REQUEST FOR QUALIFICATIONS FOR
ARCHITECT/ENGINEER PROFESSIONAL SERVICES

FOR

UTILITY PLAN EXPANSION
TEXAS A&M UNIVERSITY – CORPUS CHRISTI
CORPUS CHRISTI, TEXAS
PROJECT NO. 15-3050

DEADLINE FOR SUBMITTAL:
2:00 P.M., Wednesday, June 3rd, 2009

Prepared By:

Dorothy L. Rose, Project Planner
The Texas A&M University System
Facilities Planning and Construction Department
200 Technology Way, Suite 1162
College Station, Texas 77845-3424
979-458-7085
dorothy.rose@tamu.edu
REQUEST FOR QUALIFICATIONS FOR
ARCHITECT/ENGINEER PROFESSIONAL SERVICES
TEXAS A&M UNIVERSITY – CORPUS CHRISTI
UTILITY PLANT EXPANSION
RFQ NO.: 15-3050

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: Facilities Planning & Construction Department (FP&C) on behalf of the Board of Regents of The Texas A&M University System (Owner) and Texas A&M University – Corpus Christi are soliciting statements of qualifications for selection of an Architect/Engineer firm for the Utility Plant Expansion, Project No. 15 - 3050 (Project), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).

This Request for Qualifications (RFQ) is the first step in the process for selecting an Architect/Engineer firm and assembled team containing registered firms and licensed individuals in the State of Texas knowledgeable and experienced in the architectural design, hazardous material surveys, structural, electrical, mechanical, applicable codes and cost estimating disciplines associated with the design of the Utility Plant Expansion project. In addition, the team must include any other areas of expertise required for the successful design of this project.

1.2 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

1.3 TYPE OF CONTRACT: Any contract resulting from this solicitation will be in the form of the Owner’s Standard Architect/Engineer Agreement (Attachment A). It is anticipated that the Competitive Sealed Proposal (CSP) delivery method will be used.

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 website, http://esbd.cpa.state.tx.us/. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due shall become a part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its response.

Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) 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: The Owner will receive Qualifications at the time described below.

Wednesday, June 3rd, 2009 @ 2:00 p.m. CST
1.10 **NO REIMBURSEMENT FOR COSTS:** Respondent acknowledges and accepts that any costs incurred from the respondent’s participation in this RFQ shall be at the sole risk and responsibility of the respondent.

1.11 **HISTORICALLY UNDERUTILIZED BUSINESSES’ SUBMITTAL REQUIREMENTS:** It is the policy of the State of Texas and the A&M System to encourage the use of Historically Underutilized Businesses (HUBs) in our prime contracts, subcontractors, and purchasing transactions. The goal of the HUB program is to promote equal access and equal opportunity in A&M System contracting and purchasing.

Subcontracting opportunities are anticipated for this RFQ for Architect/Engineer Professional Services and therefore a HUB Subcontracting Plan (HSP) is required. **Failure to submit a comprehensive, acceptable HUB Subcontracting Plan will be considered a material failure to comply with the requirements of the RFQ and will result in rejection of the submittal.**

Prepare the HUB Subcontracting Plan in accordance with the attached HUB Subcontracting Plan guide document (attachment C) and submit one copy to [Vergel L. Gay Jr., Associate Vice Chancellor for Facilities Planning and Construction](mailto:Vergel.Gay.Jr@tamu.edu) at the address and by the submittal deadline given in Section 1.5.1 and 1.5.2 above. The HUB Plan shall be submitted as a separate bound document appropriately tabbed for easy reference.

Contact Mr. Tom Bullock, HUB-Coordinator, [bullock@tamu.edu](mailto:bullock@tamu.edu), (979) 458-6400 with any questions concerning IIUB Subcontracting Requirements and/or the HUB Subcontracting Plan preparation.

1.12 **CERTAIN PROPOSALS AND CONTRACTS PROHIBITED:** Under Section 2155.004, Texas Government Code, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.

1.13 **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.

