

REQUEST FOR QUALIFICATIONS

Comprehensive Facilities Condition Analysis RFQ Main #20-0001

Submittal Deadline: November 18, 2019, 2:00 pm CST

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 proposal. 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:

Patty Winkler, C.P.M.
Texas A&M University
Procurement Services
Email: p-winkler@tamu.edu

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

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

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SECTION 1 INTRODUCTION

1.1 Introduction

Texas A&M University, Department of Residence Life is seeking proposals from an architecture/engineering (A/E) firm to perform a Comprehensive Facilities Condition Analysis of our housing facilities and support structures. The Department of Residence Life operates over 3 million gross square feet of residence hall and apartment facilities. Included in this study are multistory residence halls, Corps dorms, apartments, administrative structures and support facilities.

A pre-proposal meeting and campus tour is scheduled for **Wednesday, October 30, 2019 @ 9:00 a.m. CST in conference room 145 of the Purchasing and Stores Building, 330 Agronomy Road** located on the Texas A&M University, College Station, TX campus. Driving directions to Texas A&M are available at the following web address: <http://aggiemap.tamu.edu/>. All interested vendors are to RSVP via email to p-winkler@tamu.edu no later than **Monday, October 28, 2019**. All respondents shall be responsible for parking on campus during the pre-proposal meeting and campus tour. Contact Transportation Services at <https://transport.tamu.edu/> or 979-862-7275 for parking assistance.

By submitting responses, each respondent certifies that it understands this RFQ and has full knowledge of the scope, nature, quality, and quantity of the work to be performed, the detailed requirements of the services to be provided, and the conditions under which the services are to be performed. Each respondent also certifies that it understands that all costs relating to preparing and responding to this RFQ will be the sole responsibility of the Respondent.

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFQ CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

1.2 Scope of Work

Texas A&M University, Department of Residence Life is seeking proposals from an architecture/engineering (A/E) firm to perform a Comprehensive Facilities Condition Analysis of our housing facilities and support structures. The Department of Residence Life operates 3 million gross square feet of residence hall and apartment facilities. Included in this study are multistory residence halls, Corps dorms, apartments, administrative structures and support facilities.

The analysis will include:

- Identification of deficient conditions in deferred maintenance, capital repair, code and routine maintenance.
- Calculation of estimated cost for identified maintenance projects
- Prioritizing of projects
- Converting information to a software system and developing a data base for tracking purposes.

The facility condition analysis is needed to identify the various types and existence of backlog maintenance projects for the campus facilities and to estimate the amount of funding needed to improve the life safety aspects of the buildings, reduce further deterioration of the building components, comply with current building and safety codes and ensure that the facilities operate as designed, both structurally and mechanically.

The results of the analysis and the related software system will be used to implement an ongoing program of identification and prioritization of capital repair projects within Texas A&M University, Department of Residence Life.

Services Required:

A. The Facility Condition Analysis must focus on eleven distinct building systems categorized as follows:

- Building Suite (limited to area within 30 linear ft. of building exterior)
- Evaluation of Appliances
- Exterior Structure
- Foundation
- Interior Structure

- Handicapped Accessibility
- Health (indoor air quality)
- Life/Fire Safety
- Heating, Ventilation and Air Conditioning
- Plumbing
- Electrical
- Energy Utilization

Each recommended project must be identified within one of the above eleven categories. All reporting, summaries, totals and models must illustrate each of the eleven categories individually.

