REQUEST FOR QUALIFICATIONS

RFQ Number:

RFQ 8-0001

Master Plan Update

PROPOSAL MUST BE RECEIVED BEFORE:

2:00 p.m. Central Time on June 29, 2018

MAIL PROPOSAL TO:

Texas A&M University-Corpus Christi
Procurement & Disbursements
6300 Ocean Drive Unit 5731
Corpus Christi TX 78412-5731

HAND DELIVER AND/OR EXPRESS MAIL TO:

Texas A&M University-Corpus Christi
Purchasing Building
6300 Ocean Drive Room 115A
Corpus Christi TX 78412

Show RFQ Number, Opening Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Texas A&M University-Corpus Christi Purchasing Department before the hour and date specified for receipt of proposal.

Pursuant to the Provisions of Texas Government Code Title 10 Subtitle D Chapter 2156.121 - 2156.127, General Services Act rules and regulations adopted thereunder, sealed proposals will be received until the date and time established for receipt. After receipt, only the names of proposers will be made public. Prices and other proposal details will only be divulged after the award, if one is made.

Dated: June 15, 2018

REFER INQUIRIES TO:
Will Hobart, Director of Procurement & Disbursements
Texas A&M University-Corpus Christi
Purchasing Department
361-825-2616
Email: will.hobart@tamucc.edu
TABLE OF CONTENTS

Section 1 – General Information & Requirements
1.1 General Information
1.2 Public Information
1.3 Type of Contract
1.4 Clarifications and Interpretations
1.5 Submission of Qualifications
1.6 Point-of-Contact
1.7 Evaluation of Qualifications
1.8 Owner’s Reservation of Rights
1.9 Acceptance of Evaluation Methodology
1.10 No Reimbursement for Costs
1.11 Historically Underutilized Businesses’ Submittal Requirements
1.12 Certain Proposals and Contracts Prohibited
1.13 Required Notices of Workers’ Compensation Insurance Coverage
1.14 State Registration of Engineering Firms

Section 2 – Executive Summary
2.1 Project Description, Scope

Section 3 – Requirements for Statement of Qualifications
3.1 Respondent’s Statement of Qualifications and Availability to Undertake the Project
3.2 Prime Firm’s Ability to Provide Services
3.3 Respondent’s Performance on Past Representative Projects
3.4 Respondent’s Knowledge of Best Practices
3.5 Execution of Offer

Section 4 – Format for Statement of Qualifications
4.1 General Instructions
4.2 Page Size, Binding, Dividers, and Tabs
4.3 Table of Contents
4.4 Pagination
4.5 HUB Subcontracting Plan Submittal

Exhibit A - HUB Subcontracting Plan (HSP)
REQUEST FOR QUALIFICATION FOR
ARCHITECT/ENGINEER PROFESSIONAL SERVICES FOR
THE
CAMPUS MASTER PLAN UPDATE
Texas A&M University-Corpus Christi

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: Texas A&M University-Corpus Christi (TAMUCC) is soliciting statements of qualifications for selection of an Architect/Engineer firm for Campus Master Plan Update (Project), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).

This RFQ provides the information necessary for a Respondent to prepare and submit Qualifications for consideration by the Owner. The Owner may select up to three (3) ranked qualified Respondents to present their Qualifications during an interview.

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 for campus master planning services.

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. All such addenda issued by the Owner before the responses are due shall become a part of this RFQ, and Respondents shall acknowledge receipt of and incorporate each addendum in their responses.

Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda three (3) 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 and place described on the front page.

1.5.2 Submit one (1) Electronic version, five (5) identical copies of the Qualifications, One (1) Flash Drive copy and one (1) original of the HUB Subcontracting Plan (HSP) as a separate attachment to the Qualifications.

1.5.3 Late received Qualifications will be returned to the Respondent unopened.

1.5.4 The Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (email).
1.5.5 Properly submitted Qualifications will not be returned to Respondents.

1.5.6 Qualifications materials must be enclosed in a sealed envelope (box or container) addressed to the Director of Purchasing; the package must clearly identify the submittal deadline, the project name and number, and the name and return address of the Respondent.

1.6 **POINT-OF-CONTACT:** The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ to the Point-of Contact person.

