

**REQUEST FOR QUALIFICATIONS**

**FOR**

**RFQ NUMBER AND TITLE PROJECT NAME]**

**AT THE [CAMPUS]**

|  |  |
| --- | --- |
| **RFQ No.:** | **730/783-[NUMBER]** |
| **Posting Date:** | [Date] |
| **Qualification Due Date and Bid Opening:** | [Date] at [Time] CT |

In accordance with Texas Government Code Section § 2254.004,regarding procurement of professional services, the University of Houston System will select services provider(s) based on demonstrated competence and qualifications.

Note: Respondents should frequently check <http://www.txsmartbuy.com/sp> for RFQ updates and addenda.

**Submittal Drop-off Location:**

University of Houston-Purchasing Department

Technology Bridge

Attn: [Buyer's Name]

5000 Gulf Freeway

Bldg. 1, Room 214

Houston, TX 77204-5015

**DO NOT FORGET TO INCLUDE ELECTRONIC VERSION OF SUBMISSION**

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|  |  |
| --- | --- |
| **EXHIBITS** | |
| A | Continuing Service Agreement |
| B | Execution of Offer **\*Required\*** |
| C | HUB Subcontracting Plan **\*Required\*** |
| D | HSP Instructions |
| E | No Boycott Certifications |
| F | Texas Public Information Act **\*Required\*** |
| G | Corporate Response Form |

# GENERAL INFORMATION & REQUIREMENTS

## 

## **General**.

### The University of Houston System (“*Owner*”) is soliciting statements of qualifications (each a “*Qualifications*”) from interested firms (each a “*Respondent*”) to provide [XXX X] services (the “*Services*”) for [TYPES OF WORK/PROJECTS] projects on an as-needed basis.

### Qualifications submitted in response to this RFQ will be reviewed based on criteria delineated in Section 5 below. The intent of the selection process is to choose the most qualified respondent(s) based on their Qualifications. Owner expects firms to assemble teams on a project by project basis, as needed, that are experienced and technically proficient to work collaboratively with University staff, other consultants, and stakeholders.

### Owner anticipates entering into a Continuing Services Agreement (as defined in Section 2.1 below) with multiple qualified firms to provide services for projects of differing sizes at any of the Owner’s system campuses and instructional sites listed below on an as-needed basis:

|  |  |
| --- | --- |
| University of Houston (including Technology Bridge) | 4800 Calhoun Drive  Houston, TX 77004 |
| University of Houston – Clear Lake | 2700 Bay Area Blvd  Houston, TX, 77058 |
| University of Houston – Clear Lake at Pearland | 1200 Pearland Parkway  Pearland, TX 77581 |
| University of Houston – Downtown | One Main Street  Houston, TX 77002 |
| University of Houston at Sugar Land | 14000 University Blvd  Sugar Land, TX 77479 |
| University of Houston – Texas Medical Center | 1441 Moursund Street  Houston, TX 77204 |
| University of Houston – Victoria | 3007 N Ben Wilson Street  Victoria, TX 77901 |
| University of Houston at Katy | 22400 Grand Circle Blvd.  Katy, TX 77449 |

### Any contract awarded pursuant to this RFQ will have an initial term of three years, subject to Owner’s right to terminate. Owner may extend any or all of the contracts for up to two, additional one-year terms.

### 

### The details of each project will be identified in a Project Request as defined and issued pursuant to a Continuing Services Agreement. Some projects may require more or different services and different project teams, and each project may be managed for the Owner by a different Project Manager (as defined in the Continuing Services Agreement).

### The University of Houston System has developed fee guidelines that will be used when negotiating individual project agreements. A copy of these guidelines has been included in **Exhibit E** of the Continuing Service Agreement included as **Exhibit A** to this RFQ.

## **Scope of Work**

## [TITLE OF WORK TO BE DONE]

## [PM TO ENTER SOW OR DETAILED PROJECT DESCRIPTION]

## **Schedule**. The following schedule has been established for this RFQ:

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

### Owner reserves the right to modify the above dates as necessary to accommodate other business of Owner and the schedules of members of the Selection Committee (defined in Section 5.2).

# Contract and compliance standards

## **Contract**. Owner will contract for the Services (a “*Contract*”), if at all, on Owner’s current Continuing Services Agreement standard form (the “*Contract Form*”), as it may hereafter be amended or modified in strict compliance with the requirements of all applicable laws and regulations. This form is included in **Exhibit A** to this RFQ and includes a detailed scope of services.