B. The results of the analysis must categorize each cited deficiency within one of the following classifications according to the definition provided below:

1. **Code:** Examples include compliance with changing codes (e.g., handicapped accessibility/ADA requirements, national electrical codes, air quality, etc.)
2. **Deferred Maintenance:** Refers to expenditures for repairs which were not accomplished as a part of normal maintenance or capital repair and which have accumulated to the point that facility deterioration is evident and could impair the proper functioning of the facility. Costs estimated for deferred maintenance projects must include compliance with applicable codes even if such compliance requires expenditures additional to those essential to effect needed repairs.
3. **Capital Renewal:** A subset of regular or normal facility maintenance which refers to major repairs or the replacement/rebuilding of major facility components (e.g., roof replacement at the end of its normal useful life is capital repair; roof replacement several years after its normal useful life is deferred maintenance).
4. **Routine Maintenance:** Means the day-to-day efforts to control deterioration of facilities (keep up expenses) through scheduled repetitive activities (e.g. cleaning), periodic scheduled work (e.g., inspections and equipment adjustments) and minor repairs made on an as-needed basis.

All reporting, summaries, totals and models must illustrate these four types of backlog maintenance individually.

C. Energy conservation opportunities within the facilities will be identified. An analysis of simple payback in years and the annual costs avoidance will be calculated and reported for sample energy conservation projects.

D. The Facility Condition Analysis will identify code violations, i.e. handicapped accessibility, fire protection, etc. Applicable national codes will be utilized to determine these problems. This is to include code issues that surface because of major building renovations.

E. The analysis must include any actions anticipated within the next ten (10) years.

F. All projects must be ranked by a Priority Class. The four priority classes must be defined as follows:

1. Priority 1 – Currently Critical (immediate)
Projects in this category require immediate action to:
 - Return a facility to normal operation
 - Stop accelerated deterioration
 - Correct a cited hazard to safety
2. Priority 2 – Potentially Critical (Year One)
Projects in this category, if not corrected expeditiously, will become critical within a year. Situations in this category include:
 - Intermittent interruptions
 - Rapid deterioration
 - Potential hazards to safety
3. Priority 3 – Necessary – Not Yet Critical (Year Two – Five)
Projects in this category include conditions requiring appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.
4. Priority 4 – Recommended (Year Six – Ten)
Projects in this category include items that represent a sensible improvement to existing conditions. These items are not required for the most basic function of a facility, however, Priority 4 projects will either improve overall facility use and/or reduce long term maintenance.

G. Each detailed project must include the following information:

- Unique title and project number
 - Project priority classification
 - Building System Category (Site, Exterior Structure, etc.)
 - Specific Building Code violation or application
 - Specific project extent (floor wide, item only, etc.)
- H. Detailed narrative description of each project describing the condition needing to be corrected, the corrective action required and the consequences of effect of the project on the building occupancy, maintainability and reasons the original condition occurred.
- I. The service provider is expected to provide software to TAMU that meets the following requirement.
- Allows multiple users simultaneous access through TAMU's network and the internet.
 - Complete published documentation detailing every function of the software system
 - Reproduce all reports within the individual building reports, including the AutoCAD floor plan location drawings.
 - Allow freelance "SQL" type or similar custom report generation.
 - Produce presentation quality graphics including pie charts and/or bar charts associated with the facility condition index (FCI) data and benchmarks. Examples include 1) multi-year financial scenario analysis (FCI vs. investment vs. time) 2) system renewal dollars vs. time and 3) aforementioned by building, campus or building system.
 - Photographs must be able to be linked to buildings and deficiencies.
 - Multiple levels of password protection for stringent security control.
 - Strategically aggregate deficiencies into bundles that can be turned into multi-year plans. Projects should be able to be tracked and analyzed by such items as: category, type, resource, funding source, etc.
- J. License Requirements
- The system must allow for updating by the licensor on a regular basis.
 - The service provider must provide TAMU with a copy of the source code for the original and subsequent revisions to the software. This may be placed in an escrow account, if needed.
- K. Hardware Requirements
- Include in your proposal the minimum hardware requirement to effectively run the proposed software. Describe bandwidth access requirements and effective concurrent user capabilities.
- L. Photographs
- Photographs must be taken at each building to be used to record general composition and visual condition of deficiency.
 - Photographs must also be taken of major deficiencies where the pictures will assist in developing a plan of correction.
 - Photographs should be in an electronic format and linked to the assessment database.