1.14 **STATE REGISTRATION OF ENGINEERING FIRMS:** Section 1001.405, Texas Occupations Code, provides that a business entity may not engage in the practice of engineering in this state unless the business entity is registered with the Texas Board of Professional Engineers. A business is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

**SECTION 2 – EXECUTIVE SUMMARY**

2.1 **PROJECT DESCRIPTION, SCOPE AND BUDGET:**

**DESIGN CRITERIA**

The campus of Texas A&M University – Corpus Christi (TAMU-CC) is currently undergoing and is projected to continue to undergo rapid growth and expansion. According to the latest campus master plan which was completed in 2007, the student enrollment was 8,585 students in 2006 and is projected to increase to as much as 16,000 students by 2020. Current enrollment is
2.2 PROGRAM OF REQUIREMENTS: The Texas A&M University System developed the Program of Requirements (POR) for this project for Owner approval. A copy of the POR draft will be available to short-listed A/E teams for additional information. Upon selection by the A&M System Chancellor, the selected A/E will receive a copy of the final, approved POR.

2.3 PROJECT PLANNING SCHEDULE: Key Project planning schedule milestones are:

- Owner receives Request For Qualifications  
  June 3, 2009
- Owner announces Respondents qualified for further consideration  
  June 12, 2009
- Owner interviews Respondents  
  June 11, 2009
- Owner executes Agreement  
  June 26, 2009
- Owner approves Schematic Design Documents  
  September 18, 2009
- Owner approves Design Development Documents  
  December 4, 2009
- Owner approves Construction Documents  
  February 19, 2010
- Owner advertises for Competitive Sealed Proposals (if applicable)  
  February 26, 2010
- Owner issues Notice to Proceed for Construction  
  July 16, 2010
- Owner accepts Substantial Completion of Construction  
  January 14, 2011

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

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 4. Incomplete Qualifications will be considered non-responsive and subject to rejection.

Note: The same information requested below for the Prime Firm is also requested for any named consultant firm(s) unless specifically noted otherwise.

3.1 CRITERIA ONE: RESPONDENT’S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm’s and consultant’s unique qualifications as they pertain to this particular project.

3.1.2 Provide a statement on the availability and commitment of the Prime Firm and consultant’s assigned principal(s) and professionals to undertake the project in accordance with the project planning schedule.

3.1.3 Provide a brief history of the Prime Firm and consultant(s) proposed for the project including when the firms were established, type of ownership and office locations. If more than one office is listed indicate the office that will manage the project. If the firm has changed name or ownership within the last three (3) years indicate the former name.

3.1.4 Provide a listing of number of professional staff by discipline and a listing of minority professionals by discipline located in the office that will manage the project.

3.1.5 Indicate the professional service fees received for contract work over the last three (3) years.

3.1.6 Provide an Organization Chart for the team proposed for the project.

3.1.7 Provide resumes of key personnel from the Prime Firm and consultants who will be assigned to this Project. Resumes limited to two (2) pages per person.
Also, please develop a matrix showing certain information on your design team and project experience following the format shown on the attached sample A/E Matrix. Next, transfer the information to a CD and return the disk with the written proposal.

3.3.2 Identify a maximum of three (3) completed projects, of any type, for which the Prime Firm received an award for design excellence from a recognized organization and provide descriptive information for each.

3.4 CRITERIA FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

3.4.1 Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards into design.

3.4.2 Describe the Prime 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 and 3.5.

3.4.3 Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.

3.4.4 The Owner has specific system design and construction standards and specification requirements for construction projects. Describe how you propose to incorporate these requirements into this project.

3.4.5 Describe your cost estimating methods for the 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 3.3 and 3.4, provide examples of how these techniques were used and what degree of accuracy was achieved.

3.4.6 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 3.3 and 3.4, provide examples of how these techniques were used.

3.4.7 The Owner requires that the project drawings be accomplished in BIMM. Describe your firm's capabilities and how coordination among all disciplines is accomplished.

3.4.8 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 3.3 and 3.4.

3.4.9 Describe how you plan to ensure continuity of project objectives starting with design solution, moving through construction documents, and finishing with a constructed project that meets the Owner's requirements.

3.4.10 Describe the project team's experience in managing the impact of MEP systems on renovation/historic buildings.

3.4.11 Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.
3.6 CRITERIA SEVEN: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

This execution of offer must be completed, signed, and returned with the respondent's qualifications. Failure to complete, sign and return this execution of offer with the qualifications may result in rejection of the qualifications.

Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements, which may result from the submission of respondent’s qualifications. A false certification shall be deemed a material breach of contract and, at owner's option, may result in termination of any resulting contract or purchase order.

Addenda Acknowledgment

Receipt is hereby acknowledged of the following addenda to this RFP by entering yes or no in space provided and indicating date acquired. Enter "0" if none received.

