Request for Qualifications
Architectural & Engineering Services
RFQ# 906-15027RW

Austin Community College District

Rio Grande Campus Main Building
Renovation

QUALIFICATION STATEMENTS ARE DUE ON OR BEFORE 2:00 P.M., July 9, 2015

Addressed to:
Attn.: Rodney Wheeler - RFQ#906-15027RW
Austin Community College District
9101 Tuscany Way
Austin TX 78754

Key Event Dates:
27 May 2015 RFQ Issue Date
01 June and 08 June 2015 Advertise RFQ
18 June 2015; 10am-12pm Pre-Submittal Conference
26 June, 2015 12 pm Deadline for questions or comments
02 July, 2015 (NLT) Addenda (including Final) if necessary
09 July, 2015 2:00 pm CDT Deadline for submissions of qualifications

I. General Information & Requirements
   A. Declaration - The Board of Trustees of Austin Community College District has
      delegated to the Administration the following responsibilities with respect to the
      selection of service providers for the design and construction of this project:
      1. work with an external advisory committee and a college committee of faculty,
         staff, and students to identify instructional programs, support services, and other
         space needs;
      2. serve as primary/first contact with all external professionals who may be hired
         for this project;
      3. develop and publicize scope of project and evaluation criteria for selection of
         Architectural and construction services (to be reviewed by and subject to Board
         approval);
      4. submit rankings of respondents to the Board of Trustees for final selection and
         approval;
      5. arrange for professional respondents’ (finalists) presentations to the Board;
6. serve as contact and in oversight role throughout the planning and construction phases;
7. regularly update the President and Board of Trustees.

B. Selection Process – This Request for Qualifications is the first step in a two-step process for selecting an Architect/Engineer firm or team for the following construction project:

**Rio Grande Campus Main Building Renovation**

The steps in the selection processes are as follows:

1. **Step 1** – The Initial Qualification Statement provides the information necessary for consideration and initial ranking by the Owner. Based upon the initial ranking, the Owner may select up to ten (10) of the top ranked qualified respondents to provide additional information for Step 2.

2. **Step 2** – In Step 2, the most qualified respondents will be asked to provide more detailed and project-specific information and participate in an interview with the Owner and its Evaluation Committee. The committee will then select up to five (5) finalists for a final ranking and presentation to the Board of Trustees, which will make the final selection.

C. **Eligibility** - Any Architectural/Engineering project team is invited to submit a statement of qualifications for consideration as a candidate for this project. Each Architectural/Engineering project team must present a statement of qualifications in order to be considered as a candidate, and an authorized representative of the Architectural/Engineering project team’s prime contractor must sign the statement of qualifications.

D. **Licensure** – All respondents must have legally required licensure so that all services required from them may be delivered in accordance with applicable law. Although proof of licensure is not required as a part of this response, team members are encouraged to submit photocopies of relevant current licenses.

E. **Inquiries** – ACC will try to answer written inquiries concerning this RFQ, but shall not be obligated to do so. If a firm believes the scope of work to contain an error or is unclear, then the firm shall make a written inquiry of ACC. The persons named below are the ONLY contacts for ACC for this RFQ. The foregoing shall not limit ACC’s right to issue addenda to the scope of work prior to opening or to delay the date and time of opening in order to ensure that all firms are aware of and have had sufficient time to consider the addenda. All inquiries MUST be in writing and faxed or emailed. The persons listed below are the only contact persons for this solicitation. Written inquiries should be addressed to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Rodney Wheeler</td>
<td>Construction Buyer</td>
</tr>
<tr>
<td>Rosemary Ledesma</td>
<td>Purchasing Manager</td>
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<tr>
<td>RFQ#906-15027RW</td>
<td>ACC Purchasing</td>
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<td>ACC Purchasing</td>
<td>ACC Purchasing</td>
</tr>
<tr>
<td>9101 Tuscany Way</td>
<td>Austin, TX 78754</td>
</tr>
<tr>
<td>Austin, TX 78754</td>
<td>Austin, TX 78754</td>
</tr>
<tr>
<td>Fax: (512) 223-1902</td>
<td>Fax: (512) 223-1902</td>
</tr>
<tr>
<td><a href="mailto:rwheeler@AustinCC.edu">rwheeler@AustinCC.edu</a></td>
<td><a href="mailto:rledesma@AustinCC.edu">rledesma@AustinCC.edu</a></td>
</tr>
</tbody>
</table>

**Note:** Mr. Wheeler will be out of the office June 4 to June 21, 2015.
F. **Public Information** – ACC is a public institution and subject to the Texas Public Information Act. Any information submitted to ACC is presumed to be public information and available to the public. Any information or materials submitted to ACC that is considered confidential must be clearly marked "CONFIDENTIAL". If an outside individual or entity requests review or copies of the information marked Confidential, ACC will advise the Supplier of the request. If requested by the Supplier, ACC will request an Open Records Decision from the Attorney General's Office asserting appropriate exceptions to disclosure. The Supplier shall be responsible for substantiating the confidentiality of the information or materials requested.