Conditions and Exclusions:

- A. This survey shall not deal with the condition of furniture or movable equipment. The study is limited to assessing and reporting on the condition of the building shell elements, built-in features, building components, fixed equipment, service equipment and building systems. This survey requires a 25% room sampling, 100% survey of the mechanical and electrical systems and 100% survey of the exteriors, sites and foundations of each building.
- B. The survey does not include asbestos and lead based paint inspection. However, when it is apparent that building repair will require attending to asbestos abatement and lead based paint removal, consideration must be given to the effect of removing these items on the repair cost.
- C. Excludes any digging, demolition or destructive testing
- D. Scheduling and access into buildings will be coordinated and provided by Department of Residence Life. Field surveying will take place Mondays through Fridays from 9:00 a.m. to 4:30 p.m. CST. Any exceptions to this schedule must be approved in writing, in advance, by Texas A&M, Residence Life. Facility inspections will be conducted with sensitivity to activities and needs of occupants and other members of the university community. Members of A/E firm will be identifiable by either their uniform or name badge, which will be provided by A/E and approved by Texas A&M, Residence Life.

- E. The facilities condition analysis uses neither disassembly or special testing equipment but is a thorough visual inspection of accessible equipment and building components. It is expected that the inspection team will, for example, lift ceiling tiles in suspended ceilings and open access doors to reveal hidden equipment and building components that are integral to the survey.
- F. The A/E will complete the entire project within 130 consecutive calendar days from the date they receive notification, in writing, by Texas A&M University to proceed.
- G. Texas A&M University will provide a small office with work table and telephone (local phone service only). Sleeping accommodations will not be made available by Texas A&M University.
- H. Texas A&M University will provide building floor plans to the A/E within five (5) calendar days of signed contract.
- I. During the six (6) week field study period, weekly progress meetings will be held between the A/E and Texas A&M, Residence Life. During the report preparation period at least four (4) meetings will be held between the A/E and Texas A&M, Residence Life. It will be the A/E's responsibility to record and provide copies of written minutes for all meetings.
- J. Parking arrangements and payment will be the sole responsibility of the A/E and must be coordinated with Texas A&M University, Transportation Services (979-845-9700).

Code Requirements

Codes and regulations (latest revisions) to be used:

- A. National Fire Codes (Takes precedence over Standard Bldg., Code)
- B. Standard Building Code (for all items not covered in Life Safety Code NFPA-101)
- C. Safety Code for Elevators and Escalators ANSI/ASME A17.01 and A17.3
- D. Energy Conservation Design Standard for New State Buildings
- E. Standard Plumbing Code
- F. Building Services Piping-ASME/ANSI B31.9
- G. Texas Accessibility Standard ((TAS), Texas Commission on Licensing and Regulations, Architectural Barriers Act, Article 9102, Texas Civil Statutes
- H. Americans with Disabilities Action 1990
- I. American Society for Heating, Refrigerating and Air-Conditioning Engineers, Inc. Applicable Standards

1.5 Award

Any agreement resulting from this RFQ will be awarded all or none.

1.6 Schedule of Events

The review and approval of the RFQ process is a multi-step process which requires variable amounts of time.

Responders are advised that the projected dates as listed in the "Tentative Timetable" may change as required.

Tentative Timetable

Release of RFQ	October 18, 2019..
Pre-proposal Meeting	October 30, 2019 at 9:00am CST
Deadline for Questions	November 5, 2019 at 5:00 p.m. CST
Posting/e-mailing Addendum and Responses to Inquiries	November 11, 2019 at 5:00 p.m. CST
Deadline for Receipt of Proposals	November 18, 2019, 2:00 pm CST
Evaluation of Proposals Completed	November/December, 2019

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 firm to provide the requested services. Incomplete qualifications may be considered non-responsive and subject to rejection.

