

UNT | SYSTEM™

Request for Qualifications

UNT COLISEUM CONCOURSE
RENOVATION

RFQ752-16-182897ER

DOCUMENT 001100
RFQ752-16-182897ER

NOTICE TO DESIGN PROFESSIONALS

The University of North Texas System (UNTS) subsequently referred to as the Owner, requests firm's qualifications for Professional Services in Programming, Architectural and Engineering Design Services for the UNT Coliseum Concourse Renovation on the UNT Campus in Denton, Texas. The selected firm will be expected to implement a well-coordinated design process that will result in a renovation suited to the site, in compliance with the community and academic goals of the Owner and consistent with the programming document. Request for Qualifications (RFQ) allows UNTS to pre-qualify vendors for specific Professional Services. UNTS intends to select a vendor as a result of the RFQ.

The firm's submittal to the RFQ will be the basis of determining the competence and qualifications to perform the programming and design services as required by the proposed project.

Sealed qualifications for **RFQ752-16-182897ER** will be received by the UNTS at the Business Service Center (BSC), Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205. A campus map can be found online at <http://maps.unt.edu/?code=WHS>. Parking for Woodhill Square is campus parking and permits are required. There is guest parking at the door to Suite 4000 and only those spaces can be utilized for submitting the bid. Respondents are responsible for all parking costs and for complying with parking regulations. Failure to comply with parking regulations may result in citation and possible impound of vehicle.

The Qualifications will be received up to 2:00p.m. CDT on **April 11, 2016**. Responses received after the date and hour above stated will not receive consideration.

Project Description

The project will be a renovation of the existing Coliseum which was originally constructed in 1973. The project will provide for the renovation of the interior concourse to include updates to interior finishes, wayfinding signage, ceilings, public restrooms and lighting. The project will also address accessibility and other functionality throughout the public areas to include the addition of a new ticket booth. HVAC and electrical system modification upgrades in the concourse area will be required. Relocation of athletic offices may also be considered.

Questions

Questions concerning this proposal should be directed to:

Elaine Robbins, Construction Solicitation Coordinator
Elaine.robbs@untsystem.edu

All questions must be received no later than 2:00p.m. CDT on March 30, 2016. All questions and answers will be posted to the website by 5:00p.m. CDT on April 5, 2016.

The Owner may in its sole discretion respond in writing to questions concerning this RFQ. Only the Owner's responses made by formal written Addendum to this Proposal shall be binding and shall be posted on the BSC's website located at <http://bsc.untsystem.edu/bid-listing>. Oral or other written interpretations or clarifications shall be without legal effect.

Online - Bidders can view bid documents at Electronic State Business Daily (<http://esbd.cpa.state.tx.us/>) or at the UNT System website (<http://bsc.untsystem.edu/bid-listing>).

Historically Underutilized Business (HUB)

It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. The firm will be required to provide a HUB Subcontracting Plan (HSP) for the intended subcontracting opportunities for this project.

- Mechanical Engineering, Electrical Engineering, Plumbing Engineering, Structural Engineering, Interior Design, Construction Cost Estimating, Code Consultation.

All subcontracted work whether identified by the Owner or not, are required to be identified in the HSP. The Plan should reflect all subcontracting opportunities to be utilized in this project and can be found online at (<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan--allfms.pdf>) Complete, print, sign and submit the HUB Subcontracting Plan form with the bid response. **Failure to complete the HSP correctly will disqualify your RFQ response. Please return the HSP in a clearly marked envelope, separate from your RFQ response.** Only one (1) hard copy of the HSP is required with your response.

The Owner is not bound to accept any of the RFQ responses if they are not in its best interest, as determined by the Owner. The Owner reserves the right to: (a) enter into agreements or other contractual arrangements for all or any portion of the Scope of Work set forth in this Proposal with one or more respondents; (b) reject any and all offers and re-solicit offers; or (c) reject any and all offers and temporarily or permanently abandon this procurement, if deemed to be in the best interest of the Owner.

END OF SECTION

**DOCUMENT 002400
RFQ752-16-182897ER
SCOPE FOR QUALIFICATIONS**

The University of North Texas System (UNTS) subsequently referred to as the Owner, requests firms' qualifications for Professional Services for Programming Services and Design Services for the interior renovation of the Coliseum Concourse located on the main UNT campus in Denton, Texas. The selected firm will be highly qualified with proven experience in the design of similar athletic facilities on university campuses. The selected firm will be required to implement a well-coordinated programming and design process that will result in a facility that is in full compliance with the strategic, academic, and community goals of the University. The selected firm will have the proven ability to implement a user process to support and consolidate a shared detailed vision for this important milestone.