Will A. Hobart
Director of Procurement & Disbursements
Texas A&M University-Corpus Christi
6300 Ocean Drive, Unit 5731
Corpus Christi, Texas 78412-5731
Phone: 361) 825-2616
Email: will.hobart@tamucc.edu

1.7 **EVALUATION OF QUALIFICATIONS:** The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All property submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. Qualifications shall not include any information regarding Respondent’s fees, pricing, or other compensation.

1.8 **OWNER’S RESERVATION OF RIGHTS:** The Owner may evaluate the Qualifications based on master planning experience. The Owner reserves the right to reject any and all responses and reselected for new Qualifications, or to reject any and all responses and temporarily or permanently abandon the Project. The Owner makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFQ for any project, and no such representation is intended or should be construed by the issuance of this RFQ.

1.9 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFQ, Respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner.

1.10 **NO REIMBURSEMENT FOR COSTS:** 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:** As set forth in the Project Description below, should the Respondent choose to name additional members of the design team as part of this qualification submission, a HUB Subcontracting Plan is required with the submission covering those subcontract areas named. All Respondents shall provide a complete HUB Subcontracting Plan addressing the selection of all additional subcontracts in order to be considered for shortlist interview.

If the Respondent is a certified HUB firm but intends to subcontract to perform any portion of the work, a HUB Subcontracting Plan is still required addressing all subcontracted services.

Prepare the HUB Subcontracting Plan in accordance with the attached HUB Subcontracting Plan guide document and submit one copy, 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. Failure to submit a HUB Subcontracting Plan or failure
of the submitted plan to demonstrate and document a Good Faith Effort to utilize HUBs where possible will cause the Respondent to be removed from further consideration on this project.

Contact Leon Roberts, HUB Coordinator at (361) 825-2196 with any question concerning 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:** In accordance with the Texas Occupations code, the firm or firms representatives must not engage in any professional practice in this state unless the business entity and individual representative of the firm is registered through the appropriate Texas Board of Professional s as required.

**SECTION 2 – EXECUTIVE SUMMARY**

2.1 **PROJECT DESCRIPTION AND SCOPE:**

The objective of this project is to provide a multi-year comprehensive master plan for the University to address development needs and existing development ideas for the entire campus. The master plan must incorporate analysis of existing conditions, projected needs, current capabilities, and educational goals.

The master planning team, as part of the scope of this project, must prepare existing land use plans and open space plans to form a baseline for future changes. These existing condition maps should indicate accurate size and location of all buildings, building usage, streets, and parking lots (with capacity shown), other structures such as playing fields, topography, landscape, etc. The plans should also include vehicular circulation, service and emergency circulation and pedestrian circulation. The planner will access the required statistical information from the University (i.e. Strategic Plan).

Texas A&M University-Corpus Christi is a public, degree-granting institution of higher education. Situated on a coastal island, Texas A&M University-Corpus Christi’s modern campus serves a growing student body. The University is a member of The Texas A&M University System. The campus consists of fifty-five buildings built on Ward Island, located on the south edge of Corpus Christi Bay. Of these buildings, seven are Academic buildings, one is a Student Union, two are Recreation Sports/Wellness/Athletics facilities, one is a state office facility, seventeen are privately owned dedicated housing units, and the remaining twenty-seven are support/service buildings.

**University Vision**

Texas A&M University-Corpus Christi is committed to becoming one of the leading centers of higher education in the Gulf of Mexico region while serving the intellectual, cultural, social,
environmental and economic needs of South Texas. As a result, Texas A&M University-Corpus Christi will invigorate and strengthen the region and state through its educational programs, research initiatives and outreach efforts.

**University Mission**
Texas A&M University-Corpus Christi is an expanding, doctoral-granting institution committed to preparing graduates for lifelong learning and responsible citizenship in the global community. We are dedicated to excellence in teaching, research, creative activity and service. Our supportive, multicultural learning community provides undergraduate and graduate students with a challenging educational experience through residential, distance learning and international programs. The university's federal designation as a Hispanic Serving Institution (HSI) provides a foundation for closing educational gaps, while its strategic location on the Gulf of Mexico and on the cultural border with Latin America provides a basis for gaining national and international prominence.