G. **Small Business Development Program** – Pursuant to ACC’s Board Policy G-2, Sections D through F, ACC is committed to maximize the vitality and robustness of the economy of the College’s service area through enhanced opportunities for the utilization of Small Local Business Enterprises as defined within that Small Business Development Program. The vendor is required to use its best efforts to assist ACC in achieving this objective through providing maximum opportunities for Small Local Business Enterprises to participate on its team, and by using its best efforts to encourage the maximum use of Small and Local Business Enterprises and Emerging Small and Local Business Enterprises (SLBE/ESLBE) by other vendors, suppliers, professionals, subcontractors and sub-vendors when possible. Vendors may contact the Small Business Development (“SBD”) Office, 512-666-3438 ext. 103; Justin Jones; justin.jones@tegteam.com for assistance or clarification with issues specifically related to ACC’s policy, the completion of SLBE/ESLBE forms and related reports as specified by the SBD Office, by the terms of the contract, and / or by ACC Board Policy G-2 Section E. *See Exhibit A.*

Vendors are required to provide a plan describing the Vendor’s actions to encourage and utilize SLBE/ESLBEs in all phases of the contract. Vendor’s plan will be reviewed for strength of proposed SLBE and ESLBE participation on Respondent’s team and plan to ensure compliance with Small Business Development Program by other firms performing on this project under Respondent’s supervision.

All SBDP forms must be completed and submitted with the qualifications packages. Failure to fully complete the forms or failure to submit the forms as required will result in the qualifications package being deemed incomplete and non-responsive to this provision and the response will not be evaluated. *See Forms Link Exhibit B.*

H. **Waiver of Formalities** - Austin Community College District reserves the right to reschedule or extend the date for submission prior to the submission deadline and to cancel or terminate this request for qualifications at any time. ACC may waive irregularities and informalities in the RFQ process and may consider submissions not made in compliance with this request for qualifications if it elects to do so, in a manner consistent with applicable law, although the District will have no obligation for such consideration.

I. **Exceptions** – Firms should read and understand all terms and conditions contained herein. Exceptions to the requirements of this RFQ or any Purchase terms and
conditions MUST be taken at the time that the qualification statements are submitted, NOT during the Contract Award process.

J. **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.

K. **Submission of Qualifications** – The Owner will receive Qualification Statements at the time and location described below:

**QUALIFICATION RESPONSES MUST BE RECEIVED ON OR BEFORE JULY 9, 2015 2:00 P.M. CENTRAL DAYLIGHT TIME.**

Qualifications must be submitted in a sealed package and labeled with:
Attn: Rodney Wheeler - RFQ#906-15027RW  
Austin Community College District  
Procurement and Materials Management Department  
9101 Tuscany Way  
Austin, TX 78754

Qualification responses received after the date and time specified will be retained by ACC without consideration.

**Pre-submittal Conference** – There will be a pre-submittal conference at 10:00 AM on June 18, 2015, conducted at Rio Grande Campus, 1212 Rio Grande Street, Austin, Texas 78701; Mail Building (1000), Room 201, the Theater.

ATTENDANCE AT THE PRE-SUBMITTAL CONFERENCES BY A REPRESENTATIVE OF ANY FIRM WHICH WILL RESPOND TO THE RFQ IS RECOMMENDED, BUT NOT MANDATORY. Attendance by subconsulting firms is encouraged.