The firm's response to the Request for Qualifications (RFQ) will be the basis of determining the competence and qualifications to perform the professional services as required by the proposed project.

Project Description

Consistent with the institution's strategic plan the campus master plan, the project is renovation of the existing Coliseum interior concourse and other ancillary spaces. The Coliseum was originally constructed in 1973. No major renovation has occurred in these areas since the original construction. The facility is heavily utilized for University and athletic functions, as well as events hosted by other public entities. The project will include updates to interior finishes, wayfinding signage, ceilings, public restrooms, lighting, and the addition of a new ticket booth. Accessibility and other functional issues will also be addressed in the public areas. HVAC and electrical system modification upgrades in the concourse area will also be required as part of the scope. Relocation of some athletic offices may also be considered.

Project is anticipated to be delivered via construction manager at risk with construction substantially complete no later than August 2017.

Scope

- A. Project Programming – The selected firm will be required to develop a limited program document for the renovation.

Deliverables may include, but are not limited to a draft program, final draft program, and a final program that includes the following at a minimum: peer benchmarking, program/space allocation; functional relationships; specific room requirements including mechanical, electrical and plumbing; security considerations; applicable codes and standards considerations; site requirements according to the campus Master Plan; and detailed project cost estimate.

- B. Project Design – The selected firm will be required to develop a comprehensive design package according to the approved program that aligns with the campus Master Plan.

Deliverables will include (but are not limited to) schematic design, design development, construction documents, and specifications. In addition, the architect's design services must include preparation of detailed construction cost estimates at schematic design, design development, and 60% construction documents for Owner's review. It is imperative that the architect monitor the design during the various stages of the project so the Owner's construction budget is not exceeded.

The design of the facility is anticipated to begin shortly after programming completion.

- C. Contractor/Subcontractor Bidding – The selected firm is to attend all contractor pre-proposal meetings and provide any additional documentation required by the contractor during the bidding and selection of the subcontractors.

- D. Construction Administration – The selected firm will provide a full array of construction administration services. These services will include, but are not limited to, submittal and shop drawing approvals, construction and post construction documentation, issuance of architectural supplemental instructions (ASI), compilation and completion of punch lists, all close-out documentation including record drawings and full participation in all construction meetings.
- E. Construction Budget – The construction cost budget for this project has not been established and will be informed on the program and cost estimates developed during the initial programming phase.
- F. Project Schedule – Please include in the response a proposed schedule for the program, design, and construction phases of the project. Projected construction to be completed by August 2017.

Submission Requirements

The responses should address each of the following areas in the same order in which they are set forth below:

- 1. Firm Data
 - A. General Qualifications
 - B. Name and Address(es) of each key sub-consultant firm proposed for the team
 - C. Firm profile, i.e.:
 - i. Age
 - ii. Type of firm (partnership, professional corporation, etc.)
 - iii. Firm history
 - iv. Firm size (professionals by discipline), current and one year ago
 - v. Areas of specialty/concentration
- 2. Description of the Team:

Responses should include all key team members and sub-consultants for Programming, Design, and Construction Administration services. Please designate in your response team members and sub-consultants role and duration during the project.

 - A. Identification of the single point of contact for the team to include name, email address, and phone number**
 - B. Identification of key firm personnel assigned to the project.
 - C. Organizational chart illustrating reporting lines, responsibilities, names, and titles for key participants proposed by the firm and each of its key sub-consultants.
 - D. Resumes for each key individual on the team and identification of that person's role in the project. List any education and registrations relevant to this project.