Interested respondents shall present for consideration the following:

- 2.1.1 Statement to indicate interest and availability to provide the required services and include credentials to perform requested services.
- 2.1.2 Provide a general overview of the organization and its professional staffing.
- 2.1.3 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.
- 2.1.4 List a maximum of five (5) projects for which you have provided comprehensive feasibility studies (preferably university residence halls/apartments). 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, and description.
 - Estimated total cost.
 - Project size.
 - Type of construction (new, renovation, or expansion).
 - Description of services the company provided for the project.
 - Name of Project Manager or the company's individual responsible to the Owner for the overall success of the programming.
 - Name of individual responsible for coordinating the day-to-day work.
- 2.1.5 References for each project listed above providing the following information:
 - The Owner's name and representative who served as the day-to-day liaison during for the project, including telephone number.
 - The Architect or Engineer for the project (if known).
 - Length of business relationship with the Owner.

2.2 HUB Subcontracting Plan

It is the policy of the State of Texas and Texas A&M University (Texas A&M) 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 Invitation for Bid/Request for Proposal 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 Invitation for Bid/Request for Proposal and will result in rejection of the submittal. The HUB Subcontracting Plan shall be submitted with the Invitation for Bid/Request for Proposal response by the date and time specified.

For information regarding the HUB Subcontracting Plan requirements, please contact Cindy Gillar at 979-845-9010 or via email at c-gillar@tamu.edu. Documents attached are the State of Texas HUB Subcontracting Plan form, HSP Quick Checklist, and Prime Contractor Progress Assessment Report (PAR) form. The State of Texas HSP forms can also be found at the following site: <http://www.window.state.tx.us/procurement/prog/hub/hub-forms>

2.3 Insurance

- 2.3.1 The successful respondent will be required per the indicated requirements (Appendix A) to provide proof of insurance prior to beginning any work on the campus of TAMU. The proposer will be held strictly liable for any damages to TAMU property occurring during any installation.
- 2.3.2 Vendor shall not commence work until all the insurance specified hereunder has been obtained and certificates of such insurance farce have been filed with and accepted by TAMU. Insurance coverage shall provide for a thirty day notice of cancellation or material change to the policy coverage and/or limits and the certificate of insurance enforce must include a notice that the policy or policies do contain these provision. Acceptance of insurance certificates by TAMU shall not relieve or decrease the liability of the proposer. Unless otherwise specified, the proposer shall provide and maintain, until the work included in this Request for Qualifications is completed an accepted by TAMU.
- 2.3.3 Certificates of Insurance must be delivered or mailed to:
- Texas A&M University
Purchasing Services
Attn: Patty Winkler
P.O. Box 30013
College Station, TX 77842-3013

SECTION 3 GENERAL INFORMATION

3.1 Submittal Deadline and Location

- 3.1.1 All proposals must be received by Texas A&M no later than **2:00 p.m. central time on November 18, 2019**
- 3.1.2 Proposals are to be submitted to:

U. S. POSTAL SERVICE:

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

Late offers properly identified will be returned to Respondent unopened. Late offers will not be considered under any circumstances.

3.2 Submittal Instructions

- 3.2.1 Company Profile (Exhibit A) must be signed by Respondent's company official authorized to commit such proposals. Failure to sign the Company Profile may be basis for proposal disqualification.
- 3.2.2 One (1) Hard Copy Original and one (1) virus free CD Rom or USB drive copy.
- 3.2.3 Proposal package (box/carton) must indicate on the lower left-hand corner the submitter's company name, the proposal opening date, and RFQ number.
- 3.2.4 Telephone, facsimile (Fax) or email responses to this RFP are not acceptable.
- 3.2.5 Proposal shall contain the following information:
- ✓ Vendor qualifications (Section 2.1)
 - ✓ Proposal shall include the Company Profile as found in Exhibit A.
 - ✓ One (1) Hard Copy Original and one (1) virus free CD Rom or USB copy.
 - ✓ Proof of Insurance Certificate (Section 2.3)
 - ✓ HUB Subcontracting Plan (Section 2.2)

