

## REQUEST FOR QUALIFICATIONS

### RFQ MAIN 17-0008 CAMPUS THERMAL SYSTEMS IMPROVEMENTS

Submittal Deadline: **November 17, 2016 @ 2:00 PM**

**MAIL QUALIFICATIONS TO:**

Texas A&M University  
Procurement Services  
P. O. Box 30013  
College Station, TX 77842-3013

**HAND DELIVER AND/OR  
EXPRESS MAIL TO:**

Texas A&M University  
Procurement Services  
1477 TAMU Agronomy Road  
College Station, TX 77843-1477

**Show RFQ Number, Opening Date, and Time on Return Envelope**

**NOTE:** RESPONSE must be time stamped at Texas A&M University's Department of Procurement Services before the hour and date specified for receipt of response. Sealed responses will be received until the date and time established for receipt. After receipt, only the names of proposers will be made public. Other details will only be divulged after the contract award, if one is made. All questions related to the RFQ shall be in writing via e-mail to the contact provided below.

**REFER INQUIRIES TO:**

Clyde Oberg, Assistant Director  
Texas A&M University  
Procurement Services  
979-845-1042  
E-mail: [co@tamu.edu](mailto:co@tamu.edu)

**All qualification statements shall become the property of the State of Texas upon receipt.**

P.O. Box 30013  
1477 TAMU  
College Station, TX 77842-3013

Tel. 979.845.4570 Fax. 979.845.3800  
<http://purchasing.tamu.edu>

## SECTION 1 Introduction

### 1.1 Introduction

The Utilities and Energy Services Department (UES) of the Division of Finance and Administration at Texas A&M University in College Station, TX is seeking qualification statements from qualified Architectural/ Engineering firms, with experience in the design and installation of thermal transmission and distribution systems.

### 1.2 Tentative Timetable

RFQ available .....	10/21/2016	5:00 p.m.
Deadline for questions .....	10/27/2016	5:00 p.m.
Response to questions from Purchasing .....	11/2/2016	5:00 p.m.
Proposals due .....	11/17/2016	2:00 p.m.

### 1.2 Scope of Work

The project Scope of Work (SOW) includes:

**1. Thermal Energy System Upgrades/Replacements** – A/E will be responsible for the design, cost estimates, assistance with bidding, and implementation of approximately 15 sub-projects valued at slightly less than \$10MM. Several of these sub-projects are in the highly developed, highly congested main portion of campus. Project phasing will be critical for several of these projects. It is probable that the sub-projects will be grouped into larger projects. Some projects will be bid and others will be done by UES personnel. These projects include:

- Add new air separator at the CUP for heating hot water. Replace existing CHW expansion tank at the CUP and the HHW expansion tank at SUP1.
- New 24" CHW line and 12" HHW line from Enterprise Avenue to George Bush Library
- New 24" CHW line and 12" HHW line from Enterprise Avenue to 1111 Research Parkway.
- Replace 18" CHW and 8" HHW lines with 24-inch HDPE CHW and 12-inch HDPE HHW from Lubbock Street tunnel to Mosher Hall. Replace existing 10" CHW and 8" HHW lines with 12-inch HDPE CHW and 8-inch HDPE HHW from tunnel on Lubbock Street to Rudder Hall, extend to 24-inch HDPE CHW and 12-inch HDPE HHW at Bizzell Street.
- Replace the existing 18" CHW and 8" HHW lines from the western edge of parking lot 23 to Harrington with HDPE piping. Utilize the existing routing and make ties to Francis, Harrington Tower, Harrington Education, Chemistry 59 and the Library. Combine design with 1-2016-TSI-1705.
- Replace the existing 24" and 20" CHW lines starting at Ross Street near gate 5 and Thompson Hall and stop on the Cushing side of the Academic building. Combine design with 1-2016-TSI-1704.
- Replace 20" CHW and 10" HHW lines starting at the valve pit box on the eastern edge of PA74 (set valves at the western edge of PA74) to the Forest Horticulture building.
- Replace 16" CHW across PA36 to 24" loop along Agronomy. Upgrade 18" CHW line south along Agronomy Road to 24". Upgrade existing 10" CHW line east of Agronomy Road to PA37 to 16". Replace 8" HHW line across PA36 to Agronomy Road.
- Replace 10" HHW lines from Evans library to Peterson building and 6" HHW lines from Peterson building to Heep Lab.
- Replace 12" HHW lines from Adriance Lab Road to existing valve box behind Borloug and Ag Life HQ.
- Replace 4" HHW lines from Hobby-Neely to NSG.
- New 12" CHW and 8" HHW lines from Mitchell Physics to Spence Street.

