



TEXAS SOUTHERN UNIVERSITY

**REQUEST FOR QUALIFICATIONS**

**OWNER'S REPRESENTATIVE  
SERVICES** *for* Projects of Indefinite  
Scope/Indefinite Quantity

**RFQ # 717-23-724**

DEADLINE FOR SUBMITTAL:

**3:00 p.m., Central Standard Time, Thursday, June 22, 2023**

Texas Southern University  
**PROCUREMENT SERVICES**  
Attn: Sceffers Ward  
3100 Cleburne Street  
Mack O. Hannah Hall, Suite 333  
Houston, Texas 77004 - 4598

# Table of Contents

## Section 1 - General Information & Requirements

1.1	General Information	1.14	Sales and Use Taxes
1.2	Public Information	1.15	Certification of Franchise Tax Status
1.3	Type of Contract	1.16	Prevailing Minimum Wage Rate Determination
1.4	Clarifications and Interpretations	1.17	Required Notice of Workers Compensation Insurance Coverage
1.5	Submission of Qualifications	1.18	Disclosure of Interested Parties Statute
1.6	Point-Of-Contact	1.19	State Registration of Architecture Firms
1.7	Communication Restrictions	1.20	State Registration of Engineering Firms
1.8	Owner's Reservation of Rights	1.21	Vendor Performance
1.9	Acceptance of Evaluation Methodology		
1.10	No Reimbursement for Costs		
1.11	Pre-Submittal Conference		
1.12	Eligible Respondents		
1.13	Historically Underutilized Businesses Submittal Requirements		

## Section 2 - Executive Summary

2.1	Historical Background	2.4	Programming
2.2	Mission Statement	2.5	Project Planning Schedule
2.3	Project Description, Scope, and Budget	2.6-2.8	Criteria and Weighted/Value

## Section 3 - Requirements for Statement of Qualifications

3.1	Offeror's Statement of Qualifications and Availability
3.2	Offeror's Ability to Provide Services
3.3	Offeror's Project Management Leadership Team
3.4	Offeror's Performance on Past Projects
3.5	Offeror's Technical Capabilities
3.6	Offeror's Knowledge of Best Practices
3.7	Offeror's Ability to Identify and Resolve Problems
3.8	Offeror' Understanding of Draft Agreement

## **Section 4 - Format for Statement of Qualifications**

- 4.1 General Instructions
- 4.2 Page Size, Binding, Dividers, and Tabs
- 4.3 Table of Contents
- 4.4 Pagination
- 4.5 Proposal and Negotiation

## **Section 5 – Execution of Qualifications and Attachments**

### 5.1 Execution of Qualifications

#### Attachments:

- Draft Agreement Between the Owner and Owner's Representation Firm.

# REQUEST FOR QUALIFICATIONS FOR OWNER'S REPRESENTATIVE SERVICES TEXAS SOUTHERN UNIVERSITY

## **SECTION 1 – GENERAL INFORMATION & REQUIREMENTS**

- 1.1 **GENERAL INFORMATION:** Texas Southern University (“Owner”) is soliciting statements of qualifications (“Qualifications”), under the authority of Chapter 73.115 of the Texas Education Code – Acquisition of Goods and Services, for the selection of Owner’s Representative Services for the Capital Construction Assistance Projects (“Projects”) in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (“RFQ”). This RFQ provides offerors with the information necessary to prepare and submit Qualifications for consideration by the Owner.
- 1.1.1 This RFQ will be in two phases. In the first phase, the Owner will evaluate each offeror’s experience, technical competence, and capability to perform, the past performance of the offeror’s team and members of the team, and other appropriate factors submitted by the team or firm in response to the RFQ. Based on the initial offering, TSU may select up to five (5) of the top-ranked qualified offerors to attend interviews in the final step of the process.
- 1.1.2 In the second phase, the Owner shall evaluate the information submitted by the offerors on the basis of the selection criteria stated in the RFQ and the results of the interview. The Owner may request additional information regarding demonstrated competence and qualifications. The Owner will then rank the remaining offerors in order to determine one or more of the “most qualified” respondents.
- 1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation may be considered non-confidential and/or non-proprietary and may be subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed.
- 1.2.1 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General’s Office with respect to disclosure of RFQ information.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form provided by the Owner , a copy of which is attached to this RFQ (“Draft Agreement”).
- 1.3.1 Any request to modify any terms or conditions of the Draft Agreement or any of its attachments, and exhibits will be taken into consideration before awarding an agreement.
- 1.3.2 Offeror should carefully review the attached Draft Agreement and all of its attachments and exhibits. Offeror must clearly communicate in writing all terms and conditions of the Draft Agreement (including all attachments and exhibits) that offeror will require to be changed before offeror will sign an agreement. In addition to proposed edits, offeror must provide a reasonable and articulable explanation why the offeror requests each change. Redlining Owner’s Draft Agreement or providing a statement with the intent or an implication that the agreement will require further discussion or negotiation will not be considered sufficient as a reasonable request for change and will negatively impact offeror’s overall ranking.

1.3.3 Offeror must provide written attestation of its willingness to accept Owner's complete Draft Agreement without change or modification.

1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the Electronic State Business Daily (ESBD) website at <https://www.txsmartbuy.com/esbd>. It is the responsibility of all offerors to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due as part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications.

1.4.1 All inquiries shall be submitted in writing (in Word format) via email to Mr. Sceffers Ward at and [procurement@tsu.edu](mailto:procurement@tsu.edu) by **12:00 Noon, Central Standard Time; Monday, June 12, 2023**; the date listed as the deadline for submission of questions as specified in Section 2.5 below.