Proposed land use plans, open space plans and graphic plans shall be included that indicates proposed changes within the next ten years, phased in 2-4 year increments keyed into University funding cycles. Each phase shall identify proposed new buildings and proposed modifications to existing buildings. Include approximate gross square feet, number of floors, and primary usage, i.e. education and general, auxiliary enterprise, service building etc. Identify other proposed facilities, parking and playing fields. Indicate vehicular circulation plan that includes automobiles, buses, and bicycles. Vehicular circulation plan shall also include designated refuse, service, and emergency vehicular access routes. In conjunction with the vehicular circulation study, illustrate the proposed pedestrian circulation plan. Careful study and recommendations are expected at high conflict areas. Provide an estimated construction cost for each proposed improvement, adjusted to account for inflation in the phased build out.

TAMUCC had a comprehensive master plan completed for the campus in 2013. Some parts of the plan have been accomplished; some parts of the plan did not materialize due to funding, different concepts or changes in directions.

TAMUCC has had several individual elements planned on different parts of the campus the past few years. TAMUCC now desires that the Campus Master Plan Update compile all of the individual elements into one comprehensive Campus Master Plan without redesigning the individual elements. The master planning team shall take the individual elements and compile them into a comprehensive campus master plan.

A separate traffic study master plan and signage/wayfinding master plan will be accomplished by a separate RFQ to follow.

This plan will focus on the following:

Review the University’s Mission, Strategic Objectives, and Planning priorities and incorporate a five-year space projection model (including classroom and laboratory utilization) established by the Texas Higher Education Coordinating Board (THECB) to determine requirements for future construction and rough cost estimate based on current THECB cost indexes.

Study method of enhancing the quality of student life on campus.

The magnificent and unique environment is also a challenge. The campus on Ward Island is running out of buildable land so must make accommodations in the development. Maximize the land area and views.

Examine the campus at several enrollment growth phases. The planning assumptions and the land
characteristics will be brought together into a Conceptual Land-use Plan which will illustrate how the campus can be developed. It will show the configuration of the campus development for both Ward Island and Momentum in an Ultimate Buildout when the available land area is used at maximum intensity and the incremental buildout to get there. Some key areas are:

- Technology. Rapidly merging communication and remote campus and distant learning.
- Diversity. The campus must provide the setting for more heterogeneous people and cultures.
- Globalization. In research, faculty and students. Attract foreign students and promote interactions.
- Increased community expectations. The campus will engage in local development and social services to ensure competitiveness and protect the environment.
- Dimensioning resources. The effort is to maximize self-sustaining for development to supplement legislative funding.
- Settings for interactions. The campus should fill in empty areas and parking with new public spaces, buildings, connecting them through courtyards and covered circulation avenues.

Consider campus edges and entrances. The primary internal road and sidewalks will be a major organizing element of the campus. The landscaping and open spaces will be treated with as much respect and consideration as the buildings. This is not seen as one huge campus, but instead, to continue the development as a series of smaller more intimate building clusters focused on areas of excellence such as “Research”, “General Academic”, “Arts”, “Administrative”, “Student Services” and “Athletics”. Building clusters will be treated as “villages” and pedestrian oriented. Buildings and development will take advantage of views and climate conditions. Each “Village” have unique special visual character but also be compatible with the whole campus urban environment. Order and safety on-campus will be achieved by establishing clearly separated intercampus circulation systems for vehicles and pedestrians. The nighttime campus will also be a development factor.

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.

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 unique qualifications as they pertain to campus master planning.

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

3.1.3 Provide a brief history of the Prime Firm proposed for the project.

3.1.4 Provide a completed Form C-31 for the Prime Firm only (not part of the 50-page maximum).

3.1.5 Provide an Organization Chart for the Prime Firm proposed for the project.
3.1.6 Provide resumes of key personnel from the Prime Firm who will be assigned to this Project.

3.2 CRITERIA TWO: PRIME FIRM’S ABILITY TO PROVIDE SERVICES

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

3.2.2 Provide any details of all past or pending and threatened litigation or claims filed against your company related to the provision of professional services.