- Re-route Kleberg CHW and HHW lines from basement to outside dock area.

The Project Architect/Engineer (Project A/E) team is responsible for the design as requested for this project, to effectively allow for competitive sealed proposal (CSP) construction bidding when requested.

The Scope of Work is intended only to establish basic design criteria. This RFQ does not include all User requirements that may be identified in the project during the design process. Further, the RFQ is to be used in conjunction with TAMU Utilities and Energy Design Standards to ensure all requirements are achieved. The design team shall make professional evaluations of design problems and issues related to this project, analyze the advantages and disadvantages of each, evaluate and recommend solutions to the design issues during the design process.

It is emphasized that the Project A/E team is responsible to the UES Manager for Technical Services for performing professional evaluations and any needed detailed studies using sound architectural and engineering principles required to establish the most functional, economical, and efficient use of materials, the site and construction methods in order to provide the requested facilities within an approved budget during the design phases. The project will use the Competitive Sealed Proposal (CSP) delivery method.

The Project A/E team is charged with the responsibility of establishing the final locations, configuration and layout taking into consideration site conditions and requirements established in this program.

**Project Requirements:**

- The Project A/E team will provide all geotechnical, site survey and construction phase services including project meetings and reports required to ensure proper installation of the design of this project.
- This project has a very tight schedule (see below). A/E firms will have to demonstrate their ability to commit the resources required to meet this schedule in order to be considered for this project.

**Project Schedule:**

October 21, 2016	RFQ Posted to Hire A/E
November 17, 2016	RFQ Due
December 15, 2016	A/E Contract Signed
February 16, 2017	50% CDs for Review
April 14, 2017	75% CDs for Review including initial Cost Estimates
June 8, 2017	100% CDs for Review including final cost estimates
June 22, 2017	Issue Request for CSP
July 20, 2017	CSP Due
July 31, 2017	Chancellor Approval of Ranked Order
August 17, 2017	BOR Approval
September 1, 2017	Issue Construction Notice to Proceed

August 31, 2018

Project Substantial Completion

## 1.4 Qualifications

The Texas Engineering Practices Act defines the practice of engineering as performing any public or private service or creative work which requires engineering education, training, and experience in applying special knowledge or judgment of the mathematical, physical or engineering sciences to that service or creative work.

Detailed engineering calculations as described above are required for this scope of work and hence the services of a licensed professional engineer are required.

A professional engineer licensed to practice in the State of Texas shall be responsible for and in charge of all work performed on this project.

## 1.5 Electronic State Business Daily

This RFQ has been posted on the Electronic State Business Daily at <http://esbd.cpa.state.tx.us/>. It is the responsibility of proposers who download this RFQ from the Electronic State Business Daily to check the website for any addenda for this RFQ. All such addenda issued by Texas A&M prior to the time that responses are received shall be considered part of the RFQ, and the Respondent shall consider and acknowledge receipt of such in their response.

# SECTION 2 Requirements

## 2.1 Statement of Qualifications Content

Statement of Qualifications shall contain the following information in the same order in which they are set forth below. Respondents must present all information, in adequate detail, necessary to demonstrate how they best satisfy the evaluation criteria for establishing the most qualified professional engineering firm to provide the requested services.

Interested respondents shall present for consideration one original, two (2) copies and one (1) Virus Free Flash Drive of response document including, as a minimum, all of the following:

- 2.2.1 Statement to indicate interest and availability to provide the required services and include credentials to perform requested services.
- 2.2.2 Provide a general overview of the organization and its professional staffing, including:
  - Total staff
  - Number of Civil Engineers
  - Quantity of Project Managers
- 2.2.3 Please include the following information regarding any previous experience:
  - Name of Owner
  - Completion Date
  - Time from notice to proceed to construction documents

- Total Installed Cost

2.2.4 For Projects that involved project phasing including drawing examples

2.2.5 Provide examples of actual project inspection notes

2.2.6 Provide credentials and/or certification of everyone who will be assigned to this project. Identify all individuals by name and title that will provide support to the project including their locations, position, specific responsibilities, educational background, experience, and technical capabilities.

2.2.7 List and description of services provided.

2.2.8 References related to services as outlined in this RFQ. References shall include all contact information (Name, address, phone number, fax number, e-mail, etc)

2.2.9 Three (3) hard copies (one original in the three) and one (1) Virus Free Flash Drive copy of the complete response is required. The flash Drive copy must either be in Microsoft Office software or Adobe Portable Document Format (PDF). All image files must be in one of the following formats: .jpg, .gif, .bmp, or .tif. We prefer image files to already be inserted as part of a document such as Word. Individual image files on the flash Drive must be clearly named and referenced in your proposal.