1.4.2 Offerors shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) business days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 **SUBMISSION OF QUALIFICATIONS:**

1.5.1 Deadline and Location: The Owner will receive Qualifications by the time and at the location described below.

**3:00 p.m., Central Standard Time; Thursday, June 22, 2023.**

**Physical Address for Courier Delivery:**

**Texas Southern University**  
3100 Cleburne Street  
Hannah Hall, Suite 333  
Houston, Texas 77004 - 4598  
ATTN: Mr. Sceffers Ward

or

**TSU Post Office** - Texas Southern University Post-Office. You may find the exact location for the Post Office (Bldg. #106\_PO) on the campus map.

<http://www.tsu.edu/about/campus/pdf/tsu-campus-map.pdf>

The submittals should be packaged tightly with a business card affixed. A TSU representative will be in place to monitor the deliveries the day of the closing. If you have any questions, please mail the Texas Southern University contact stated in the bid. Thank you for cooperating with this request.

1.5.2 Offeror must submit one (1) original and three (3) identical copies of the Qualifications and one (1) PDF copy on a flash drive. An original signature must

be included on the “Respondent’s Statement of Qualifications and Ability to Undertake the Project” document submitted with each copy.

- 1.5.3 Offeror must submit one (1) original and one (1) copy of the HUB Subcontracting Plan (“HSP”) as separate attachments to the Qualifications as described in Section 5.2.
  - 1.5.4 **LATE PROPOSALS WILL NOT BE ACCEPTED.**
  - 1.5.5 The Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
  - 1.5.6 Properly submitted Qualifications will not be returned to offerors.
  - 1.5.7 Qualifications materials must be enclosed in a sealed envelope (box or container) addressed to the Point of Contact person; the package must clearly identify the submittal deadline, the RFQ number, and the name and return address of the offeror.
- 1.6 **POINT OF CONTACT:** The Owner designates the following person as its representative and Point of Contact for this RFQ. Offerors shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the Point of Contact person.
- Mr. Scaffers Ward, Director of Purchasing  
Texas Southern University  
3100 Cleburne Street  
Houston, TX 77004  
713-313-7887  
E-mail: [procurement@tsu.edu](mailto:procurement@tsu.edu)
- 1.7 **COMMUNICATION RESTRICTIONS:** Offerors may communicate only with the Point of Contact and no other person regarding this RFQ or concerning matters related to it. **Failure to comply with these requirements and communications with other than the Point of Contact may result in disqualification of a response.**
- 1.8 **OWNER’S RESERVATION OF RIGHTS:** The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Projects. The Owner reserves the right to reject any and all Qualifications and re-solicit for new Qualifications. The Owner makes no representations, written or oral, that it will enter into any form of agreement with any offeror to this RFQ for the Projects, and no such representation is intended or should be construed by the issuance of this RFQ.
- 1.8.1 Offeror understands and agrees that this RFQ and any subsequent contract ensuing from this solicitation is contingent upon the approval by the Owner and/or Texas Southern University’s Board of Regents. Offeror understands and agrees that Owner has made no representation, written or oral, that any such approvals will be obtained. If any such approvals are not obtained, offeror understands and agrees that this RFQ and any subsequent agreement ensuing from this solicitation will be null, void, and of no effect.
- 1.9 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFQ, offeror accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner.

1.10 **NO REIMBURSEMENT FOR COSTS:** Offeror acknowledges and accepts that any costs incurred from its participation in this RFQ process shall be at the sole risk, expense, and responsibility of the offeror.

1.11 **PRE-SUBMITTAL CONFERENCE:** A pre-submittal conference will be held **10:00 a.m., Central Standard Time, Wednesday, June 7, 2023** and communicated to each offeror at the location described below.

Texas Southern University  
**General Service Building, Room 217**  
3100 Cleburne Street  
Houston, Texas 77004

1.11.1 Attendance at the pre-submittal conference is optional.

1.12 **ELIGIBLE OFFERORS:** Only lawfully formed business organizations may apply. This does not preclude an offeror from using consultants. The Owner will contract only with a formal organization/partnership that submits a Qualification.

1.13 **HISTORICALLY UNDERUTILIZED BUSINESSES SUBMITTAL REQUIREMENTS:** It is the policy of Texas Southern University to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (“HUB”) in all contracts. Accordingly, Texas Southern University has adopted Section 5.2 Policy on Utilization of Historically Underutilized Businesses. This policy applies to all contracts with an expected value of \$100,000 or more. If Texas Southern University determines those subcontracting opportunities are probable, then a HUB subcontracting plan is a required element of the Qualifications. Failure to submit a required HUB Subcontracting plan will result in rejection of the Qualifications.

1.13.1 Statement of Probability: Owner has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, an HSP is required as a part of an offeror's Qualifications.

1.13.2 The HUB Subcontracting goal for the RFQ is **23.7%** for Professional Services. Offerors are expected to make a good faith effort to meet this goal. The HSP may be prepared by the Owner’s Representation firm listing all of the sub-consultants.

1.13.3 Refer to the Owner’s Policy on the Utilization of Historically Underutilized Businesses (“HUB Policy”), for a detailed list of attachments required with the Qualifications.

1.13.4 The “Statement of Probability” determines the probability for subcontracting opportunities. This determination will clarify which statements, detailed in Figure 1, will be required to be completed and returned.

1.13.5 For information regarding Texas Southern University’s HUB Program and HUB Subcontracting opportunities, please contact Mr. Sceffers Ward, HUB Coordinator, [sceffers.ward@tsu.edu](mailto:sceffers.ward@tsu.edu).

1.14 **SALES AND USE TAXES:** Section 151.311, Tax Code, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include Texas Southern University. The section further permits the purchase tax-free of

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tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is “necessary and essential for the performance of the contract” and “completely consumed at the job site.” In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if “the contract expressly requires the specific service to be provided or purchased by the person performing the contract” or “the service is integral to the performance of the contract.”

It is the responsibility of the Offeror to incorporate allowable tax savings into its Proposal.