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

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

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

3.3 CRITERIA THREE: RESPONDENT’S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS.

3.3.1 List a maximum of five (5) projects for which you have provided services that are most related to this Campus Master Plan Project. List the master plans in order of priority, with the most relevant project listed first. For all consultants named in the response, indicate the projects they also worked on. Provide the following information for each project listed:

- Project name, location and description
- Color images (photographic or machine reproductions)
- Final campus master plan (map)
- Color indications of planned development (new growth & main campus in-fills)
- Actual start and finish dates for the master plan process
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the master plan)
- Name of Project Architect/Planner (responsible for coordinating the day to day work)
- Name of Project Designer (individual responsible for master plan concepts)
- Consultants

References (for each project listed above, identify the following):

- The owner’s name and representative who served as the day-to-day liaison during the master plan development, including telephone number.
- Length of business relationship with the owner.
- References shall be considered relevant based on specific master planning
participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references other than those identified by the Respondent at any time during the RFQ process.

3.4 CRITERIA FOUR: 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 master plan documentation.

3.4.2 Describe your project team’s demonstrated technical competence and management qualifications with master planning projects, particularly those for higher education.

3.4.3 Describe your cost estimating methods for master plan development phases. How do you develop cost estimates and how often are they updated?

3.4.4 What do you perceive are the critical issues for this Project?

3.4.5 Describe the way in which your firm develops and maintains work schedules to coordinate with Owner’s Project schedule.

3.4.6 The Owner requires that the Project drawings be accomplished in 3D CADD. Describe your firm’s capabilities and how coordination among all disciplines is accomplished.

3.4.7 Describe how you plan to ensure continuity of project objectives starting with a master plan solution, moving through follow-on design documents, and finishing with constructed project that meet the Owner’s requirements.

3.4.8 Describe the project team’s experience in sustainable design.

3.4.9 Describe the project team’s approach to assuring timely completion of this Campus Master Plan Project, including methods you will use for schedule recovery if necessary.

3.4.10 Describe how you track owner input and review comments on your design document submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on owner comments.

3.5 CRITERIA FIVE: 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 Response.

Signing a false statement may void the submitted Response or any contracts 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 the RFQ 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 are 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 compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);

(v) 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;

(vi) Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;

(vii) to the best of its knowledge, no member of the Board of Regents of The Texas A&M University System, or the Executive Officers of the Texas A&M University System or its member institutions or agencies, has a financial interest, directly or indirectly, in the Project; and

(viii) each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of engineering or architecture will be selected based on demonstrated competence and qualifications only.

By signing below, the Respondent hereby certifies as follows, and acknowledges that such certifications will be included in any resulting contract.

If the Respondent is subject to the Texas franchise tax, it is not currently delinquent in the payment of any franchise tax due under Chapter 171, Texas Tax Code, or is exempt form the payment of such taxes. A false certification may result in the Respondent’s disqualification.

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual
or business entity named in this contract, bid or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. SUBMITTED BY:

________________________________________
Company Name

________________________________________
Authorized Signature

________________________________________
Printed Name/Title

________________________________________
Date

STATE OF TEXAS:

VIN: ____________________________
or
FEI No: ____________________________

If Sole Owner:
SSN: ____________________________

If Corporation:
State of Incorporation: ____________________________
Charter No: ____________________________

Street Address

Mailing Address

City, State ZIP

Telephone Number

Facsimile Number
SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Respondent’s ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to requirements, and an understanding of the Owner’s needs.

4.1.2 Qualifications shall be a MAXIMUM of Fifty (50) printed one-sided pages, or TWENTY FIVE (25) two-sided pages. The cover, table of contents, divider sheets, HUB Subcontracting Plan (Section 1.13), and Execution of Offer does not count as printed pages.

4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

4.1.4 Qualifications and any other information submitted by Respondents in response to this RFQ shall become the property of the Owner.

4.1.5 The Owner will not compensate Respondents for any expenses incurred by Respondents in preparation of Qualifications or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.

4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner’s best interest.

4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of this RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.

4.1.9 Failure to comply with all requirements contained in this RFQ may result in the rejection of the Qualifications.

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

4.2.1 Qualifications shall be printed on letter-size (8 ½” x 11”) paper and assembled with spiral type binding or staples. DO NOT USE METAL-RING HARD COVER BINDERS.