L. **Evaluation Methodology** - **See Exhibit C**

1. **Criteria for Evaluation** - Pursuant to the provisions of Section 2254.004 of the Texas Government Code, the Board of Trustees has adopted the following criteria for evaluating providers of Architectural/Engineering services for the design of Main Building Renovations for Rio Grande Campus:
   a) Demonstrable recent **firm and team experience** in planning, design and construction of higher education projects of similar size and complexity.
   b) Demonstrable recent **team experience** in providing services by the delivery method selected by the Board.
   c) Availability and commitment of personnel; capacity to complete the project.
   d) Demonstrable recent **experience of key personnel** in planning, design and construction of higher education projects of similar size and complexity, delivery method and/or jurisdiction.
   e) Understanding of the project and the local community which it will serve; project approach.
   f) Ability to work with internal and external stakeholders in the planning process.
   g) Demonstrable experience of the team in the successful implementation of sustainable design solutions.
h) Past project compliance (as supported by references and other documentation) with economic inclusion provisions including compliance with commercial non-discrimination policies and compliance with participation requirements for including all segments of the business community, including, but not limited to, Disadvantaged Business Enterprises (“DBEs), Minority and Women Business Enterprises (“M/WBEs”), Historically Underutilized Businesses (“HUBs”), Small Business Enterprises (“SBEs”), and Small Local Business Enterprises (“SLBEs”).

i) Clear organization of the team structure.

j) Professional references demonstrating the following:
   i) Quality of work.
   ii) Keeping within established budgets.
   iii) Timely completion of projects.

k) Stability of Prime Firm and major subconsultants.

2. **Acceptance of Evaluation Methodology** – By submitting Qualifications in response to the RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firms/respondents will require subjective judgments by the Owner. **BY SUBMITTING A RESPONSE TO THIS REQUEST FOR QUALIFICATIONS, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST ACC, ACC’S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES AND MEMBERS OF ACC’S GOVERNING BODY, IN CONNECTION WITH OR ARISING OUT OF THIS RFQ, INCLUDING THE ADMINISTRATION OF THE RFQ, THE BASIS FOR SELECTION, THE EVALUATION OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF QUALIFICATIONS CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFQ.**

**M. Award Protest**


1. **Rights.**

   Any bidder who is aggrieved in connection with this procurement may protest to the Director of Purchasing.

2. **Notification.**
The protest shall be submitted in writing and received in the office of the Director of Procurement and Materials Management within ten (10) calendar days after the aggrieved knows or should have known the facts giving rise thereto.

3. Resolution.

The Director of Purchasing shall review and determine validity. If a mutual resolution is not made, then the protest shall be submitted to the Executive Vice President of Finance and Administration.

4. Authority.

The college President or his designee shall have the final authority for determination and to take any action to resolve a protest appeal.

N. Scope of Services – For this project, ACC requests that the selected Architectural/Engineering design team provide a full range of design services, including (but not limited to):

1. Architectural and Engineering design for complete renovation of the building and all building systems (including specialty design consultants as needed for the project program as well as access control, intrusion detection, voice and data infrastructure);

2. Assistance in obtaining any permits and approvals needed to implement the construction;

3. Assistance in obtaining LEED certification; at minimum, LEED Certified is expected for all major renovations; for this project, the District expects LEED Silver certification;

4. Coordination with the District’s Department of Environmental Health & Safety, Risk Management and Insurance as needed relative to any remaining remediation efforts at this campus;

5. Interior Design services as needed for the selection, procurement and installation of furniture, fixtures and equipment for this campus;

6. Civil Engineering design for site improvements, site utilities and stormwater management to the extent required;

7. Design for landscaping and irrigation to the extent required.

All work performed by the Architect/Engineer must be in compliance with existing federal, state, and local codes, statutes, and requirements.

Architectural Programming services are excluded from this contract. Bidding Phase Services, Construction Observation and other services noted in the attached contract will be included.

II. Project Description

A. Background – Beginning in 1975, Austin Community College leased the former Austin High School campus from the Austin Independent School District, renaming it the Rio Grande Campus. In 2004, ACC purchased the campus
from AISD. In 2010, ACC completed the conversion of the former Gymnasium Building (now known as Building 3000) to provide classrooms and offices to support the campus. Building 3000 houses the central HVAC equipment for the Main Building.

B. General – This project will include the complete renovation of the Main Building of the Rio Grande Campus. The District intends to upgrade the interior of the building and replace obsolete building systems to comply with current codes and standards and to function as a modern college campus. Exterior renovations will be limited to changes which will restore aspects of the original appearance, comply with current codes and standards, along with limited sitework. This project does not anticipate any modifications to the adjacent Annex Building. The District intends the renovated Main Building to provide facilities to support instruction predominantly in core curriculum courses. This is expected to include:

- Classrooms and laboratories;
- Offices for Faculty and Staff;
- Library and Media Center;
- ACCelerator Lab
- Administrative offices;
- Building support and service spaces as needed to support the campus.