- 1.15 **CERTIFICATION OF FRANCHISE TAX STATUS:** Offerors are advised that if successful it will be required to submit certification that it is not delinquent in the payment of any franchise tax status due under Chapter 171 of the Texas Tax Code, or that it is exempt from the payment of such taxes, or that it is an out-of-state legal entity and not subject to the Texas Franchise Tax, whichever is applicable. The Offeror further agrees that each subcontractor and supplier under contract will also provide an appropriate certification of franchise tax status.
- 1.16 **PREVAILING MINIMUM WAGE RATE DETERMINATION:** Offerors are advised that the Texas Prevailing Wage Law applies to this Project will be administered in accordance with the policies and procedures set forth in Texas Southern University’s document, entitled “Prevailing Wage Guidelines.” **A copy is attached to the Special Conditions.**
- 1.17 **REQUIRED NOTICES OF WORKERS’ COMPENSATION INSURANCE COVERAGE:** Section 406.096, Texas Labor Code, and the rules of the Texas Workers’ Compensation Commission, require workers’ compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity.
- 1.18 **DISCLOSURE OF INTERESTED PARTIES STATUTE:** In its proposal, offerors must agree to comply with Section 2252.908, Texas Government Code (“Disclosure of Interested Parties Statute”) and 1 Texas Administration Code Sections 46.1 through 46.3 (“Disclosure of Interested Parties Regulations”) as implemented by the Texas Ethics Commission (“TEC”), including, among other things, providing the TEC and University with the information required by the Disclosure of Interested Parties Statute and the Disclosure of Interested Parties Regulations on the form promulgated by the TEC and set forth in APPENDIX EIGHT. The form will be required to be submitted to Owner prior to the countersigning of the final agreement and not submitted with this RFQ.
- 1.19 **STATE REGISTRATION OF ARCHITECTURE FIRMS:** Offerors are advised that the Texas Board of Architectural Examiners requires that any firm or business entity providing architectural services to the public, other than a sole proprietor doing business under his/her name must annually register information regarding the firm or business entity with the Texas Board of Architectural Examiners. The Texas Board of Architectural Examiners, 333 Guadalupe Street, Suite 2-350, Austin, Texas 78701, telephone (512) 305-9000, has jurisdiction over individuals licensed under the Architects’ Registration Law, Chapter 1051, Texas Occupations Code.
- 1.20 **STATE REGISTRATION OF ENGINEERING FIRMS:** Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An

entity is defined as a sole proprietorship, firm, partnership, corporation, or joint stock association.

- 1.21 **VENDOR PERFORMANCE:** In accordance with Texas Government Code, 2155.074 and 2155.75, vendor performance may be used as a disqualification factor in the award. Vendor performance information on the Controller of Public Accounts web site may be accessed at: [http://www.window.state.tx.us/procurement/prog/vendor\\_performance/](http://www.window.state.tx.us/procurement/prog/vendor_performance/). The Owner may conduct reference checks with other entities regarding past performance. In addition to evaluating performance through the Vendor Performance Tracking System (as authorized by 34 Texas Administrative Code §20.108), the Owner may examine other sources of vendor performance including, but not limited to, notices of termination, cure notices, assessments of liquidated damages, litigation, audit reports, and non-renewals of contracts. Such sources of vendor performance may include any governmental entity, whether an agency or political subdivision of the State of Texas, another state, or the Federal government. Further, the Owner may initiate such examinations of vendor performance based upon media reports. Any such investigations shall be at the sole discretion of the Owner, and any negative findings, as determined by the Owner, may result in non-award to the Offeror.

## **SECTION 2 – EXECUTIVE SUMMARY**

2.1 **HISTORICAL BACKGROUND:** Texas Southern University (“TSU”) is an elite, Carnegie R2 Institution and proud to be the premiere producer of diversity for building a talent strong Texas. The Owner one of the largest Historically Black College/University (“HBCU”) in the nation and destined to become the first HBCU with the coveted Carnegie R1 status.

Since its founding in 1927, TSU has evolved from its origins as a small junior college into an elite, nationally competitive, Texas Southern is proud to be one of 11 HBCU’s designated as a Doctoral University of High Research Activity (R2) by The Carnegie Classification of Institutions of Higher Education. Recognized for not only its research, TSU has demonstrated a committed in every facet of university life from academics to athletics. Texas Southern University currently offers more than 120 undergraduate and graduate programs and concentrations at the baccalaureate, graduate-master, graduate-doctoral, and professional level. These programs are organized into 11 colleges and the campus is situated on more than 150-acres of land in the heart of Houston’s historic Third Ward community.

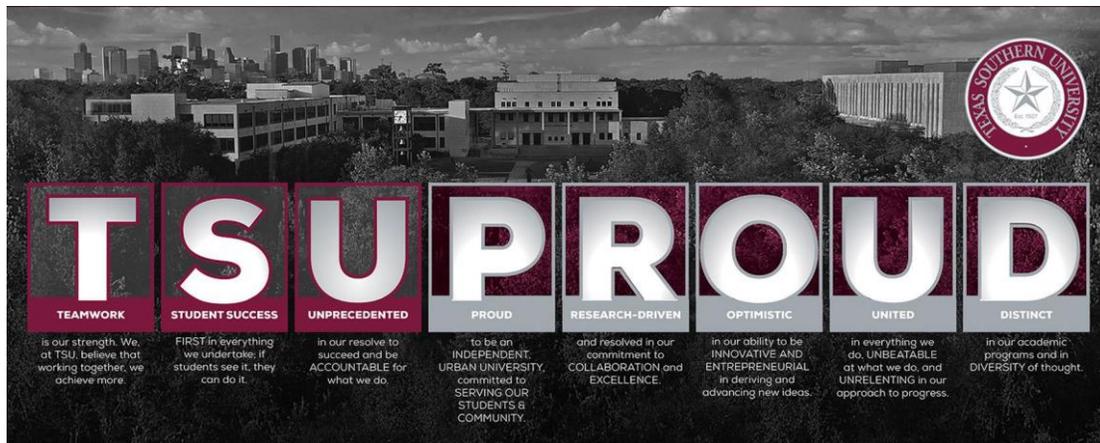
The administrative leadership of Texas Southern University changed on July 1, 2021, when Dr. Lesia Crumpton-Young began her service as the University’s 13th president. Dr. Crumpton-Young’s administration is guided by three principles, which is that of Innovation, Transformation, and Disruption. As the institution celebrates 95 years of providing learners with social and upward mobility through education, the administration has paid tribute to its rich past, while celebrating its present state, and envisioning its future.