4.2.2 Additional attachments shall NOT be included with Qualifications. Only the responses provided by the Respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.
4.2.3 Separate and identify each criteria response to section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

4.3 TABLE OF CONTENTS:

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

4.4 PAGINATION

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

4.5 HUB SUBCONTRACTING PLAN SUBMITTAL:

4.5.1 Submit one copy of the HUB Subcontracting Plan in a separate attachment apart from the submittal of Qualifications, with complete HUB solicitation documentation [for all consultant categories represented in the Prime Firm’s qualification submission.}
EXHIBIT A

Historically Underutilized Business (HUB) Subcontracting Plan

Information

In accordance with Texas Government Code (TGC) §2161.252 and Texas Administrative Code (TAC) Title 1, Part 5, Chapter 111, Subchapter B, Rule §111.14, each state agency (including institutions of higher education) as defined by TGC §2151.002 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.

If subcontracting opportunities are probable, each state agency’s invitation for bids or other purchase solicitation documents for construction, professional services, other services, and commodities with an expected value of $100,000 or more shall state that probability and require a HUB Subcontracting Plan (HSP).

In accordance with Texas Government Code, §2161.181 and §2161.182, each state agency shall make a good faith effort to increase the contract awards for the purchase of goods or services to HUBs based on rules adopted by the Commission to implement the disparity study described by TGC §2161.002(c).

The purpose of the HUB Program is to promote equal business opportunities for economically disadvantaged persons (as defined by TGC §2161) to contract with the State of Texas in accordance with the goals specified in the State of Texas Disparity Study. The HUB goals per TAC §111.13 are: 11.9% for heavy construction other than building contracts; 26.1% for all building construction, including general contractors and operative builders contracts; 57.2% for all special trade construction contracts; 20% for professional services contracts; 33% for all other services contracts; and 12.6% for commodities contracts.

IF YOUR RESPONSE TO THIS SOLICITATION DOES NOT CONTAIN A HUB SUBCONTRACTING PLAN, YOUR RESPONSE SHALL BE REJECTED AS A MATERIAL FAILURE TO COMPLY WITH THE ADVERTISED SPECIFICATIONS.
Welcome to the Texas Building & Procurement Commission’s audio file for instructions on how to accurately complete the HUB Subcontracting Plan. If you are responding to a solicitation in the amount of $100,000.00 or greater, you are required to complete this form.

You should have the Hub Subcontracting Plan in front of you as we review the following directions for completing the form.

The Historically Underutilized Business Program activities are designed to promote full and equal business opportunities for all businesses in the State of Texas. Therefore, in accordance with Gov’t Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, respondents, including State of Texas certified Historically Underutilized Businesses (HUBs), must complete and submit a State of Texas HUB Subcontracting Plan (HSP) with their solicitation response.

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

The percentages located in the second major paragraph at the top of page one of the HUB Subcontracting Plan are goals established by the Texas Building & Procurement Commission for each of the listed contract types. These goals are defined in Texas Administrative Code 111.13.

Following are directions as to how to properly complete the HUB Subcontracting Plan:

**SECTION 1**

Everyone will complete Section 1.

**Section 1a:** Complete the fields for:
- ‘Respondent/Company Name’
- ‘State of Texas VID #’ (this is your State of Texas taxpayer ID number)
- ‘Point of Contact’ at your firm during the solicitation
- ‘Phone #’ of the primary contact

**Section 1b:** check either ‘Yes’ or ‘No’ if your firm is a certified State of Texas HUB. Remember, even if you are a State of Texas Certified HUB, you must complete the HUB Subcontracting Plan as directed in the following sections.

**Section 1c:** complete by placing the solicitation number in this field.

**SECTION 2**

Everyone will complete Section 2 and select either ‘Yes’ or ‘No’.

**Section 2:** if you select ‘No, I will not be subcontracting any portion of the contract and will be fulfilling the entire contract with my own resources’:

Skip to Section 9 on the third page of the HSP, and state in narrative format your justification, ability, and affirmation to self perform all portions of this contract.
Complete Section 10 with your signature, printed name, title, and date. This form must be signed by an authorized representative of your company, and by your signature you affirm that if awarded, your company will comply with the requirements of the HSP and those requirements listed in Section 10.