3.3 Texas A&M Contact

All questions must be sent to:

Patty Winkler, C.P.M.
p-winkler@tamu.edu

Texas A&M specifically requests that Respondents restrict all contact and questions regarding this RFQ to the above named individuals. **Deadline for questions is Tuesday, November 5, 2019, 5:00 P.M. CST. Responses to questions will be provided in addenda form by November 11, 2019, 5:00 P.M. CST.**

3.4 Inquiries and Interpretations

Responses to inquiries which directly effect 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 proposal.

Only those Texas A&M replies to inquiries which are made by formal written addenda shall be binding. Oral and other interpretations or clarification will be without legal effect.

3.5 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 awarded.

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.

3.6 Terms and Conditions

The Terms and Conditions of the Request for Qualifications shall govern any Agreement issued as a result of this solicitation RFQ.

Additional or attached terms and conditions which are determined to be unacceptable to Texas A&M may result in the disqualification of your proposal. Examples include, but are not limited to, liability for payment of taxes, subjugation to the laws of another State, and limitations on remedies

3.7 General

These General Terms and Conditions shall be made a part of and govern any Agreement/Purchase Orders resulting from this Request for Proposal.

Each response should be prepared simply and economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content and responsiveness to the offer requirements.

Texas A&M University (Texas A&M) reserves the right to accept or reject any or all offers, to waive informalities and technicalities, to accept the offer considered most advantageous and award based on "Best Value". Additionally, all respondents are hereby notified that Texas A&M shall consider all factors it believes to be relevant in the determination of the "Best Value" including, but not limited to: company description, ownership, physical address – preferably in the State of Texas, mailing address, other company locations, Names of top management and key employees and each person's duties, background and experience of these employees, subcontractor's background and experience and current clientele. Texas A&M's decision is final.

Responses are to be valid for a minimum of 180 days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays.

3.8 Electronic State Business Daily

This RFQ has been posted on the Electronic State Business Daily at <http://www.txsmartbuy.com/sp>. It is the responsibility of proposers who download this RFQ from the Electronic State Business Daily to check the website for any addenda to 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 4 EVALUATION CRITERIA FOR AWARD

4.1 Evaluation Information

Texas A&M University will utilize an evaluation team for the evaluation of this RFQ. Texas A&M University will evaluate and make the award on the proposal that is determined to be the “Best Value” to the State based on, but not limited to the criteria listed above. Texas A&M University intends to identify one (1) agency to fulfill this agreement.

All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFQ, Texas A&M alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

By submitting a proposal, Respondent acknowledges and accepts [a] the evaluation process, [b] the evaluation factors listed in the RFQ Company Profile, [c] the scope of this engagement (**Section 1**), [d] all other requirements and specifications set forth in this RFQ, and [e] that some subjective judgments must be made by the University during this RFQ process.

Should Texas A&M be unable to agree on final Agreement terms and conditions with the highest ranked proposer, a Texas A&M representative(s) will then negotiate with the second-ranked proposer or reissue the same or modified version of this RFQ.

Texas A&M University reserves the right to reject any and all proposals.

4.2 Demonstration, Presentation and/or Interviews

During evaluation, Texas A&M will request an on-site demonstration/presentation/interview of respondents that qualify. Upon receipt of proposals, Texas A&M, Procurement will schedule a presentation date and time and provide a complete presentation script. Areas that the presentation shall cover shall include, but not limited to an overall of the entire process from start to finish, demonstration of offered software, example reports, overview of time line to complete the project, etc. A complete presentation script will be provided upon conformation of confirmed presentation meeting.