C. Site – The District owns the site.

D. Budget – The Construction Cost Limit for the contract for general construction for the project is estimated to be approximately $31,000,000. A separate budget will be established for furniture, fixtures and equipment for the project.

E. Schedule - ACC intends to select an Architect/Engineer in November, 2015 and to begin the design process immediately. The District needs to take beneficial occupancy by June 1, 2018, in order to be prepared for classes in the Fall Semester of 2018 at the latest.

F. Delivery method – The District has selected the Construction Manager at Risk method of delivery for construction of this project.

G. Contract – The District’s contract for Architectural services is attached to the RFQ. The contract will be utilized for services required for this RFQ. Exceptions must be noted at the time of submittal, as described in Section I, para I. above.

H. Utilities – The Architect/Engineer for this project will evaluate the adequacy of the existing public utilities serving the site. The scope of this project will include any modifications to the central HVAC equipment in Building 3000 and private utilities on the site which are required to support the renovations to the Main Building.

I. Environmental Issues – The District conducted an Environmental Site Assessment before completing the acquisition of the property. The District will implement and manage any necessary remediation efforts separately from the scope of renovation work.
J. **Stakeholder Group** – The District will identify Stakeholder Groups for this project.

III. **Step 1 Submittal Requirements Vol. I (initial submittal)**

A. Provide a Cover Sheet showing the RFQ number, RFQ title, the name, principal business address and principal Texas business address if it is not the same, telephone, and fax numbers of the Prime Firm. Include an email address for the signature authority. This cover sheet must also include the name of the individual representing the firm. Finally, the cover sheet must have a statement that the response and all attachments are being submitted to Austin Community College District as a statement of qualifications and request for consideration of the firm as a candidate to provide Architectural and Engineering services for the design of the Rio Grande Campus Main Building Renovation, and it must be dated and signed by the authorized representative.

B. Provide a statement of interest for the project including a narrative describing the Prime Firm’s and Project Team’s unique qualifications as they pertain to these projects.

C. Provide a statement of availability and commitment of the Prime Firm and its principal(s) and assigned professionals to undertake the project. Provide qualifications, work experience and professional registration information for professional team members assigned to this project.

D. Provide a brief history of the Prime Firm and each consultant proposed for the project.

E. Provide an organization chart of the project team, identifying the Prime Firm and each consultant proposed for the project and clearly delineating the primary point of contact.

F. **SLBE/ESLBE Participation**
   1. Provide a detailed plan describing the firm’s plans and actions to encourage and utilize Small and Local Business Enterprises and/or Emerging Small and Local Business Enterprises in providing services in all phases for this project.
   2. Submit completed Small Business Development Program (“SBDP”) Subcontracting Requirements Forms.

**Forms required with OFFER SUBMISSION (Exhibit B)**

1. **FORM SBDP – A SLBE Participation Commitment Form**
2. **FORM SBDP – B SLBE Statement of Intent**
3. **FORM SBDP – C SLBE Participation Affidavit**
4. **FORM SBDP – D SLBE Contact Summary**
5. **FORM SBDP – E Commercial Non-Discrimination Affidavit**
6. **FORM SBDP - F SLBE Misrepresentation Affidavit**

**Forms required at CONTRACT AWARD**

7. **FORM SBDP – G SLBE Subcontractor Utilization Form (Summary & Detail)**
8. **FORM SBDP – H SLBE Participation Waiver Request**
9. **FORM SBDP – I SLBE Unavailability Form**
IV. **Step 2 Submittal Requirements, Vol. II (when requested)**

A. **Identification of Key Personnel**
1. Identify key project personnel proposed for the project and include resumes.
2. Define roles & responsibilities of key personnel proposed for the project.
3. Demonstrate availability of key personnel to work on the project.
4. Provide an organizational chart showing lines of authority and responsibilities of key personnel.
5. Describe how the firm’s internal communication process will keep all team members informed.

B. **Experience of Key Personnel in Similar Projects**
1. Provide a brief description of the experience of key personnel on new construction or renovation projects of similar size, scope, complexity, or cost.
2. Provide the following information on three of the projects described in B.1 above.
   a) Location of the project;
   b) Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
   c) Approximate construction cost of the project;
   d) Owner of the project at the time of construction, including owner’s contact information;
   e) Firm’s role in the project and specific person from the firm who had principal responsibility for that project;
   f) Aspects of that project which are similar to this project for which the firm is submitting.
3. Describe the roles of key personnel in the projects listed in B.1 above.

