team organization and communication practices, quality of documentation, and skills in estimating, scheduling, and technical support capabilities. State why Respondent’s Project Team is qualified to skillfully address the issues Respondent anticipates will be relevant to the Project. Specifically, and at a minimum, address the following:
     1. Methods of team organization and communication. Discuss how Respondent will coordinate the development of design solutions, the production of contract documents, and construction administration. Be specific with regard to internal and external communications, quality control, cost-estimating capabilities, specification system, and responsible individuals including their location (e.g., on-site or specific office).
     2. Experience with and/or ability to work within an interactive design review process. Explain how well Respondent has performed on past projects involving interactive design reviews. Identify which, if any, of the Representative Projects included an interactive review process among the architect, owner, construction manager, and third party consultants.
     3. Experience with the construction manager-at-risk delivery method, including experience utilizing BIM in the development and communication of design intent and communication and coordination of building components. Finally, discuss your firm’s experience with and approach to partnering with a construction manager to coordinate and consolidate project information in a BIM model for the owner’s use in building life cycle management.
     4. Experience with an owner’s standardized design and construction criteria. Describe Respondent’s experience in adhering to such criteria on previous projects.
     5. Experience in developing project schedules. Include an example of a comprehensive initial project schedule with a detailed breakdown of design services.
     6. Describe your procedures for implementing architectural “best practices” as defined by the American Institute of Architects for:
        1. Understanding and working with clients, and
        2. Managing design project costs
     7. Office Technology:
        1. Identify the design/modeling software your firm employs and describe how it is used during the design process; and
        2. Identify the web-based project management software your firm employs and describe how it is used in the course of a project.
  4. **CRITERION 4 - Financial Stability.** Financial stability will be evaluated based on Respondent’s consistent revenue stream, and on pending acquisitions, loan defaults and litigation.
     1. Certify that Respondent will submit an audited copy of Respondent’s financial statements for the past three (3) years if requested by Owner.
     2. Provide Respondent’s annual revenue totals for the past five (5) years which shall include revenues of local office if applicable.
     3. If Respondent is currently for sale or otherwise involved in any transaction to expand or to be acquired by another business entity, explain the impact the proposed transaction is expected to have on Respondent’s organization and operation and on the staffing of the Project.
     4. If Respondent is currently in default, or has received a notice of default, or will be (due to the passage of time) in default on any loan or financing agreement, specify relevant dates, circumstances, and prospects for resolution.
     5. Identify and provide details of any pending or past litigation or claims filed against Respondent with respect to its performance on a project.
     6. Provide a claims history under professional malpractice insurance for the past five (5) years for Respondent and any team members proposed to provide professional architectural or engineering services for the Project.
  5. **CRITERION 5 - Quality and Responsiveness of Qualifications**. The Qualifications shall be evaluated on the thoroughness of response, the tailoring of the submittal to the Project and Owner’s needs and issues, and the overall quality of writing, organization, and editing.
  6. **CRITERION 6: Respondent’s Past Experience for [XXXXX].** 
     1. List previous projects completed for t for either collegiate or professional athletic programs. Projects may be duplicative of those listed in 4.2 and 4.3. Indicate project name, type of project, size, and construction cost, and date completed. Indicate whether the Substantial Completion date was met for each project, and if not, explain why.
     2. List the unique challenges, solutions and lessons learned on these projects. As applicable, also stipulate any problems (legal, budget, schedule or otherwise) that you encountered and how those issues were resolved.
  7. **CRITERION 7 - Respondent’s Past HUB/MBE/WBE Goal Attainment and Quality of Procedures for UHS HUB Goal Attainment on this Project.**
     1. What projects have your company completed that had a HUB or MBE/WBE goal? What were the HUB or MBE/WBE goal percentage or dollar amount that was provided by the owner and the actual HUB or MBE/WBE goal attained? What projects have you completed for the University of Houston System which had HUB or MBE/WBE goal?
     2. If the HUB/MBE/WBE goal was met for the projects listed above, what were the procedures followed that led to a meeting that goal? If the HUB/MBE/WBE goal was not met for a project, what were the reasons for not attaining the goals?
     3. What are your company’s internal processes and procedures to ensure that this project’s HUB goal will be met or explain why the HUB goal cannot be met?
     4. Does your company have an internal HUB/MBE/MWE goal? What is the goal? What was the attainment in the past 2 fiscal years?
     5. Is your company willing to participate in a kick-off meeting to describe sub-contracting to be offered?
     6. Please describe how you will package the sub-contracting to maximize HUB/MBE/MWE participation.

# **SECTION 5 – EXHIBITS**

The following exhibits are located on the Electronic State Business Daily and hereby incorporated by reference into this RFQ:

|  |  |
| --- | --- |
| **EXHIBITS** | |
| A | Execution of Offer **\*Required\*** |
| B | HUB Subcontracting Plan (“HSP”) and TIP Sheet **\*Required\*** |
| C | No Boycott Certifications |
| D | Texas Public Information Act **\*Required\*** |
| E | Corporate Response Form |

Visit <http://www.txsmartbuy.com/sp> and under “Agency/Texas SmartBuy Member Name”, select “University of Houston – 730”. Under “Status”, select “Posted” and click “search” to get a list of active University of Houston procurements.

Website is best viewed using Chrome.

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