4.3 Evaluation Criteria and Weights

Each proposal shall be evaluated on the ability to meet the university’s minimum requirements in Section 2 and to provide the best value to the University. Proposal shall be evaluated by assigning points to each of the items below. The maximum number of points that can be assigned to each item being evaluated are as follows:

The proposals will be evaluated based the following criteria:

Evaluation Criteria	Possible Points
Experience in comparable projects	25
Presentation	25
Vendor Qualifications	30
References	20
TOTAL POINTS	100

EXHIBIT A**COMPANY PROFILE**

Company Profile is to contain the following information in the order requested below and shall be limited to ten pages. Please provide name and signature below.

1. Firm/Business Name, Address, Telephone, Fax, and E-mail
2. Date Profile Prepared
3. Year Present Firm Established
4. Type of Ownership
5. Name of Parent Company, if any
6. Former Firm Name(s), if any
7. Names of not more than two Principal to Contacts to include title, telephone, and e-mail
8. Name/Title/Telephone/Fax/Email Address of single point of contact for proposed project team
9. Enclose a one page organizational chart illustrating reporting lines and names and titles for key participants on the proposed project team.
10. Please disclose any litigation in which your firm may be involved. Include statement in reference to potential conflict of interest due to existing or past work with other clients

By signing the RFQ submission, Respondent represents and warrants that:

- The qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct.
- The individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response.
- Respondent has not been an employee of the A&M System within the immediate twelve (12) months prior to the RFQ response.
- No compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code).
- All services to be provided in response to this RFQ will 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 as of the date of this solicitation.

Statement of Qualifications Submitted by:

Name of Authorized Officer of Firm

Signature of Authorized Officer of Firm

Date Signed

Firm's Name and Address:

Appendix A – Insurance Requirement

[Vendor] shall obtain and maintain, for the duration of this Agreement or longer, the minimum insurance coverage set forth below. With the exception of Professional Liability (E&O), all coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code and have a financial strength rating of A- or better and a financial strength rating of VII or better as measured by A.M. Best Company or otherwise acceptable to Texas A&M University. By requiring such minimum insurance, the Owner shall not be deemed or construed to have assessed the risk that may be applicable to [Vendor] under this Agreement. [Vendor] shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. [Vendor] is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. No policy will be canceled without unconditional written notice to Texas A&M University at least ten days before the effective date of the cancellation.

Insurance:

<u>Coverage</u>	<u>Limit</u>
A. <u>Worker's Compensation</u>	
Statutory Benefits (Coverage A)	Statutory
Employers Liability (Coverage B)	\$1,000,000 Each Accident \$1,000,000 Disease/Employee \$1,000,000 Disease/Policy Limit
Workers' Compensation policy must include under Item 3.A. on the information page of the workers' compensation policy the state in which work is to be performed for Texas A&M University. Workers' compensation insurance is required, and no "alternative" forms of insurance will be permitted	
B. <u>Automobile Liability</u>	
Business Auto Liability Insurance covering all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 Single Limit of liability per accident for Bodily Injury and Property Damage;	
C. <u>Commercial General Liability</u>	
Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products / Completed Operations	\$1,000,000
Personal / Advertising Injury	\$1,000,000
Damage to rented Premises	\$300,000
Medical Payments	\$5,000

The required commercial general liability policy will be issued on a form that insures [Vendor's] or its subcontractors' liability for bodily injury (including death), property damage, personal and advertising injury assumed under the terms of this Agreement.

Additional Endorsements

The Auto and Commercial General Liability Policies shall name the Texas A&M University System Board of Regents for and on behalf of The Texas A&M University System and the Texas A&M University as additional insured's.

D. [Vendor] will deliver to Texas A&M University:

Evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all insurance after the execution and delivery of this Agreement and prior to the performance of any services by [Vendor] under this Agreement. Additional evidence of insurance will be provided on a Texas Department of Insurance approved certificate form verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal.