### 2.1.1 Any capitalized term used but not defined in this RFQ has the meaning ascribed to it in the Contract Form. **BY SUBMITTING ITS QUALIFICATIONS, RESPONDENT IS EXPRESSLY CONSENTING TO THE TERMS, CONDITIONS, AND PROVISIONS OF THE CONTRACT FORM**. Any change or addendum to the Contract Form or use of another contract form must be reviewed and approved by the University’s Office of the General Counsel and may delay the contracting process. The request to use another contract form may also lead to rejection of Qualifications, if such form is not adopted as an exhibit or corollary document to the Continuing Services Agreement.

# REQUIREMENTS FOR SUBMISSION OF QUALIFICATIONS

## **Pre-Submittal Meeting**: There will be a **[mandatory/non-mandatory]** pre-submittal meeting held on [date] at [time] via [at (location)/via Zoom]. Failure to attend the mandatory pre-submittal meeting will result in disqualification. Prospective respondents must register in advance through the following link and are strongly encouraged to register at least twenty-four (24) hours in advance of scheduled pre-submittal meeting:

## [Zoom Link]

## Respondents will receive a confirmation email containing information about joining the meeting after registering.

## **Clarifications and Interpretations**. Any questions or requests for clarification or interpretation shall be submitted to the Point of Contact by email on or before the Questions Deadline identified in Section 1.2. All questions and requests for clarification or interpretation will be answered as addenda to this RFQ in one posting on the Electronic State Business Daily *(“*ESBD*”)* website (<http://www.txsmartbuy.com/sp>). Owner will post any other clarification to or interpretation of this RFQ that materially affects or changes its requirements as an addendum on the ESBD website. It is Respondent’s responsibility to obtain this information in a timely manner. All such addenda issued by Owner before the Submittal Deadline are, and must be treated as, part of this RFQ, and each Qualifications must specifically acknowledge receipt of this RFQ and each addendum.

## **Communication Restrictions**. From the date this RFQ is posted until a Respondent is selected and a Contract for the Project is executed on the Contract Form, Respondents may communicate only with the Point of Contact and not with any employee, officer, Regent, agent, representative or contractor of Owner regarding this RFQ or matters related to it; and as permitted in Section 4.4 below.

## **No Reimbursement or Re-Delivery**. Qualifications and any other information submitted by Respondents become the property of Owner and will not be returned. By submitting its Qualifications, each **Respondent acknowledges and agrees that any costs incurred by Respondent in connection with this RFQ (including submission of its Qualifications) is at Respondent’s sole risk, responsibility, and expense**.

## **No Confidentiality**. All information, documentation and other materials requested by Owner and/or submitted or otherwise disclosed by a Respondent (including, but not limited to, the Qualifications, the “*Public Information*”) are and will be deemed non-confidential and/or non-proprietary and therefore subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) once a Contract is awarded. Owner strictly adheres to applicable laws, including but not limited to statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of information and compliance with the requirements of the Texas Public Information Act. **by submitting its qualifications, a respondent specifically and expressly releases owner from liability resulting, and waives any and all claims on behalf of respondent and any person(s) claiming by, through or under respondent, from owner’s disclosure of the public information.**

## **Owner’s Reservation of Rights**. Owner reserves the right to reject any or all Qualifications at any point during this selection process, and to postpone or abandon – temporarily or permanently – the projects at any time. Further, Owner reserves the right to re-post an RFQ if Owner determines such action to further and/or protect its interests. In addition to the requirements herein, Owner reserves the option to conduct additional selection steps to further establish a Respondent’s qualifications. Additional steps may include, but are not limited to, scheduled visits to the Respondent’s offices or to representative projects, and written requests for supplemental information.

## **Historically Underutilized Business Participation**. In accordance with the State of Texas policy of encouraging the use of Historically Underutilized Businesses (*“HUBs”*) in state procurement, Owner will make a good faith effort to use HUBs in contracts for construction, goods and services. Owner strives to achieve HUB program goals by contracting directly with HUBs or indirectly through HUB subcontracting opportunities. If the Owner determines that subcontracting is probable under the contract, a HUB Subcontracting Plan (*“HSP”*) must be completed by the Respondent and submitted with its qualifications in accordance with Texas Administrative Code (TAC) Title 34, part 1, Chapter 20 Subchapter B Section §20.14. The HSP will become a provision of any contract that results from this solicitation and the Respondent will utilize the subcontractors indicated in the HSP, unless a revision to the HSP is approved by Owner. The Respondent shall maintain business records documenting compliance with the HSP and shall submit a monthly Progress Assessment Report (*“PAR”*) via the University of Houston’s Contracts Compliance System, <https://uh.gob2g.com/>. The PAR submission shall be required as a condition for payment.