Relevant Experience and Capabilities

- 1. Relevant experience and capabilities will be assessed through a review of both completed and ongoing projects, however, information desired is on completed projects similar in scope, size, and complexity. Provide detailed data for similar contracts or programs, no more than five (5), on which the firm and team members have been involved in providing services and which best illustrate current experience and capabilities relevant to this RFQ. For each project, please provide the following information:

- A. Project name and location
 - B. Brief project description, including:
 - i. Size and scope
 - ii. Firms' role in project
 - iii. Key firm strength exhibited by project and relevant to this project
 - C. Owner's name, address, contact person, email address, and telephone number
 - D. Identification of proposed personnel involved in the submitted project, along with explanations of their role in that project(s).
 - E. No more than five (5) color photographs (or renderings) per project:
 - i. Images should not be selected to facilitate evaluation of design.
 - ii. Images need not be submitted for every project for which date is provided, but project data must be provided for all project images included.
 - F. Schedule Data (any unusual events or occurrences that affected the schedule should be explained)
 - i. Date design phase (programming) began
 - ii. Design phase (construction documents) complete date
 - iii. Construction substantial completion date.
 - G. Construction Cost Data
 - i. Pre-design (programming) construction budget
 - ii. Pre-construction (60% construction documents) construction budget
 - iii. Actual construction budget at substantial completion
 - H. Method of Construction Procurement Utilized
2. For no more than five (5) other projects relevant to the project scope and for each member of the Design Team, provide a list of project names, project sizes, project dates, and owner contact information which further illustrates experience and capabilities relevant to this project.
 3. Approach:
 - A. Most pertinent consideration in programming the project – State briefly what the firm believes to be the most pertinent consideration(s) and challenge(s) that must be addressed in the programming of a project of this type. Sketches, diagrams, analyses or other illustrative tools that will help illustrate the team's points may be included.
 - B. Most pertinent consideration in designing the project – State briefly what the team believes to be the most pertinent consideration(s) and challenge(s) that must be addressed in design and construction of a project of this type. Sketches, diagrams, analyses or other tools that will help illustrate the team's points may be included.
 - C. Unique qualifications – State why you believe your team is qualified to address the issues that you feel will be relevant to this project.

- D. Proposed methods of design team organization and communication with various project user groups–
Discuss how the firm would coordinate, ensure quality, and transition from the development of design solutions, to the production of contract documents, and to construction administration. Be specific with regard to internal and external communications, drawing quality control, construction cost estimating capabilities, proposed construction specification system, approach to construction administration, and responsible individuals including their location (e.g., on-site or specific office). Also, discuss the firm's dedicated approach to full engagement in the construction administration process and full participation in scheduled project meetings.
- E. Experience with and/or ability to produce highly successful designs and work within an interactive review process. Present how your proposed team has performed on past projects in which key project decisions were provided by this process.
- F. Schedule – show a schedule which results in occupancy of the facility no later than the desired date indicated above. Develop the schedule with each phase of work to include:
- i. Programming
 - ii. Schematic Design
 - iii. Design Development
 - iv. Construction Documents (60% and 100%)
 - v. Construction Administration
 - vi. Substantial Completion
 - vii. Final Completion
 - viii. Owner Occupancy
 - ix. Record Documents

Historically Underutilized Businesses (HUB)

HUB Subcontracting Plans (HSP) will be required with your response. The HSP must cover Programming, Design and Construction Administration activities and associated sub-consultants.

The HSP must be sent in the same clearly marked, sealed envelope separate from the RFQ response. The envelope must be labeled “**HUB Subcontracting Plans for RFQ752-16-182897ER**”. The envelope for the RFQ response must be labeled “**RFQ752-16-182897ER Response**”. Both envelopes and electronic media must be mailed or hand delivered in the same package.

Plan for participation of Historically Underutilized Businesses (HUB):

1. It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. A HUB Subcontracting Plan (HSP) must be submitted with this proposal as specified in “3” below.
2. The Owner has determined subcontracting opportunities are possible and have identified the following areas:
 - Programming, Mechanical Engineering, Electrical Engineering, Plumbing Engineering, Structural Engineering, Interior Design, Construction Cost Estimating, Code Consultation, Landscape Design, Audio Visual Design, and any specialized consultant(s).
3. Subcontracted work, whether identified by the Owner or not, is required to be identified in the HSP. Please complete the attached HSP for all subcontracting opportunities to be utilized in the project. Failure to complete the HSP correctly will disqualify the firm's RFQ response.

Only responses with approved HSP's will be evaluated. Failure to return your HSP in a separate, clearly marked envelope, separate from your RFQ response will prevent the Owner from evaluating your response.

Firms are encouraged to contact Greg Obar or Kimmalla Mitchell at 940-369-5500 or email hub@untsystem.edu. Additional information can also be found at the Texas Comptroller for the Public Accounts website at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>.