C. **Involvement in Stakeholder Participation**
1. Provide a well-defined plan for stakeholder participation in the project.
2. Describe experience of key personnel with internal and external stakeholder participation.

D. **Firm Experience in Similar Projects**
1. Provide a brief description of the experience of the firm on three (3) new construction or renovation projects of similar size, scope, complexity, or cost.
2. Provide the following information on three of the projects described in D.1 above:
   a) Location of the project;
   b) Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
   c) Approximate construction cost of the project;
   d) Firm role in the project and specific person from the firm who had principal...
responsibility for that project;
  e) Aspects of the project similar to this project.
  f) Provide client references for each of the three projects listed above
     including:
     i) Owner of the project at the time of construction, including owner’s
     contact information;
     ii) The reference listed must have direct knowledge of the firm’s work on
     the project and be able to speak about the project’s budget, schedule,
     completion, and quality of workmanship.

E. SLBE/ESLBE Participation
  1. Provide a detailed plan describing the firm’s plans and actions to encourage and
     utilize Small and Local Business Enterprises and/or Emerging Small and Local
     Business Enterprises in providing professional services in all phases for this
     project. Provide completed Small Business Development Program (“SBDP”)
     Subcontracting Requirements Forms.

F. Sustainability
  1. Provide a description of the firm’s experience in the design of sustainable
     buildings.
  2. The description should include participation in the LEED certification process
     and the participation of LEED trained or accredited personnel on the project
     team.
  3. Provide assessments of the sustainable design concepts which seem most
     appropriate for consideration for inclusion in a project such as this.

G. Project Approach
  1. Provide a narrative workplan describing the firm’s approach and methodology
     for design and documentation of this project.
  2. Provide a conceptual schedule that responds to the Owner’s schedule stated in
     II.E. above.
  3. Describe the firm’s approach to quality control for the project(s).

H. Criminal History – A notice of criminal history as provided by the Texas Education
   Code Section 44.034 is required for each key personnel. (Failure to provide this
   information will be grounds for disqualification of any team).

I. Commercial Nondiscrimination – A summary of any charges filed against
   Respondent or any of Respondent’s team members (and resulting disposition, if
   any) alleging discrimination in the solicitation, selection, and / or treatment of
   suppliers, subcontractors, vendors, or commercial customers on the basis of race,
   gender, national origin, sexual orientation, or any otherwise unlawful use of firm
   owner characteristics.

J. Summary - A half page or shorter summary of why your team should be picked to
   design this construction project for Austin Community College District.

V. Qualifications Statement Format (each submittal Volume)
   a. Statements of 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 the requirements, and an understanding of Owner's needs.

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

c. Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Statement of Qualifications.

d. Page Size Binding, Dividers, and Tabs
   i. Qualifications shall be printed on letter-size (8-1/2” x 11”) paper and assembled with glue and tape, plastic comb binding, spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
   ii. Additional attachments shall NOT be included with the Statements of Qualifications. Only the responses provided by the respondent to the questions identified in Sections III & IV of this RFQ will be used by the Owner for evaluation.
   iii. Responses to subject areas identified in sections III and IV of this RFQ must be identified by a separate tab and section containing the response.

e. Qualification Statements shall be a MAXIMUM OF TWENTY (20) PRINTED PAGES (SF 330 do not count toward this maximum). Print on front and back count as one (1) page.

f. One original and ten (10) copies of the submission must be provided, along with an electronic version of the original on CD, DVD or USB flash drive. NO JEWEL CASES. Paper or plastic sleeve only. Hard copy original **must** be marked on the cover page as “ORIGINAL.” SBDP Forms must be scanned and included as a file along with the electronic version of the original qualifications.
EXHIBIT A

Pursuant with ACC Board Policy, G-2 Purchasing
(adopted December 1, 2014)

ACC Small Business Development (SBD) Program

Purpose:

The purpose of this Small Business division is to provide a race- and gender-neutral procurement tool for the Austin Community College District to use in its efforts to ensure that all segments of its local business community have a reasonable and significant opportunity to participate in District contracts for construction, architectural & engineering services, professional services, non-professional services, and commodities.