Section 2: if you select ‘Yes, I will be subcontracting portion(s) of the contract’:
For every trade that you will subcontract, you must list those trades in the fields provided. For example, if, in a construction solicitation you would be subcontracting mechanical drawings, you would place the trade name ‘mechanical and cad drawings’ in Box #1 in Section 2. Complete the boxes provided in Section 2 for as many trades as you will subcontract. If you have more than twenty trades to subcontract, simply download the extension from the link provided at the bottom of Section 2 on this first page of the HSP.
You may now proceed to Section 3.

SECTION 3 - SECTION 8

For every trade that you listed in Section 2, you must complete page 2 of the HSP Sections 3 – Section 8; this is where you will document your required ‘Good Faith Effort’ in developing and completing the HSP. As an example, if you listed four trades in Section 2, then you will perform a Good Faith Effort for all four trades, and submit four pages of the HSP containing Section 3 – Section 8.

At the top of page 2 complete the field for ‘Enter your company’s name here’ and ‘solicitation number’.

SECTION 3

Section 3: continuing with our example from Section 2 Box #1, ‘mechanical and cad drawings’, place the line item number and trade description from Section 2 in the spaces provided in Section 3. Example ‘Line Item #1’, and ‘Description cad and mechanical drawings’.

SECTION 4

If you, the prime contractor (and respondent to the RFP) are a mentor to the selected subcontractor for this particular trade, and this relationship is documented by an official State of Texas Mentor-Protégé Agreement, you have met the Good Faith Effort for this particular subcontracting opportunity under Texas Administrative Code 111.14, and may select ‘Yes’ and move on to Section 8 and Section 10. If your firm does not meet the Mentor-Protégé requirements listed above, select ‘No’, and move on to Section 5.

SECTION 5

This section applies only to Professional Services contracts (as defined by Texas Gov’t Code 2254.002). Contracts that are defined as ‘Professional Services Contracts’ are those that require the services of a licensed professional such as:

accounting;
architecture;
landscape architecture;
land surveying;
medicine;
optometry;
professional engineering;
real estate appraising;
professional nursing
Normally these services are solicited on an Request for Qualification (RFQ).

If this is not a Professional Services solicitation, then this section does not apply, you may check ‘No’ and proceed to Section 6.

If this is a Professional Services solicitation, and the total HUB subcontracting percentage is at least 20% or more of the contract, you have met the Good Faith Effort under Texas Administrative Code 111.14. Select ‘Yes’, and then move on to Section 8 and Section 10.

If this is a Professional Services solicitation, and the total HUB subcontracting percentage is less than 20%, you must go on to Section 6 and perform the Good Faith Effort requirements listed in Section 6.

Please note that the 20% requirement for Professional Services HUB Subcontracting is the total of all HUB Subcontracting requirements, not a ‘per subcontracting trade’ requirement.

**SECTION 6**

There are three main components of the ‘Good Faith Effort’; you must satisfy all three of the listed components, 6a, 6b, and 6c, and provide supporting documentation:

6(a) you must solicit at least three certified HUB vendors, for each trade you plan to subcontract, that provide services or commodities in the applicable trade, from the CMBL & HUB directory located at the link provided

6(b) you must provide written notification of the subcontracting opportunities listed in Section 3 to a minority or women trade organization or development centers to assist in identifying potential HUB’s. To locate these organizations, follow the links provided in Section 6b.

6(c) you must allow five days for these HUB vendors to respond to your request for quote or bid for the services you are subcontracting. Send your notification to HUB and Minority/Women trade organizations at least five days prior to solicitation submission deadline.

Note that procurement letters, requests for quote or bid, fax logs, phone logs, and emails are proof of your compliance to the Good Faith Effort and should be submitted with your proposal or bid package.

**SECTION 7**

In this section you will list the three HUB vendors you solicited for the applicable trade listed in Section 3. List the certified HUB vendor’s Company Name, VID number, and the date you contacted the HUB vendor for a quote or bid. Lastly, indicate in the boxes whether or not you received a response to your request for quote or bid from the HUB vendors.