Currently, Texas Southern University enrollment is approximately 8,000 students, making it one of the largest HBCU’s in the nation. The institution is currently finalizing a new strategic plan for the campus community. Preliminary strategies and goals contemplate the institution moving to 10,000 students by 2025 and 15,000 students in fall 2030.

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Texas Southern University is committed to transforming lives and achieving unprecedented success at an accelerated pace. The Board of Regents, President, Administration, Faculty, and Staff live the mission of TSU everyday through their respective commitment to the students. Texas Southern University is PROUD to be the first public institution in Houston.



**2.2 MISSION STATEMENT:**

Texas Southern University is a comprehensive research, teaching, and public service institution whose mission is the advancement of knowledge and the pursuit of excellence. The University is committed to ensuring equality, by offering innovative programs that are responsive to its urban setting, and transforming diverse students into lifelong learners, engaged citizens, and creative leaders in their local, national, and global communities.

**2.3 PROJECT DESCRIPTION, SCOPE, AND BUDGET:** Vendor shall provide Owner’s Representative staff to sufficiently support the Projects at Texas Southern University. All services performed by the Offeror will take place in parallel with the Projects’ schedules and shall end when the Projects are complete and if necessary, through the end of the contractor warranty period, typically one (1) year thereafter. Vendor shall provide representation for the duration of the Projects and sufficient Owner’s Representative staff to administer the contract and oversee the Projects. All work must be tracked per site/building.

**THE PROJECTS - OVERVIEW:**

**2.3.1 Health and Wellness Center (HWC):** The new HWC will be operated by a collaborative effort of Texas Southern University’s colleges and divisions, via a holistic approach to providing interdisciplinary health and wellness services to individuals within the community, while addressing critical health needs and disparities using both didactic and experiential learning. Students and faculty from all health-related disciplines and other TSU networks will work collaboratively to empower individuals to make informed decisions through health education and wellness activities. The new facility will provide exposure to higher education, in particular early introduction to Health and STEM education opportunities. The HWC will be comprised of flexible learning spaces, wellness services, exercise areas, meditation and mental health spaces, training facilities, and state-of-the-art technology. The HWC will also house a community kitchen space for nutrition training and community usage. In addition, the HWC will also include community

pharmacy for constituents to have convenient access to prescription services and over the counter medications. The lot size for the location of the HWC is approximately 53,028 square feet.

- 2.3.2 **Catalyst Center for Urban Transformation:** The Catalyst Center for Research focused on Urban Transformation at TSU will be an innovative ecosystem consisting of diverse and synergistic educational research centers and institutes with transdisciplinary faculty, research staff, students, and community members engaging in transformative research, to offer solutions to challenges within communities and industries. The integration of virtual reality into subject area concepts will further lead to novel discoveries. Scholarly research, entrepreneurial activities, workforce and professional development training, and multigenerational family activities will take place in the Catalyst. National, international, and local thought leaders will collaborate on design solution within this facility.

The new facility will include a theater style auditorium, supported by a lobby designed to host research events, accommodate poster sessions, and facilitate large scale meetings. Multiple campus centers and institutes will be supported through office space as well as meeting and conference rooms. The Catalyst Center for Research focused on Urban Transformation will also include virtual reality, design thinking, and data science simulation labs. The lot size for the location of the Catalyst Center and the Nabrit Science Center is approximately 147,043 square feet.

- 2.3.3 **Nabrit Science Center:** Currently housed in aging facilities on campus, the new Nabrit Science Center will host the Institute for Drug Discovery and Development by providing nine (9) core facility/laboratory spaces that are up to current standards for both academic instruction and research, while anticipating the needs of future students, faculty, and researchers. The new facility will be located on the site of the current Nabrit Science Building and Annex and aims to provide the most advanced core facility/lab spaces to support research programs from basic sciences, translational and clinical sciences, while considering current and future technology needs, building in flexibility to the design. Specific programs to be housed in the new facility include Drug Discovery, Pre-Clinical Development, Translational and Clinical Sciences, including clinical trials. The lot size for the location of the Catalyst Center and the Nabrit Science Center is approximately 147,043 square feet.

- 2.3.4 **Projects Site:** The new buildings will be located at the Northwest intersection of Tierwester and Wheeler (along what is also known as the Tiger Walk). The buildings will be multi-stories on structural foundations. The utilities (chilled water, steam, electricity, plumbing, data and phone lines, etc.) WILL be assessed by the Design/Build Firm(s) to determine feasibility of current versus new infrastructure. Additional important items to note with regards to Projects: Building demolition and abatement will be required by the Design/Build Firm(s), as there are existing structures on the proposed lots for the new buildings.