Any additional information that is submitted shall be included in the bound document with the information described above.

## **2.2 HUB SUBCONTRACTING (HSP)**

It is the policy of the State of Texas and Texas A&M University (TAMU) to encourage the use of Historically Underutilized Businesses (HUBs) in our prime contracts, subcontractors, and purchasing transactions. The goal of the HUB Program is to promote equal access and equal opportunity in TAMU contracting and purchasing.

Subcontracting opportunities are anticipated for this Request for Qualifications and therefore a HUB Subcontracting Plan (HSP) is required. Failure to submit a comprehensive, acceptable HSP will be considered a material failure to comply with the requirements of the Request for Qualifications and will result in rejection of the submittal. Prepare the HUB Subcontracting Plan in accordance (Appendix C – attached) and submit one copy to the Buyer at the address and by the submittal deadline given in the Request for Qualifications. The HUB Subcontracting Plan shall be submitted as a separate document appropriately tabbed for easy reference.

Documents attached (Appendix B) are the State of Texas HUB Subcontracting Plan form, an HSP checklist, and HUB Subcontracting Plan Instructions.

A completed HUB packet will be required ONLY from the successful Responder.

For information regarding the TAMU HUB Program and HUB Subcontracting Plan requirements, please contact Clyde Oberg at 979-845-1042 or via email at [co@tamu.edu](mailto:co@tamu.edu).

## **SECTION 3 EVALUATION CRITERIA**

### **3.1 Selection Criteria**

The professional engineering firm/individual will be selected based on the following criteria:

1. Experience in specifying and design of thermal transmission and distribution systems.
2. Demonstrated ability to complete projects of a similar nature on time and within budget.
3. Ability to provide the manpower and other resources required to complete this project in a timely fashion per the schedule in this RFQ.
4. References

### 3.2 Selection

The University will select the responder or respondents based on the responders' demonstrated competence and qualifications for the type of services to be performed. The University shall be the sole judge in evaluating a respondent's demonstrated competence and qualifications. Upon identification of the most qualified response(s), the University will attempt to negotiate an agreement for the work with the potential provider(s).

## SECTION 4 GENERAL INFORMATION

### 4.1 Submittal Deadline and Location

- 4.1.1 All responses must be received prior to **2:00 p.m. on November 17, 2016**. Response envelope or box must indicate firms name, the submittal deadline date, and RFQ number.
- 4.1.2 Responses are to be submitted to:

**U. S. POSTAL SERVICE:**

Texas A&M University  
Procurement Services  
Attn: Clyde Oberg  
P. O. Box 30013  
College Station, TX 77842-3013

**HAND DELIVER AND/OR  
EXPRESS MAIL TO:**

Texas A&M University  
Procurement Services  
Attn: Clyde Oberg  
1477 TAMU Agronomy Road  
College Station, TX 77843-1477

***Late responses properly identified will be returned to respondent unopened. Late responses will not be considered under any circumstances.***

***Telephone and/or facsimile (Fax) responses to this RFQ are not acceptable.***

### 4.2 Questions

Any questions regarding this Request for Qualifications are to be directed ***in writing*** to Clyde Oberg, Assistant Director, at [co@tamu.edu](mailto:co@tamu.edu) ***by Friday October 27, 2016, 5:00 p.m.*** Texas A&M specifically requests that respondents restrict all contact and questions regarding this RFQ to the above named individual. Responses to any submitted questions are due back to bidders by Tuesday November 1, 2016 at the close of the business day.

### 4.3 Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by addendum (amendment) and mailed and or faxed to all parties recorded by Texas A&M as having received a copy of the RFQ. All such addenda issued by Texas A&M prior to the time that

proposals are received shall be considered part of the RFQ, and the respondent shall consider and acknowledge receipt of such in their response.

Only interpretations or clarifications which are made by formal written addendum shall be binding. Oral and other interpretations or clarification will be without legal effect.

#### **4.4 Open Records**

Texas A&M considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government code, Chapter 552) after an agreement is entered into.

Respondents are hereby notified that Texas A&M strictly adheres to all Statutes, court decisions and the opinions of the Texas Attorney General regarding the disclosure of RFQ information.

#### **4.5 Insurance Requirements**

The selected A/E firm shall be responsible for providing a Certificate of Insurance which meets or exceeds the requirements listed on Appendix A – Insurance Requirements.

### **RFQ ATTACHMENTS**

APPENDIX A – TAMU INSURANCE REQUIREMENTS

APPENDIX B – HUB SUBCONTRACTING PACKET