## 3.7.1 A successful Respondent shall report to Owner the identity and amount paid to each HUB and non-HUB subcontractor to whom the Respondent has awarded a subcontract for services. The subcontractors listed in the PARs should be the same consultants identified in the HSP during the life of the contract. Complete the PARs Designee Form and submit with the HUB Subcontracting Plan. Information regarding the submission of the HSP required with this solicitation is included in Section 4.4 below.

## **Insurance Requirements**. The insurance requirements for any contract awarded to pursuant to this RFQ is set forth in Article 12 of the Contract Form included in **Exhibit A**.

* 1. **Corporate Partnerships and Sponsorships** Corporate Partnerships provide increased value beyond simple purchasing agreements by leveraging the UH System’s consolidated spending power across all campuses, athletic, academic, and research strengths and other marketing assets to develop expanded and coordinated opportunities for both the UH System and its corporate partners. Corporate partners are UH System suppliers and service providers whose affiliations with the UH System may help to expand their markets or create mutually beneficial opportunities. The UH System seeks to develop mutually beneficial opportunities with corporate partners and encourages proposers to explore ways to increase the value of the partnership between the UH System and the corporate partner. Opportunities are listed on [the University of Houston Corporate Sponsorship webpage](https://giveto.uh.edu/corporate-sponsorship/) might include:
* Student Talent/ internships
* Community Programming
* Alumni Association Partnerships
* Research and Innovation
* Campus Marketing and Branding
* Athletics

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

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

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

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

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

* + - * 1. Furthermore, the successful Respondent agrees that the requirements of Subchapter J, Chapter 552, Government Code, may apply to the contract and the successful Respondent agrees that the contract can be terminated if the successful Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.
    1. Additional state contracting requirement are included in Article 14 of the Contract Form included in **Exhibit A.**

# SPECIFIC REQUIREMENTS FOR SUBMISSION OF QUALIFICATIONS

## **Failure to Comply with Requirements**. If Respondent fails to comply with any of the requirements in this RFQ, Respondent’s Qualifications will be considered non-responsive and will be rejected. Below are the specific requirements of the RFQ.

## **Submission of Qualifications**. Qualifications are due at or before **[Date] at [Time] CT** on the Submittal Deadline identified in Section 1.2. Qualifications received after **[Time] CT** on the Submittal Deadline will not be accepted. Qualifications must be delivered to Owner’s Point of Contact:

[Buyer's Name]

**University of Houston**

**Purchasing Department**

**5000 Gulf Freeway**

**Building 1, Room 214**

**Houston, TX 77204-5015**

**PurchasingFPC@uh.edu**

* + 1. Owner recommends the use of a courier rather than the United States Postal Service (USPS) for delivery of the Qualifications. Owner will not acknowledge or accept Qualifications delivered by USPS that require special handling, such as certified mail, return receipt requested, etc. Owner will not acknowledge or accept Qualifications delivered by telephone, facsimile (fax), or e-mail.

### Qualifications must have a **cover letter** with complete contact information for Respondent’s principal, including direct email, phone and fax.

### Each submission of Qualifications must be provided in hard and electronic versions as follows:

* + - 1. Three (3) original, signed spiral-bound counterparts of the Qualifications **no longer than 30 pages each**, exclusive of the cover, table of contents, divider sheets or tabs, and HUB Subcontracting Plan (defined in Section 3.7) and Letter of Commitment; and
      2. One (1) flash drive or CD of the Qualifications in searchable PDF format no larger than 15 MB.
      3. **Failure to comply with these hard copy and electronic submittal requirements will result in disqualification.**

## **Execution of Offer**. Each submission of Qualifications must include the completed, fully executed and acknowledged Execution of Offer in form and substance identical to the form attached hereto as **Exhibit B**.