## **SCOPE:**

The scope of services may include, but may not be limited to, the following phases and associated elements of Owner's Representative - Project Management Services from conception to completion of the Projects on behalf of the Owner:

### **2.3.5 PROGRAMMING & PRE-CONSTRUCTION:**

- Site Assessment,
- Conceptual Space Planning and Feasibility Analysis,
- Participate in the process for Architect/Engineer selection,
- Manage Technical Services Providers (Architect, Engineer, etc.),
- Assist with Selection of Design Team and Design Development Oversight,
- Visualization/Conflict Modeling (BIM Technology),
- Engage and Coordinate with Regulatory Authorities,
- Evaluate Construction/Contract Delivery Systems,
- Contract Negotiation,
- Cost Estimating and Budgeting,
- Cash Flow Projection,
- Constructability Review and Value Engineering,
- Milestone Scheduling,
- Construction Schedule and Task List Development,
- Construction Phasing Evaluation,
- Special Considerations and Key Issue Development,
- Contract/Services Solicitation and Procurement in Accordance with Owners Requirements,
- Review of bids submitted with recommendations to TSU,
- Coordination/Liaison with End User, Owner's Designated Design Team and Consulting Entities – Facilitate Communication between all interested and involved parties, and
- Document Management/Control and Reporting.

### **2.3.6 CONSTRUCTION ADMINISTRATION/MANAGEMENT:**

- Project Schedule Oversight and Analysis with regular reports to TSU managers and administrators;
- Contract Administration;
- Processing, Review and Approval of Consultant and Contractor Pay Requests;
- Design Change Management and Reporting;
- Project Budget Oversight, Management and Reporting;
- Coordinating End User, Design and Construction Teams;
- Compliance Inspections and Progress Reporting;
- Conflict Resolution and Problem Solving;
- Quality Control;
- Change Order Management and Reporting with recommendations to TSU; and
- Document Control.

2.3.7 CLOSEOUT/COMMISSIONING:

- Quality Assurance,
- Punch list coordination,
- Assist End User with Special Procurement and Completing Build-Out,
- Collection and Distribution of Closeout Documents,
- Budget Reconciliation, and
- Contract Closeout.

2.3.8 CLAIMS MANAGEMENT AND DISPUTE RESOLUTION (Upon Request):

- Claim Avoidance and Resolution,
- Contract administration and project documentation support,
- Mediation and Project Neutral Services,
- Preparation of Comparative Cost and Risk Analysis of Pursuing a Claim,
- Claim Preparation & Analysis, and
- Litigation Support and Expert Witness Analysis.

After selection of the Vendor, Owner intends to negotiate a project specific statement of work and fee for the Projects, as determined at the sole discretion of Owner. Upon the successful negotiation of the specific statement of work and fee, the Owner will issue to the Vendor a Service Order and a Notice to Proceed. As the Vendor completes the proposed statement of work, the Vendor will invoice the Owner according to the terms and conditions of the contract. The term of the contract will be for the duration of the construction of the Projects.

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Qualifications to all questions in Section 3 formatted as directed in Section 3.8. Incomplete Qualifications will be considered non-responsive and subject to rejection.

2.4 **PROJECT PLANNING SCHEDULE:** Within 40 calendar days from issuance of the RFQ, the Owner anticipates completion of the following key Project planning schedule milestones:

- A pre-submittal conference, June 7, 2023
- Offeror's for clarifications or interpretations, June 12,, 2023
- University's response to Offeror's Week of June 12<sup>th</sup>
- Offeror's submission of qualifications and HSP June 22, 2023
- Conduct in-person presentation/interviews, and TBA
- Negotiate and execute a contract with the selected Vendor TBA

2.5 **CRITERIA AND WEIGHT/VALUE:** Qualifications will be evaluated and ranked in accordance with the following criterion:

Category	Value
CRITERION 1: Respondent's Statement of Qualifications and Availability to Undertake the Project	5
CRITERION 2: Respondent's Ability to provide Services	20
CRITERION 3: Respondent's Project Management Services Leadership Team	15
CRITERION 4: Respondent's Performance on Representative Projects	25

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CRITERION 5: Respondent's Technical Capabilities	10
CRITERION 6: Respondent's Knowledge of Best Practices	15
CRITERION 7: Respondent's Ability to Identify and Resolve Problems	5
CRITERION 8: Respondent's General Understanding of the Draft Agreement	5
<b>Total of Weighted Value</b>	<b>100</b>

2.6 **SCORING:** The team of evaluators will evaluate each factor and grade the submittal with a score of 1-5, with five (5) being the highest score available. The evaluator's scores are averaged, and the result is multiplied by the criterion weight. The result of each criterion is added together to obtain a total score for each offeror. The highest score attainable is 100.

2.7 **CRITERIA AND WEIGHT/VALUE:** In-person presentations/interview will be evaluated and ranked in accordance with the following:

Category	Value
CRITERION 1: Offeror's team knowledge/experience as a team and individually	50
CRITERION 2: Offeror's previous experience on similar projects and how such experience will add value to this Project.	25
CRITERION 3: Offeror's responses to questions regarding the Project	25
<b>Total of Weighted Value</b>	<b>100</b>

2.7.1 **SCORING:** The team of evaluators will evaluate each factor and grade the submittal with a score of 1-5, with five (5) being the highest score available. The evaluator's scores are averaged, and the result is multiplied by the criterion weight. The result of each criterion is added together to obtain a total score for each offeror. The highest score attainable is 100.

2.7.2 **Oral Evaluation Criteria:**

**CRITERIA 1:** Key Personnel:

How the staff presents itself. How knowledge and the experience they have as a team and individually.

**CRITERIA 2:** Knowledge of Projects:

The team will be evaluated on how familiar they are with these Projects, as they present and applying how their experiences will influence these Projects.

**CRITERIA 3:** Responses to Questions:

(Both provided in advance and presented during the Oral Presentation). A specific set of questions are anticipated to be provided to each team (the same questions to each team) with the Oral Presentation Notification. It is expected these questions will be addressed as a part of the presentation. Subsequent questions during the presentation shall be responded to by the team during the presentation. Responses to the questions will be evaluated.