No. 1 ______ Date _______

No. 2 ______ Date _______

Representations

By signing below, Respondent represents and warrants that:

(i) the Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;

(ii) it is not given, 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 Qualifications or any subsequent proposal. Failure to sign below, or signing a false statement, may void the Response or any resulting contracts at the Owner’s option, and the Respondent may be removed from all future proposal lists at this state agency;

(iii) the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response;

(iv) no relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Respondent and an employee of The Texas A&M University System;

(v) Respondent has not been an employee of the A&M System within the immediate twelve (12) months prior to the RFQ response;

(vi) no compensation has been received for participation in the preparation of this RFQ (ref: Section 2155.004 Texas Government Code);

(vii) all services to be provided in response to this RFQ will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health law (Public Law 91-596) and its regulations in effect as of the date of this solicitation;

(viii) Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;
Submitted by:

(Company Name)

(Authorized Signature)

(Printed Name/Title)

(Date)

STATE OF TEXAS

VIN No:

OR

FEI No:

If Sole Owner:

SS No:

If a Corporation:

State of Incorporation:

Charter No:

(Street Address)

(Mailing Address)

(City, State, Zip Code)

(Telephone Number)

(Facsimile Number)
4.3.1 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.

4.4 PAGINATION:

4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the HUB Subcontracting Plan.
I. System statement on Utilization of Historically Underutilized Businesses (HUBs)

In accordance with the Texas Government Code, Sections 2161.181-182 and Texas Administrative Code (TAC) Section §20.11, state agencies shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction services, including professional and consulting services and commodities contracts. Comptroller of Public Accounts HUB Rules, TAC Sections §20.11-§20.28 encourages the use of HUBs by implementing these policies through race, ethnic and gender-neutral means.

The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the goals specified in the State of Texas Disparity Study:

1. 11.9% for heavy construction other than building contracts;
2. 26.1% for all building construction, including general contractors and operative builders contracts;
3. 57.2% for all special trade construction contracts;
4. 20% for professional services contracts;
5. 33% for all other services contracts; and
6. 12.6% for commodities contracts.

A Historically Underutilized Business (HUB) is defined by statute as an entity with its principal place of business in this state that is: (a) a corporation formed for the purpose of making a profit in which at least 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons who are economically disadvantaged because of their identification as members of certain groups, including African Americans, Hispanic Americans, women, Asian Americans and Native Americans who have experienced economic disadvantages as a result of the effects of discriminatory practices or similar insidious circumstances over which they have no control; and have a proportionate interest and demonstrate active participation in the control operation and management of the corporation’s affairs; (b) a sole proprietorship created for the purpose of making a profit that is 100% owned, operated, and controlled by a person described in subdivision (a) of the subsection; (c) a partnership formed for the purpose of making a profit in which 51% of the assets and interest in the partnership is owned by one or more persons and demonstrate active participation in the control, operation and management of the partnership’s affairs; (d) a joint venture in which entity in the joint venture is a HUB under this subsection; or, (e) a supplier contract between a HUB under this subsection and a prime contractor under which the HUB is directly involved in the manufacture or distribution of the supplies or materials or otherwise warehouses and ships the supplies.

The System shall make a good faith effort to meet or exceed the State of Texas Disparity Study goals and to assist HUBs in receiving a portion of the total contract value of all contracts that the agency expects to award in a fiscal year. It is the policy of The System to contract directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F and Comptroller of Public Accounts HUB Rules, TAC Section § 20.14.

The total expected value of this contract is $100,000 or more and The System has determined that subcontracting opportunities are probable for this contract. Therefore, the Respondent is required to submit a HUB Subcontracting Plan (HSP) with their proposal. The Respondents will use the procedures prescribed in Article II when developing the HSP.
II. HUB SUBCONTRACTING PLAN (HSP) PROCEDURES

The following procedures are specified pursuant to the Comptroller of Public Accounts HUB Rules, TAC, Sections §20.13-§20.14:

1. The Texas A&M University System (System), when 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 if it is probable for subcontracting opportunities under the contract.

2. If subcontracting opportunities are not probable, the System’s bids, proposals, offers, or other applicable expression of interest shall include a statement attesting that it has determined that subcontracting opportunities are not probable under the contract.

3. If subcontracting opportunities are probable, the System shall state such probability in its announcements for bids, proposals, offers, or other applicable expression of interest and require the submission of a HUB Subcontracting Plan (HSP). The HSP will become a provision of a contract, if awarded by the Owner.