## **Historically Underutilized Subcontracting Plan**.

### Based on an analysis performed by Owner’s Purchasing Department, subcontracting was determined **to be** probable for this contract. Therefore, a Historically Underutilized Business Subcontracting Plan (“HSP”) must be submitted with a Respondents’ Qualifications. The plan should list Respondent’s expected M/WBE consultants and their respective disciplines, but percentages are NOT required on the HSP form.  Instead, given the indefinite quantity and indefinite delivery nature of the services to be provided, Respondents must also submit a Letter of Commitment. Both the HSP and Letter of Commitment forms along with instructions are included in **Exhibit C**. **Exhibit D** contains the HSP tip sheet.

#### Respondents must return HUB documents in separate envelopes, USB, sealed, and with the reference number **RFQ[RFQ Number and Title]**. If you have any questions about completing the HSP, please contact the HUB Operations Department via email at [hubdocs@uh.edu](mailto:hubdocs@uh.edu).

### The HUB Subcontracting Goal for each contract awarded pursuant to this RFQ is **[HUB PERCENTAGE]%**. Successful respondents will be required to make a good faith effort to award subcontracts in at least the specified percentage of the value of the awarded contract to historically underutilized businesses over the life of the contract.

### Successful respondents will be required to submit a HSP with each Project Proposal where: (a) they intend to subcontract any portion of the work; or (b) the estimated overall fee for the Project is $80,000 or more.

### The HUB Operations Department offers a courtesy review. Email [hubdocs@uh.edu](mailto:hubdocs@uh.edu) should you request a review. Reviews may take several days and respondents are encouraged to plan accordingly.

## **Additional Requirements**. Additional requirements of this RFQ, if any, are specified below:

### N/A

# QUALIFICATIONS

## **General Firm Information**. Each Qualifications submittal should provide the following information in the order below.

### Introduction and general information of Respondent:

#### Firm data and general qualifications;

#### Legal name and address(es); and

#### Firm profile, including:

* Age
* Type of legal entity (e.g., partnership, professional, corporation, etc.)
* Firm history
* Firm size (professionals by discipline), currently and one year ago
* Any kinship or other relationship between Respondent, including its principals, officers and employees (including their relatives and business associates) and any Owner employee, officer, or Regent.

## **Evaluation of Qualifications**. By submitting its Qualifications, Respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) may require subjective judgments by Owner.

### Owner will appoint representatives from the University of Houston System (the “*Selection Committee*”) to review and evaluate all complete and compliant Qualifications. While the exact composition of the Selection Committee is not a matter of public information, for the purpose of this RFQ the Chair of the Selection Committee is the Point of Contact.

### The Selection Committee will determine a short list (when applicable) of the most qualified Respondents, in accordance with the criteria set forth in this RFQ. All Respondents will be notified of the short list.

### If the Selection Committee elects to conduct interviews of the short-listed Respondents, the Selection Committee will notify them of the date, time and location of these interviews.

### Qualifications will be ranked as follows:

|  |  |
| --- | --- |
| **Selection and Rating Criteria** | **Value** |
| CRITERION ONE: Expertise of Firm and Proposed Team (Section 5.3) | 35% |
| CRITERION TWO: Relevant Project Experience (Section 5.4) | 30% |
| CRITERION THREE: Project Management Approach (Section 5.5) | 20% |
| CRITERION FOUR: Financial Stability (Section 5.6) | 5% |
| CRITERION FIVE: Quality and Responsiveness of Qualifications Package (Section 5.7) | 10% |
| CRITERION SIX: Respondent’s Past HUB/MBE/WBE Goal Attainment HUB CRITERIA IF OVER $10M | 10% |
| **Total of Weighted Value** | 100% |

## 

## **Criterion One: Expertise of Firm and Proposed Team.**

### Identify or provide (as appropriate):

#### Single point of contact for the team and other key engineering personnel to be assigned to the projects (collectively, the “*Respondent’s Project Team*”). Include the telephone number, mailing address and email address of the point of contact.

#### Organizational chart illustrating reporting lines and names, titles and professional registrations for members of the Respondent’s Project Team.

#### Discussion of your firm’s experience and expertise in providing required services.

#### Discussion of your firm’s capability to manage one or more projects of the indicated typical sizes on an on-call basis.

#### Resumes for each individual on the Respondent’s Project Team and definition of that person’s role in providing the Services.

#### Certifications. Provide a list of pertinent and current professional registrations and certifications held by members of the Respondent’s Project Team.

## **Criterion Two: Relevant Project Experience.**

### Descriptions of five (5) projects (“*Representative Projects*“) that Respondent considers most similar to the types of projects Owner will assign, including at least two (2) projects completed for institutions of higher education.