- 2.8 **CRITERIA AND WEIGHT/VALUE:** Overall score of the criteria below will be evaluated and ranked in accordance with the following:

<b>Category</b>	<b>Value</b>
CRITERION 1: Offeror's Qualifications	50
CRITERION 2: Offeror's In-Person Interview	50
<b>Total of Weighted Value</b>	<b>100</b>

- 2.8.1 **SCORING:** The Owner will take the total weighted score from: (i) 2.6.1, and (ii) from 2.7.1. The result from each criterion is added together to obtain a total score for each offeror. The highest score attainable is 100.

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

Offerors shall carefully read the information contained in the following criteria and submit a complete statement of qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete statements will be considered non-responsive and subject to rejection. Submittal must have a "Cover Letter" with complete contact information for Offeror's principal, including direct e-mail, phone and fax, and Offeror's HUB Statement of Commitment.

- 3.1 **CRITERIA ONE: OFFEROR'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECTS** (Maximum of two (2) printed pages per question):
- 3.1.1 Provide a statement of interest for services including a narrative describing the Offeror's unique qualifications as they pertain to Owner's Representative Services at an institution of higher education, which includes major capital construction, minor construction, repair, and renovation projects.
  - 3.1.2 Indicate whether services will be provided in whole, or in part, by your firm. If certain services are to be provided by another firm, indicate your firm's business relationship (joint venture, consultant agreement, etc.) with the associated firm(s).
  - 3.1.3 Provide a statement on the availability and commitment of the Offeror, its principal(s), and assigned professionals to undertake the Projects, including their geographical availability.
  - 3.1.4 Provide a brief history of the Offeror and each consultant proposed for the Projects.
    - 3.1.4.1 Project Executives (officers or principals);
    - 3.1.4.2 Project Managers;
    - 3.1.4.3 Construction Site Representative;
    - 3.1.4.4 Administrative Staff (if needed); and
    - 3.1.4.5 Any other assigned staff.
  - 3.1.5 Provide a graphic representation of the project team, identifying the Prime Firm and each consultant proposed for the Projects.
  - 3.1.6 Identify the proposed team members (including consultants) who worked on the projects listed in your response and describe their responsibility in those projects compared to their anticipated responsibility in these Projects.

3.1.7 Identify any consultants that are included as part of the Owner's Representation team, their role and related experience for these Projects. List projects for which the consultant(s) has worked with Offeror.

**3.2 CRITERIA TWO: OFFEROR'S ABILITY TO PROVIDE SERVICES:**

3.2.1 Provide the following information for the Prime Firm:

- Legal name of the company as registered with the Secretary State of Texas,
- Address of the office that will be providing services,
- Number of years in business,
- Type of operation (Individual, Partnership, Corporation, Joint Venture, etc.),
- Number of employees by skill group, and
- Annual revenue totals for the past ten (10) years.

3.2.2 Include a brief narrative of your firm's history, current organizational structure including local, regional, and national offices, if applicable, and scope of services offered by your nearest company office.

3.2.3 Submit a current, audited financial statement of the firm, or include a statement indicating your firm's agreement to submit an audited statement if selected.

3.2.4 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

3.2.5 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.

3.2.6 Provide details of any conditions that would adversely affect your company's performance under a contract with the Owner.

3.2.7 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

3.2.8 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer, or Regent? If so, please explain.

3.2.9 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide services.

**3.3 CRITERIA THREE: OFFEROR'S PROJECT MANAGEMENT SERVICES LEADERSHIP TEAM:**

3.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of your team providing owner's representation services. Indicate the estimated percent of time these individuals will be involved in each phase as described in the scope of proposed services.

3.3.2 Submit resumes of all key staff members that will be assigned in the delivery of project management services if your firm is awarded a contract. Indicate their current position and length of service with your firm. List their relevant project experience gained as a staff member with your firm and identify relevant project experience obtained as a member of other firms. List professional licenses held,

current standing, year obtained, and identify the jurisdiction of the license. List all degrees held beyond high school.

3.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criteria 3.4 and describe their roles in those projects.

3.4 **CRITERIA FOUR: OFFEROR'S PERFORMANCE ON PAST OWNER'S REPRESENTATIVE PROJECTS:**

3.4.1 List a maximum of five (5) projects for which you have provided services that are most related to this service, particularly project(s) for Texas Southern University or for another major public university. List the projects in order of priority, with the most relevant project first. Provide the following information for each project listed: Project name, location, contract delivery method, and description:

- Color images (photographic or machine reproductions),
- Final Construction Cost, including Change Orders,
- Final project size in gross square feet,
- Type of construction (new, renovation, or expansion),
- Type of construction delivery methodology (e.g., design-build, construction manager at risk, competitive sealed proposals, etc.),
- Actual start and finish dates for design,
- Actual Notice to Proceed and Substantial Completion dates for construction,
- Description of Project Management Services provided for the project,
- Name of Project Manager (individual responsible to the Owner for the overall success of the project),
- Name of Project Architect (individual responsible for coordinating the day to day work),
- Name of Project Designer (individual responsible for design concepts),
- Consultants, and
- List if the project was completed on time and on budget.

3.4.2 Provide current client references that can furnish information related to your firm's and your staff's performance on each project listed under Criteria 3.4.1, including;

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

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

### 3.5 **CRITERIA FIVE: OFFEROR'S TECHNICAL CAPABILITIES:**

- 3.5.1 Describe your firm's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education and research projects.
- 3.5.2 Describe your firm's expertise in project cost estimating (conceptual through final GMP), managing building codes, technical specifications, construction administration, and CADD management. Explain how your firm, as an organization, maintains current knowledge.
- 3.5.3 Describe your firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of construction documents and quality assurance during the construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criteria 3.4.
- 3.5.4 Describe your firm's experience working with Design-Build project delivery methodology. Discuss your method of working with the architect and contractor as a team member to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the design and construction process.
- 3.5.5 Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in response to Criteria 3.4, provide examples of how these techniques were used.
- 3.5.6 Describe your cost estimating methods for the planning, design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to Criteria 3.4, provide examples of how these techniques were used and what degree of accuracy was achieved.