4. The State of Texas HUB Subcontracting Plan forms can be accessed on the Texas Procurement and Support Services (TPASS) website and completed on-line at:

http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/

This will access the State of Texas HUB Forms Library and the HSP forms. PLEASE NOTE that page 2 of the HSP forms must be replicated for each of the categories to be subcontracted by the respondent.

The State of Texas HSP website forms can be completed electronically and printed or downloaded and have the required information entered by hand or typewriter.

a. An HSP is required as part of bids, proposals, offers, or other applicable expression of interest valued at $100,000 or more. Responses that do not include the HSP or if the agency determines that the HSP was not developed in good faith, shall be rejected as a material failure to comply with the advertised specifications.

b. When the System has determined that subcontracting opportunities are probable, Respondent’s bids, proposals, offers, or other applicable expression of interest will include:
   i. Cover sheet, Page 1
   ii. Letter of transmittal attesting that the respondent has read and understands the Policy on Historically Underutilized Businesses (see Attachment A of the HSP);
   iii. State of Texas Historically Underutilized Business Subcontracting Plan explaining how the respondents made a good faith effort in the development of the HSP and identify the HUBs and non-HUBs that will be utilized for subcontracting opportunities (See State of Texas HSP...
f. The respondent shall use the State of Texas Centralized Master Bidders List (CMBL), HUB Directory, internet resources, and/or other directories as identified by the TPASS or the A&M System Office of HUB & Procurement Programs when searching for HUB subcontractors. Respondent may rely on the services of minority, women, and community organizations, contractor groups, local, state, and federal business assistance offices, and other organizations that provide assistance in identifying qualified applicants for the HUB program who are able to provide all or select elements of the HUB subcontracting plan.

NOTE: A complete list of all State of Texas certified HUBs may be electronically accessed through the Internet at

http://www.window.state.tx.us/procurement//cmbl/cmblhub.html

g. In addition to any effort as described above, the A&M System has included a list of professional service CMBL HUBs for solicitation (See Attachment D of the HSP). The A&M System strongly encourages the solicitation of these vendors in addition to the good faith effort requirement by the State of Texas.

h. The respondent shall provide the notice described in this section to five (5) or more HUBs for each subcontracting opportunity that provide the type of work required for each subcontracting opportunity identified in the contract specifications or any other subcontracting opportunity the respondent cannot complete with its own equipment, supplies, materials, and/or employees. The A&M System encourages respondents to seek and find a "Diverse Group" of Historically Underutilized Businesses in each category in which a subcontract of services is solicited.

i. Documentation showing correspondence between prime and potential HUB subcontractors includes but not limited to contact information, date of delivery confirmation, etc.

7. In making a determination whether a good faith effort has been made in the development of the required HUB subcontracting plan, the System shall require the respondent to submit supporting documentation explaining the ways the respondent has made a good faith effort according to each criterion listed above. The documentation shall include at least the following:

a. Whether the respondent divided the contract work into reasonable portions in accordance with prudent industry practices.

b. Whether the respondent sent notices containing adequate information about bonding, insurance, the plans, the specifications, scope of work, and other requirements of the contract to five (5) or more qualified HUBs for each subcontracting opportunity allowing reasonable time for HUBs to participate effectively.

c. Whether the respondent negotiated in good faith with qualified HUBs, not rejecting qualified HUBs who were also the best value responsive bidder.

d. Whether the respondent provided notice to minority or women trade organizations or development centers that assist in identifying HUBs by
licenses and certificates required to perform the work.

If the contractor selected decides to subcontract any part of the contract after the award, the contractor must comply with provisions of this document relating to developing and submitting a subcontracting plan prior to any modifications or performance involving subcontracting work can be authorized by the System. If the Contractor subcontracts any of the work without prior authorization and without complying with TAC Section §20.14, the contractor is deemed to have breached the contract and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, and TAC §20.14. The System may report non-performance relative to its contracts to the Comptroller of Public Accounts in accordance with TAC Chapter §113, Subchapter F (relating to the Vendor Performance and Debarment Program).

13. The contractor will be required to submit a revised HSP for additional subcontracting opportunities that were not identified in the original HSP and created when the original scope of work expands through a change order, contract amendment or a contract renewal.

14. The System requires a respondent to whom a contract has been awarded, to report to the System the identity and the amount paid to its subcontractors, HUBs and non-HUBs. If the contractor fails to fulfill the HSP specified in the contract, the System shall notify the contractor of any deficiencies. The System shall require the contractor to submit documentation and explain why the failure to fulfill the HUB Subcontracting Plan should not be attributed to a lack of good faith effort by the contractor.