Please note that this section is subject to verification by the soliciting Agency’s HUB Coordinator. You must document your notifications to HUB’s and Minority and Women trade organizations and submit with your proposal or bid package.
SECTION 8

In this section you will list your chosen subcontractor for the applicable trade. If the vendor you have chosen is not a certified HUB vendor, you must provide, in the space provided at the bottom of Section 8, a brief explanation as to why you did not choose one of your solicited certified HUB vendors (i.e. Best Value, Best Qualified, Lowest Price).

SECTION 9

This section applies only if you have chosen ‘No, I will not be subcontracting any portion of the contract’ in Section 2.

State in narrative format your justification, ability, and affirmation to self perform any and all portions of this contract.

SECTION 10

Complete Section 10 with your signature, printed name, title, and date.

The Hub Subcontracting Plan must be signed by an authorized representative of your company, and by your signature you affirm that if awarded, your company will comply with the requirements of the HSP and the requirements listed in Section 10.

SUMMARY

In summary:

If you ARE NOT subcontracting any portion of this contract, complete Section 1, Section 2 select ‘No’, Section 9 and Section 10.

If you ARE subcontracting any portion of this contract, complete Section 1, Section 2 select ‘Yes’, complete Section 2 by providing the names of the trades you will be subcontracting, complete Section 3, Section 4 (if applicable), Section 5 (if applicable), Section 6, Section 7, Section 8, and Section 10.

You may contact the HUB Coordinator at the Agency that posted the solicitation for assistance in completing this form. You may also contact the Statewide HUB Program Manager at 512-475-2414 and/or the TBPC Assistant HUB Coordinator at 512-463-1785 if you need assistance in completing the form.
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, to include 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 contract 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 rotation as recommended by the 2009 Texas Disparity Study.

NOTE: Bidders are to use Texas A&M University-Corpus Christi goals listed below when completing this HSP

11.20% Percent for Heavy Construction Other than Building Contracts
33.61 % Percent for all building construction, including general contractors and operative builders contracts
41.07% Percent for all special trades construction contracts
23.60% Percent for professional services contracts
18.44% Percent for all other services contracts, and
32.075% Percent for commodities contracts

SECTION-1: Respondent and Requisition Information

a. Respondent (Company) Name: ||
   Point of Contact: ||
   E-mail Address: ||
   State of Texas VID #: ||
   Phone #: ||
   Fax #: ||

b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No

c. Requisition #: ||
   Bid Open Date: || (mm/dd/yyyy)
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).

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<tr>
<th>Item #</th>
<th>Subcontracting Opportunity Description</th>
<th>HUBs</th>
<th>Non-HUBs</th>
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<td>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.</td>
<td>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.</td>
<td>Percentage of the contract expected to be subcontracted to non-HUBs.</td>
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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.
**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).

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.

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**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.*
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 (mm/dd/yyyy) |

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 A (Attachment A)

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

**IMPORTANT:** If you responded “Yes” to **SECTION 2, Item c or d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method A (Attachment A)” 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-a.pdf

**SECTION A-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.

<table>
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<th>Item Number</th>
<th>Description</th>
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**SECTION A-2: SUBCONTRACTOR SELECTION**

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in **SECTION A-1**. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>VID Number (Required if Texas certified HUB)</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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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 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.
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-contracting-opportunity-notice.pdf](http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-contracting-opportunity-notice.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.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
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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](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, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at [http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp](http://mycpa.cpa.state.tx.us/tpasscmblsearch/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 Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>VID Number</th>
<th>Date Notice Sent (m/d/yyyy)</th>
<th>Did the HUB Respond?</th>
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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/](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.

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<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent (m/d/yyyy)</th>
<th>Was the Notice Accepted?</th>
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Page 1 of 2
(Attachment B)
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.

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<tr>
<th>Item Number</th>
<th>Description</th>
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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 VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

<table>
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<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>VID Number (Required if Texas certified HUB)</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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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 if (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 has 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: | |
| Point-of-Contact: | |
| Requisition #: | Bid Open Date: (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 [ ] [ ] [ ].

   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