All insurance policies, with the exception of worker's compensation and employer's liability will be endorsed and name The Board of Regents for and on behalf of The Texas A&M University System, The Texas A&M University System and Texas A&M University as Additional Insureds up to the actual liability limits of the policies maintained by [Vendor]. Commercial General Liability and Business Auto Liability will be endorsed to provide primary and non-contributory coverage. The Commercial General Liability Additional Insured endorsement will include on-going and completed operations and will be submitted with the Certificates of Insurance.

All insurance policies will be endorsed to provide a waiver of subrogation in favor of The Board of Regents of The Texas A&M University System, The Texas A&M University System and Texas A&M University. No policy will be canceled without unconditional written notice to Texas A&M University at least ten days before the effective date of the cancellation. All insurance policies will be endorsed to require the insurance carrier providing coverage to send notice to Texas A&M University ten (10) days prior to the effective date of cancellation, material change, or non-renewal relating to any insurance policy required in this section.

Any deductible or self-insured retention must be declared to and approved by Texas A&M University prior to the performance of any services by [Vendor] under this Agreement. [Vendor] is responsible to pay any deductible or self-insured retention for any loss. All deductibles and self-insured retentions will be shown on the Certificates of Insurance.

Certificates of Insurance and Additional Insured Endorsements as required by this Agreement will be mailed, faxed, or emailed to the following Texas A&M University contact:

Name:

Address:

Facsimile Number:

Email Address:

The insurance coverage required by this Agreement will be kept in force until all services have been fully performed and accepted by Texas A&M University in writing.