15. If a determination is made that the contractor failed to implement the HSP in good faith, the System, in addition to any other remedies, may report nonperformance to the Comptroller of Public Accounts in accordance with TAC, Chapter 113, Subchapter F (relating to Vendor Performance and Debarment Program).

16. During the term of the contract, the System shall determine whether the value of the subcontracts to HUBs meets or exceeds the HSP provisions specified in the contract.

Reporting Requirements

Each contractor that enters into a contract shall report to the System all subcontracting/supplier payments. The report will include the volume of work performed under the contract, the portion of the work that was performed with its own employees/resources, HUB and Non-HUB subcontractors and suppliers (See HSP Prime Contractor Progress Assessment Report Form, Attachment B-2 of the HSP). The System may request payment documentation in accordance with the Comptroller of Public Accounts HUB Rules that confirms the performance of the contractor. During the course of the contract, the System shall discuss the performance of the contractor and document the contractor performance in the contract file.

Note: When the prime contractor/vendor is a HUB, it must perform at least 25% of the total value of the contract with its own or leased employees, as defined by the Internal Revenue Service, in order for the Owner to receive 100% HUB credit for the entire contract.

If a HUB prime contractor’s HSP identifies that it is planning to perform less than 25% of the total value of contract with its own or leased employees, the HUB contractor must report to
(Attachment A)

(SUBMIT ON YOUR BUSINESS LETTERHEAD)

Tom Bullock
HUB Coordinator – Office of HUB Programs
The Texas A&M University System
A&M System Building
200 Technology Way, Suite 1267
College Station, Texas 77845-3424

Subject: HUB Subcontracting Plan
        Project Number: 15-3050
        Utility Plant Expansion
        Texas A&M University – Corpus Christi
        Corpus Christi, Texas

Dear Mr. Bullock:

I am pleased to forward this HUB Subcontracting Plan as an integral part of our written response submitted in connection with your Professional Services solicitation for Project Number # 15-3050.

I have read and understand The Texas A&M University System’s Policy on Utilization of Historically Underutilized Businesses (HUBs) and the goals for HUB participation.

Sincerely,

(Signature)
(Printed Name)
(Printed Title)
Consultant/Subcontractor Substitution Form

1. Consultant/Subcontracting Category: ________________________________
   Original Consultant/Subcontractor: ________________________________
   Replacement Consultant/Subcontractor: ____________________________

2. Reasons for requesting a change in consultant/subcontractor? (Explain in detail)
   THIS CHANGE IN CONSULTANTS/SUBCONTRACTORS SHALL NOT CAUSE A REDUCTION
   IN THE PRIMES' HUB PARTICIPATION PERCENTAGE. (IF PARTICIPATION WILL
   DECREASE, SPECIFIC AUTHORIZATIONS MUST BE RECEIVED FROM THE ASSOCIATE
   VICE CHANCELLOR FOR FACILITIES PLANNING & CONSTRUCTION PRIOR TO
   INITIATING THIS SUBSTITUTION REQUEST.)

3. Follow the requirements for satisfying The A&M System good faith effort as described in the HUB
   Subcontracting Plan (HSP) Procedures (Article II, Para. 4 and 6 on pages 3 & 4 for construction contracts);
   (Article II, Para. 4 and 6, pages 3 & 4 for professional services contracts).

4. Complete and attach the Professional Services/Construction Contracts HSP identifying the five (5) or more
   HUBs solicited for this work.

5. List and provide documentation of the advertisements in trade association, minority/women focused media
   and/or general circulation newspapers concerning this subcontracting opportunity.

6. Construction and Furnishings Contracts: A Change Order Request (COR) that creates a new category of
   work that will be performed by a subcontractor not previously listed on the HUB Subcontracting Plan (HSP)
   requires that the HSP be revised and the Contractor must show evidence of The A&M System good-faith-
   effort in the solicitation of HUB Subcontractors.

The above information is being submitted in conformance with the HUB plan and I certify that it is true and
correct.

________________________________________________________________________
Firm Name

________________________________________________________________________
Authorized Representative’s Signature
Date

________________________________________________________________________
Print Name

________________________________________________________________________
Title

Attachment: Professional Services/Construction HSP

Approval Recommendations:

________________________________________________________________________
HUB Coordinator

________________________________________________________________________
FP&C Planning/Construction Project Manager

Approved:

________________________________________________________________________
Facilities Planning & Construction