### 3.6 **CRITERIA SIX: OFFEROR'S KNOWLEDGE OF BEST PRACTICES:**

- 3.6.1 Describe your firm's service support philosophy, how is it carried out, and how success in keeping this philosophy is measured.
- 3.6.2 Describe the types of records, reports, monitoring systems, and information management systems, which your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) projects listed in response to Criteria 3.4. Provide sample reports of any project management system software.
- 3.6.3 Describe how you plan to ensure continuity of project objectives starting with programming, design solution, constructability analysis, value engineering, moving through construction documents, construction management, commissioning and finishing with a constructed project that meets the Owner's requirements.
- 3.6.4 Describe the project team's approach to assuring timely completion of projects, including methods you use for schedule
- 3.6.5 Describe your firm's approach/method of planning to budget.
- 3.6.6 Describe how you track Owner input and review comments on your design document submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on Owner comments.

3.6.7 Describe any special service or other unique benefits the Offeror may offer to the Owner.

**3.7 CRITERIA SEVEN: OFFEROR'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS:**

3.7.1 Describe your understanding of the administrative challenges and opportunities associated with providing an Owner's Rep. - Project Management Services for institutions of higher education and your strategy for meeting these challenges and opportunities.

3.7.2 Describe how you develop and communicate design, scope, and budget options in a form that will quickly facilitate the Owner's decision making. Include example reports.

3.7.3 Describe the project team's experience with new construction on campus.

3.7.4 Describe the project team's experience in managing the impact of MEP systems on new buildings.

3.7.5 In certain extraordinary circumstances (*i.e.*, hurricane, flood, etc.) where the Owner's own in-house resources may be unavailable, otherwise reduced or unable to respond adequately, the Owner may be interested in retaining the services of an outside Owner's Rep. - Project Management Services firm to respond to an increased work load resulting from the circumstances described above. Describe your firm's experience with and ability to provide services in response to a catastrophic event or emergency.

3.7.6 For any combination of three (3) projects listed in response to Criteria 3.4, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

**3.8 CRITERIA EIGHT: OFFEROR'S GENERAL UNDERSTANDING OF THE DRAFT AGREEMENT:**

3.8.1 Provide a detailed list (*i.e.* bulleted) of all services you will provide to the Owner under the Master Agreement (including those outlined in RFQ Section 2.3).

3.8.2 Provide a detailed list (*i.e.*, bulleted) of all Consultants you will provide to the Owner under Basic Services under the Master Agreement (including those outlined in RFQ Section 2.3).

3.8.3 Provide a detailed list (*i.e.*, bulleted) of all services and consultants you will provide to the Owner as Additional Services under the Master Agreement (including those outlined in RFQ Section 2.3).

3.8.4 Provide a detailed list (*i.e.* bulleted) of all reimbursable services/expenses you will request from the Owner under the Master Agreement (including those outlined in RFQ Section 2.3).

3.8.5 Identify those services, if any, – Scope of Services that your firm is not capable of providing at the present time.

3.8.6 Identify any terms of the Agreement you will require to be changed prior to signing the Agreement (Attachment Draft Agreement).

## **SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS**

### **4.1 GENERAL INSTRUCTIONS:**

- 4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Offeror's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 Qualifications shall be a **MAXIMUM OF FIFTY (50) PRINTED PAGES**. Also, all information submitted must be placed on a flash drive capable of holding all information. **No password, encrypted flash drives**. The cover, table of contents, divider sheets, HUB Subcontracting Plan, and Execution of Offer do not count as printed pages. Each bound copy must be in the following order:
- Cover,
  - Cover Letter,
  - Table of Contents,
  - Criteria One: Respondent's Statement of Qualifications and Availability to Undertake the Project,
  - Criteria Two: Respondent's Ability to provide Services,
  - Criteria Three: Respondent's Project Management Services Leadership Team,
  - Criteria Four: Respondent's Performance on Representative Projects,
  - Criteria Five: Respondent's Technical Capabilities,
  - Criteria Six: Respondent's Knowledge of Best Practices, and
  - Criteria Seven: Respondent's Ability to Identify and Resolve Problems.
  - Criteria Eight: Respondent's General Understanding of Draft Agreement
- 4.1.3 Hub Subcontracting Plan (HSP) Submittal Requirements: It is the policy of Texas Southern University to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, the Owner has adopted HSP, Refer to website for link to Policy on Utilization of Historically Underutilized Businesses at:
- <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>.
- 4.1.3.1 HUB Achievement Form.
- 4.1.3.2 **NOTE: The HUB Policy applies to all contracts with an expected value of \$100,000 or more and the HUB Subcontracting Plan is a required element of this request for proposal. Failure to submit a required HUB Subcontracting Plan will result in the disqualification of your RFP response.**
- 4.1.4 Offerors shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed.
- 4.1.5 Qualifications and any other information submitted by offerors in response to this RFQ shall become the property of the Owner.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer. Separate each section of your proposal by use of a divider sheet with an integral tab for ready reference. Identify the tabs in accordance with the parts under Section, which is to be consistent with the Table of Contents. **TAB IDENTIFICATION BY NUMBERS ONLY IS NOT ACCEPTABLE.**
- 4.1.9 Failure to comply with all requirements contained in this RFQ may result in the rejection of the Qualifications.

#### **4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:**

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.**
- 4.2.2 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the Offeror to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.
- 4.2.3 Separate and identify each criteria response to Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

#### **4.3 TABLE OF CONTENTS:**

- 4.3.1 Submittals shall include a "Table of Contents" and give page numbers for each part the Qualifications.