Appendix B - Listing of Facilities

RESIDENCE LIFE BUILDING LIST					
Bldg. #	Bldg. Abbrv.	Bldg. Name	Physical Address (College Station, TX 77840)	Assignable Sq. Ft.	Gross Sq. Ft.
NORTH					
1427	A1	A-1 Lounge (N Maint.) SSC Maintenance	225 Jones St.	1,363	3,128
1412	A2	A-2 Lounge (NW Cust) SSC Custodial	212 University Dr.	1,531	1,970
1415	A3	A-3 Lounge Housing Office	210 University Dr.	1,819	2,222
1430	C1	C-1 Lounge (NE Cust) SSC Custodial	308 University Dr.	1,519	2,000
0548	CLEM	Clements	211 Jones St.	45,238	62,156
0415	DAVI	Davis-Gary	210 University Dr.	28,329	40,828
0427	FOWL	Fowler	225 Jones St.	27,620	57,696
0549	HAAS	Haas	212 Houston St.	50,776	69,668
0653	HOBB	Hobby	160 Ashbury St.	45,104	62,156
0426	HUGH	Hughes	265 Jones St.	18,356	38,957
1416	HULL	Hullabaloo (F&O, Conf. Svs. & NAO)	306 University Dr.	157,136	254,040
0428	KEAT	Keathley	214 University Dr.	27,988	57,696
0294	LECH	Lechner	232 Houston St.	41,533	59,541
0419	LEGE	Legett	422 Ross St.	25,827	45,134
0550	MCFA	McFadden	301 Jones St.	45,373	62,156
0412	MOSE	Moses	212 University Dr.	27,888	40,828
0652	NEEL	Neeley	140 Ashbury St.	51,189	69,668
0430	SCHU	Schuhmacher	308 University Dr.	18,356	38,957
0422	WALT	Walton	166 Houston St.	34,638	51,494
SOUTH					
0293	APPE	Appelt	660 Mosher Lane	59,524	82,767
0447	ASTO	Aston	655 Mosher Lane	79,069	113,388
0440	COMM	Commons Lobby (SAO, S & Commons Cust. & S Maint.)	676 Lubbock St.	58,557	84,500
0442	DUNN	Dunn	636 Lubbock St.	62,909	112,133
0292	EPPR	Epwright	695 Spence St.	47,376	67,283
0417	HART	Hart	460 Throckmorton St.	31,955	50,416
0441	KRUE	Krueger	722 Lubbock St.	63,584	112,133
0433	MOSH	Mosher	425 Mosher Ln.	108,754	155,430
0291	RUDD	Rudder	770 Mosher Ln.	47,101	67,283
0394	UNDE	Underwood	644 Mosher Ln.	56,726	81,730
0290	WELL	Wells	700 Mosher Ln.	47,081	67,283
CORPS					
0400	SPEN	Dorm 1 - Spence	605 Military Mall	22,786	38,907
0401	KIES	Dorm 2 - Kiest	606 Military Mall	22,772	38,815
0402	BRIG	Dorm 3 - Briggs	635 Military Mall	22,304	36,517
0403	FOUN	Dorm 4 - Fountain	636 Military Mall	22,725	36,700
0404	GAIN	Dorm 5 - Gainer	665 Military Mall	22,703	36,564
0405	LACY	Dorm 6 - Lacy	664 Military Mall	22,580	35,646
0406	LEON	Dorm 7 - Leonard	695 Military Mall	22,667	36,222
0407	HARL	Dorm 8 - Harrell	767 Military Mall	22,497	34,972
0408	WHITE	Dorm 9 - Whiteley	735 Military Mall	23,346	36,893
0409	WHIT	Dorm 10 - White	736 Military Mall	23,332	36,893
0410	HARR	Dorm 11 - Harrington	767 Military Mall	23,312	36,893
0411	UTAY	Dorm 12 - Utay	766 Military Mall	23,652	36,943
UNIVERSITY APARTMENTS					
0200	SCHO	Dr. David E. Schob Military Appreciation Home	906 Ashburn	1,721	1,950
1461	GACT	Gardens Activity Bldg.	1100 Hensel Dr.	1,852	2,568
1454	GARF	Gardens Bldg. F	302 Ball St.	28,374	33,535
1455	GARG	Gardens Bldg. G	302 Ball St.	28,374	33,535
1456	GARH	Gardens Bldg. H	302 Ball St.	28,351	33,535
1451	GARJ	Gardens Bldg. J	302 Ball St.	28,393	33,535
1452	GARK	Gardens Bldg. K	302 Ball St.	28,378	33,535
1453	GARL	Gardens Bldg. L	302 Ball St.	28,374	33,535
1457	GARM	Gardens Bldg. M	1100 Hensel Dr.	31,741	33,535
1458	GARN	Gardens Bldg. N	1100 Hensel Dr.	31,761	33,535
1459	GARP	Gardens Bldg. P	1100 Hensel Dr.	30,030	33,535
1460	GARQ	Gardens Bldg. Q	1100 Hensel Dr.	30,033	33,535
1450	GLDR	Gardens Laundry/ Outdoor Activity Center	302 Ball St.	1,023	1,428
3198	UACC	University Apartments Community Center (Business & Apt. Offices)	250 Calvin Moore Ave.	9,989	17,384
3197	UACM	University Apts. Community Maintenance Bldg.	225 Calvin Moore Ave.	8,950	13,806
WHITE CREEK - WEST CAMPUS					
1590	WCAA	White Creek Building A	225 Discovery Dr 77845	122,925	170,550
1591	WCAB	White Creek Building B	225 Discovery Dr 77845	130,824	181,714
1592	WCAC	White Creek Building C	225 Discovery Dr 77845	130,630	181,681
1589	WCA	White Creek Activity Center	225 Discovery Dr 77845	1,765	5,904
1593	WCCC	White Creek Community Center	667 West Campus Blvd, 77845	27,967	34,460

Attachment A - HUB Subcontracting Plan

The HUB Subcontracting Plan Pages 1-10

All respondents are required to return a HUB Subcontracting Plan with their proposal. Failure to return a HUB Plan or if HUB Plan is not approved, your entire response will be disqualified.

Helpful Contacts:

Cindy Gillar, HUB Coordinator
c-gillar@tamu.edu
979-845-9010

Lexie Bright, Assistant HUB Coordinator
Lexie.bright@tamu.edu
979-845-3425