Contract

A contract for Design Services is included herein. Contract modifications are not expected. Any requested modification may impact evaluations. Under a separate tab, include a copy of any modifications proposed to the Owner's standard Professional Services Agreement (Division 00, Section 005200, *Agreement Forms*). These pages will not be included in the page limitation set forth in Selection Process section. Any proposed modification will be taken into consideration during the selection process. Only proposed modifications clearly noted on the attached agreement will be considered during contract negotiations. References to changes on prior agreements will not be allowed.

The contract will be supplied as an Addendum.

The planned project delivery method is Construction Manager at Risk.

Selection Process/Description of Process

The selection process starts after the RFQ is posted on the Electronic State Business Daily (ESBD) on the date listed in Selection Schedule. Following this stage, the selection process is as follows:

1. A pre-solicitation meeting will be held at 2:00pm (CDT) on the date and time listed in Selection Schedule to answer any questions the potential firms may have before completing their response. The pre-proposal meeting will be held at:

UNT Facilities Custodial Training Room
2204 W. Prairie Street
Denton, Texas 76201

Parking may be either in the Facilities Complex parking lot or the Fouts Field parking lot. For directions and parking lot locations, check the UNT website at <http://maps.unt.edu/>. Parking passes are required on campus.

2. Qualifications are due on or before **April 11, 2016 at 2:00p.m. (CDT)**. Responses must be limited to no more than fifteen (15) pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. All documents should be printed one-sided and submitted in 8½" X 11" page size, portrait style. Proposals received that are late or exceed the number of pages listed above will not be accepted. Provide two (2) copies of your submittal in the form of one (1) paper copy loose and one (1) virus free CD ROM or flash drive. Both formats must contain the exact same information. Missing information from either format may result in the Owner's rejection of the response. Overnight carrier or personal delivery to:

Elaine Robbins
University of North Texas System
Business Service Center
Woodhill Square
1112 Dallas Drive, Suite 4000
Denton, TX 76205

Email or faxed responses will not be accepted.

The HSP is due on or before **April 11, 2016 at 2:00p.m. (CDT)**. The HSP must be in a clearly marked envelope, separate from your RFQ response as previously outlined in the HUB section.

3. The Owner may conduct formal interviews.
4. The top-ranked firms will be notified on or about the date listed in Selection Schedule.
5. The Owner expects to reach a contractual agreement with the top-rated firm shortly after notification and will expect the design work to begin immediately thereafter. All documents related to this Project shall be and becomes the property of the Owner.
6. The Owner reserves the right to reject any or all qualifications at any point during this selection process for any reason.

Selection Schedule Summary

The schedule for selection is as follows:

RFQ posted on the Electronic State Business Daily	3/10/16
Pre Solicitation Meeting	3/22/16 @ 2:00p.m.
Qualifications received no later than	4/11/16 @ 2:00p.m.
HSP received no later than	4/11/16 @ 2:00p.m.
Notify short listed firms, if Owner elects on or about	4/22/16
Notify short listed firms, if Owner elects to interview-on or about	4/28/16
Notify top-ranked firm on or about	5/5/16
Approve Contract/Issue Notice to Proceed on or about	May 2016

Additional information and amendments may be posted on <http://bsc.untsystem.edu/bid-listing>.

Evaluation Criteria

Firms will be selected on the basis of experience and qualifications using the following equally-weighted criteria (many of the criteria are subjective):

1. Relevant successful experience will be evaluated on the basis of the experience of those key individual(s) named to the project team. Relevant project types to include college and university facilities or similar. Demonstrated successful experience in the planning, programming, design, and construction administration of other projects of similar character to this project which best meets the intent of these criteria.
2. Firm performance and quality of past and current similar contracts or projects.
3. Current capabilities will be evaluated on the basis of the experience and capacity (current workload and availability) of the individuals assigned to your team.
4. Project Management Procedures and the planning process will be evaluated based on the information presented in this RFQ. In addition, the drawing quality assurance process, construction administration approach, specific project approach (work plan/schedule), and technical support capabilities will be reviewed.
5. Quality and responsiveness of the RFQ submittal
6. Local representation will be evaluated on the ability to respond quickly to issues during the duration of the project.
7. The firm's ability to monitor construction cost estimates during the design process to ensure UNTS's construction budget is not exceeded.
8. Any requested modifications to the Owner's standard Professional Services Agreement

Questions

Please address your questions concerning this RFQ to:

Elaine Robbins – Construction Solicitation Coordinator
University of North Texas System
Office of Facilities Planning & Construction

Please submit solicitation questions to:

Elaine.robbins@untsystem.edu

All questions must be received no later than *March 20, 2016, at 2:00p.m. CDT. All questions and answers will be posted to the website by 5:00p.m. CDT, April 5, 2016.*

The Owner may in its sole discretion respond in writing to questions concerning this RFQ. Only Owner's responses made by formal written Addendum to this RFQ shall be binding and shall be posted on the BSC's website located at <http://bsc.untsystem.edu/bid-listing>. Oral or other written interpretations or clarifications shall be without legal effect

Do not contact any other individuals from the UNTS. This may result in disqualification.

END OF SECTION



HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

➤ **If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Yes

Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract* in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.

Section 2 c. - No

Section 2 d. - Yes

Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract* in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.

Section 2 c. - No

Section 2 d. - No

Section 4 - Affirmation

GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment, including transportation and delivery, complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.

Section 3 - Self Performing Justification

Section 4 - Affirmation

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- **11.2 percent for heavy construction other than building contracts,**
- **21.1 percent for all building construction, including general contractors and operative builders' contracts,**
- **32.9 percent for all special trade construction contracts,**
- **23.7 percent for professional services contracts,**
- **26.0 percent for all other services contracts, and**
- **21.1 percent for commodities contracts.**

- - Agency Special Instructions/Additional Requirements - -

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.*

SECTION-1 RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: _____ State of Texas VID #: _____
 Point of Contact: _____ Phone #: _____
 E-mail Address: _____ Fax #: _____
- b. Is your company a State of Texas certified HUB? - Yes - No
- c. Requisition #: _____ Bid Open Date: _____
(mm/dd/yyyy)

Enter your company's name here: _____ Requisition #: _____

SECTION-2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods, services, transportation and delivery will be subcontracted**. Note: In accordance with 34 TAC §20.11., a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- *Yes*, I will be subcontracting portions of the contract. (If *Yes*, complete Item b of this SECTION and continue to Item c of this SECTION.)
- *No*, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods, services, transportation and delivery. (If *No*, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years .	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified HUBs** with which you **do not** have a **continuous contract*** in place with for **more than five (5) years**, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- *Yes* (If *Yes*, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: _____ Requisition #: _____

SECTION-2 RESPONDENT'S SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years .	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years .	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: _____	Requisition #: _____
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SECTION-3 SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)

If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment, to include transportation and delivery.

SECTION-4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date <small>(mm/dd/yyyy)</small>
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Reminder:

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

HSP Good Faith Effort - Method B (Attachment B)

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Enter your company's name here: _____	Requisition #: _____
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IMPORTANT: If you responded “No” to **SECTION 2, Items c and d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: _____ Description: _____

SECTION B 2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If *Yes*, to continue to SECTION B-4.)
- No / Not Applicable (If *No* or *Not Applicable*, continue to SECTION B-3 and SECTION B-4.)

SECTION B 3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

- a.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code “A” signifies that the company is a Texas certified HUB.
- b.** List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company’s Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID <small>(Do not enter Social Security Numbers.)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - No

- c.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to **two (2)** or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>.

- d.** List **two (2) trade organizations or development centers** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent <small>(mm/dd/yyyy)</small>	Was the Notice Accepted?
		- Yes - No
		- Yes - No

HSP Good Faith Effort - Method B (Attachment B) Cont.

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Enter your company's name here: _____	Requisition #: _____
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SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b**, of the completed HSP form for which you are completing the attachment.

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: _____ Description: _____

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is **not** a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

SECTION: A PRIME CONTRACTOR'S INFORMATION

Company Name: _____	State of Texas VID #: _____
Point-of-Contact: _____	Phone #: _____
E-mail Address: _____	Fax #: _____

SECTION: B CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: _____	Phone #: _____
Point-of-Contact: _____	Bid Open Date: _____
Requisition #: _____	(mm/dd/yyyy)

SECTION: C SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor's Bid Response Due Date:

If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2,
 we must receive your bid response no later than _____ on _____ .
Central Time Date (mm/dd/yyyy)

In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)

2. Subcontracting Opportunity Scope of Work:

3. Required Qualifications: - Not Applicable

4. Bonding/Insurance Requirements: - Not Applicable

5. Location to review plans/specifications: - Not Applicable