#### **4.4 PAGINATION:**

- 4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Offeror is not required to number the pages of the HUB Subcontracting Plan.

#### **4.5 FEE PROPOSAL AND NEGOTIATION:**

The Respondent ranked highest (highest Oral Presentation Score) shall be asked to submit a detailed proposal. One (1) original plus three (3) copies for a total of four (4) price proposals shall be delivered to the Issuing Office, clearly marking the "Projects and the Firm's Name" on the envelope. The envelope shall be sealed. Negotiations will be conducted between the candidate firm and the University's Negotiation Committee.

If the procurement officer determines that a satisfactory contract cannot be negotiated, the negotiations shall be terminated. In such instances, the University shall commence negotiations with the candidate firm ranked two (2). After completing negotiations, the University will proceed with the contract award after the Board of Regent's approval.

Fee Proposals shall include at a minimum the following information: Summary Page, stating costs per phase and a total team fee. List separately basic services and reimbursable expenses per phase:

1. Preconstruction
  2. Construction
  3. Post Construction
- Fee Total**

4.5.1 Additional Service Fees: Should the University require additional services, provide the hourly rates for each team member and consultant.

End of Section 4

## **SECTION 5 – EXECUTION OF QUALIFICATIONS AND ATTACHMENTS**

### **5.1 EXECUTION OF QUALIFICATION:**

***NOTE: THIS EXHIBIT MUST BE SIGNED AND RETURNED WITH THE QUALIFICATION. QUALIFICATION THAT DO NOT INCLUDE THIS EXHIBIT WILL BE DISQUALIFIED. THE QUALIFICATION SHALL BE VOID IF FALSE STATEMENTS ARE CONTAINED IN THIS EXHIBIT.***

**By signature hereon, Offeror certifies that:**

All statements and information prepared and submitted in the response to this RFQ are current, complete, and accurate.

Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.

Neither Offeror nor the firm, corporation, partnership, or institution represented by Offeror or anyone acting for such firm, corporation, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws; or (2) communicated the contents of this RFQ either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFQ.

When a Texas business address shown hereon that address is, in fact, the legal business address of Offeror and Offeror qualifies as a Texas Resident Bidder under 1 TAC § 111.2.

Under Government Code § 2155.004, no person who prepared the specifications or this RFQ has any financial interest in Offeror's Proposal. If Offeror is not eligible, then any contract resulting from this RFQ shall be immediately terminated. Furthermore, "under Section 2155.004 of the Texas Government Code, the vendor [Offeror] certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated, and payment withheld if this certification is inaccurate."

Under Government Code § 669.003, relating to contracting with an executive of a state agency, Offeror represents that no person who, in the past four years, served as an executive of the Texas Comptroller of Public Accounts, Texas Southern University or any other state agency, was involved with or has any interest in this Proposal or any contract resulting from this RFQ. If Offeror employs or has used the services of a former executive head of Texas Southern University or other state agency, then Offeror shall provide the following information: Name of former executive, name of state agency, date of separation from state agency, position with Offeror, and date of employment with Offeror.

Texas Southern University is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's System for

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Award Management (SAM), <http://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.

Offeror certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Offeror is in compliance with the State of Texas statutes and rules relating to procurement and that Offeror is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.sam.gov>.

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that any contract resulting from this IFB may be terminated and payment withheld if this certification is inaccurate.

The Offeror must comply with all applicable laws at all times, including, without limitation, the following: (i) §36.02 of the Texas Penal Code, which prohibits bribery; (ii) §36.09 of the Texas Penal Code, which prohibits the offering or conferring of benefits to public servants; (iii) §2155.003, Gov't Code, which prohibits the chief clerk or any other employee of the TSU from having an interest in, or in any manner be connected with, a contract or bid for a purchase of goods or services by an agency of the state or accept from any person to whom a contract has been awarded anything of value or a promise, obligation, or contract for future reward or compensation.

Offerors must comply with all applicable Texas and federal laws and regulations relating to the hiring of former state employees (see e.g., Texas Government Code Chapters 572 and 573). Such "revolving door" provisions generally restrict former agency heads from communicating with or appearing before the agency on certain matters for two years after leaving the agency. The revolving door provisions also restrict some former employees from representing clients on matters that the employee participated in during state service or matters that were in the employees' official responsibility. Offeror, by signing this solicitation, certifies that it has complied with all applicable laws and regulations regarding former state employees.

## PREFERENCES

See Section 2.38 of the State of Texas Procurement Manual regarding preferences.

Check below to claim a preference under 34 TAC Rule 20.38

- Supplies, materials or equipment produced in TX or offered by TX bidder or TX bidder that is owned by a service-disabled veteran \*
- Agricultural products produced or grown in TX
- Agricultural products and services offered by TX bidders\*
- USA produced supplies, materials or equipment
- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel
- Energy Efficient Products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formerly contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards
- Recycled or Reused Computer Equipment of Other Manufacturers
- Foods of Higher Nutritional Value

## **ATTACHMENTS:**

- Draft Agreement Between the Owner and Owner's Representative Project Management Firm.
- House Bill 1295 (Certificate of Interested Parties)

**DRAFT AGREEMENT BETWEEN TEXAS SOUTHERN UNIVERSITY  
AND OWNER'S REPRESENTATIVE PROJECT MANAGEMENT  
FIRM**

## **HOUSE BILL 1295 (CERTIFICATE OF INTERESTED PARTIES)**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission.

Complete filing instructions are included in this bid, in which this form must be submitted. The link to the form can be located at the following link: <https://www.ethics.state.tx.us/filinginfo/1295/>.



TEXAS SOUTHERN UNIVERSITY

**PROCUREMENT SERVICES**

Attn: Sceffers Ward

3100 Cleburne Street

Mack O. Hannah Hall, Suite 333

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