#### If Respondent has not completed projects for institutions of higher education, Owner will accept, as substitution, two (2) closely related projects wherein Respondent provided the Services for projects with varying schedules, complexity, dollar-value, and requiring related planning, design, and project management services.

#### List only projects completed over the last five years in which you rendered the same type of services under a contract with an owner as the primary service provider, and in which the work was roughly equivalent in size and complexity to the type of projects Owner will assign relative to the specialized services to be provided with durations of one to two years.

### For each of the Representative Projects, include the following:

* Project name and location
* Construction cost
* Project area (gross square feet or acres)
* Year completed
* Type of construction (new or renovation)
* LEED or SITES certification
* Names of your firm’s team members and their roles on the project
* Discussion of the project, the professional services your firm provided, and the challenges that you solved
* Description of sustainable design strategies, if any

### Project References. Provide one reference for each Representative Project. References shall be from the Representative Project’s owner, or the project manager, or construction project manager and shall include names, titles, current email addresses and current telephone numbers.

## **Criterion Three: Project Management Approach.**

### Describe Respondent’s proposed approach to managing the projects expertly and efficiently. Be specific with regard to scheduling, internal and external communications, and quality control.

### Describe procedures for implementing “best practices” in the following areas:

* Fostering teamwork and cooperation among project participants
* Managing and coordinating the work of other disciplines
* Leading project design reviews with the Owner
* Assessing the suitability of existing and sites
* Evaluating appropriateness and cost-effectiveness of design decisions
* Accurately estimating project costs
* Achieving outstanding project value within the Owner’s budget

## **Criterion Four: Financial Stability.**

## Financial stability will be evaluated based on Respondent’s consistent revenue stream, on pending acquisitions, loan defaults and litigation.

### Covenant that, if requested by Owner, Respondent will submit to Owner an audited copy, certified by the Respondent’s chief executive officer, of Respondent’s financial statements for each of the past three (3) years.

### Provide Respondent’s annual revenue totals for each of the past five (5) years.

### Provide a copy of Respondent’s financial rating, if any, and any documentation (e.g., a Dun and Bradstreet analysis) reflecting Respondent’s current financial stability.

### 

### If Respondent is currently for sale or otherwise involved in any transaction to expand or to be acquired by another business entity, explain the impact the proposed transaction is expected to have on Respondent’s organization and operation and on the staffing of the Projects.

### If Respondent is currently in default, or has received a notice of default, or will be (due to the passage of time) in default on any loan or financing agreement, specify relevant dates, circumstances, and prospects for resolution.

## **Criterion Five: Quality and Responsiveness of Qualifications Package.**

### Qualifications will be evaluated on the thoroughness of response: the tailoring of the cover letter and submittal to the Owner’s needs and goals: and the overall quality of writing, organization, and editing.

## **Criterion Six: Respondent’s Past HUB/MBE/WBE Goal Attainment and Quality of Procedures for UHS HUB Goal Attainment on the Contract Awarded Pursuant to this RFQ.**

### What projects have your company completed that had a HUB or MBE/WBE goal? What were the HUB or MBE/WBE goal percentage or dollar amount that was provided by the owner and the actual HUB or MBE/WBE goal attained? What projects have you completed for the University of Houston System which had HUB or MBE/WBE goal?

### If the HUB/MBE/WBE goal was met for the projects listed above, what were the procedures followed that led to a meeting that goal? If the HUB/MBE/WBE goal was not met for a project, what were the reasons for not attaining the goals?

### What are your company’s internal processes and procedures to ensure that this project’s HUB goal will be met or explain why the HUB goal cannot be met?

### Does your company have an internal HUB/MBE/MWE goal? What is the goal? What was the attainment in the past 2 fiscal years?

### Is your company willing to participate in a kick-off meeting to describe sub-contracting to be offered?

### Please describe how you will package the sub-contracting to maximize HUB/MBE/MWE participation.

# EXHIBITS. The following exhibits are incorporated are attached hereto and incorporated in by this reference:

|  |  |
| --- | --- |
| **EXHIBITS** | |
| A | Continuing Service Agreement |
| B | Execution of Offer **\*Required\*** |
| C | HUB Subcontracting Plan **\*Required\*** |
| D | HSP Instructions |
| E | No Boycott Certifications |
| F | Texas Public Information Act **\*Required\*** |
| G | Corporate Response Form |

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