The Small Business Development (“SBD”) Program also furthers the District’s public interest to foster effective broad-based competition from all segments of the vendor community, including, but not limited to, small business enterprises and local business enterprises. This policy is, in part, intended to further the District’s compelling interest in ensuring that it is neither an active nor passive participant in private sector marketplace discrimination, and in promoting equal opportunity for all segments of the contracting community to participate in District contracts. Moreover, the SBD Program provides additional avenues for the development of new capacity and new sources of competition for District contracts from the growing pool of small and locally based businesses.

Definitions:

Small Local Business Enterprise (“SLBE”). An independently owned firm that is not dominant in its industry, and that satisfies all requirements of being both a “Small Business Enterprise” and a “Local Business Enterprise.”

Emerging SLBE ("ESLBE"). An emerging firm that meets all of the qualifications of a Small Local Business Enterprise, and:

- Has been in existence for at least one (1) year but is less than five (5) years old;
- Has no more than five (5) full-time and part-time employees;
- Annual gross sales as averaged over the life of the firm are less than $1 million.

Joint Venture (“JV”). An association of two or more persons or businesses carrying out a single business enterprise for which purpose they combine their capital, efforts, skills, knowledge and/or property. Joint ventures must be established by written agreement. Joint ventures must be certified on a bid-by-bid basis. The joint venture shall not be subject to the average gross receipts limits imposed by this section. However, each individual business participating in the joint venture must be certified by the SLBD Program as an SBE. This definition is subsumed within the definition of Small Local Business Enterprises.
Section G-2 Purchasing. For the purpose of this program, a firm will be certified as a Small and Local Business Enterprise (SLBE) or Emerging SLBE (ESLBE) with the SBD Program, upon its submission of a completed certification form (SLBE/ESLBE), supporting documentation, and a signed and notarized affidavit affirming that it meets all of the SLBE/ESLBE eligibility criteria as set forth below:

1. An independently owned and operated for-profit business concern that;
   a. Is headquartered or otherwise located at a fixed, established commercial address located in the Austin-Round Rock-San Marcos MSA; and maintains a significant employee presence (currently 40% of total employee count)
   b. Has been in operations for at least one (1) year;
   c. Is not a subsidiary of another business;
   d. Is not dominant in its field of operation;
   e. Whose owners are actively involved in day-to-day management and control of the business; and
   f. Is performing a commercially useful function.

2. It meets the size standard eligibility requirements for Small Business Enterprises as defined below:

   Construction and specialty trade firms have not employed more than 50 full-time and part-time persons at any time during the last three (3) years, and that gross annual revenues of the business for its largest primary NAICS code have not exceeded an average of $9.125 million in its most recently completed three (3) fiscal years. If a business has not existed for three (3) years, the employment and gross revenue limits described above shall be applied based upon the annual averages not to exceed three (3) years.

   Once the gross annual revenues of a business exceed the three-year (3) average gross annual revenue limits, it should no longer be eligible to benefit as an SLBE firm and should be permanently graduated from the Program. The size standards in annual gross revenue dollars should be reviewed annually and adjusted periodically to meet changes in market conditions.

   Joint ventures must be certified on a bid-by-bid basis. The joint venture itself shall not be subject to the size standard limitations imposed by this section. However, each individual business participating in the joint venture must be certified by the SBD Program as an SLBE in order for the joint venture to receive the benefits of the SBD Program. This definition is subsumed within the definition of Small Local Business Enterprises.
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<th>CERTIFICATION CATEGORIES</th>
<th>CERTIFICATION CRITERIA</th>
<th>ANNUAL GROSS (AGR) LIMITS:</th>
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| Small Local Business Enterprise (SLBE)       | o  Located in Austin-Round Rock-San Marcos MSA (Travis, Williamson, Hays, Caldwell and Bastrop)  
|                                             | o  For profit, independently owned and operated                                           | o $9.125 million for Construction & Specialty Trade firms                                | $9.125 million for Construction & Specialty Trade firms                |
|                                             | o  Not a subsidiary of another business                                                 | o $3.750 million for Architectural & Engineering firms                                   | $3.750 million for Architectural & Engineering firms                   |
|                                             | o  One year in business o No more than fifty (50) full-time employees                   | o $1.875 million for Landscaping and other professional services firms                    | $1.875 million for Goods & Services                                    |
|                                             | o  Significant employee presence in the MSA (25% of total employee headcount)           |                                                                                          |                                                                        |
|                                             | o  Documentation of three years average annual gross revenues                           |                                                                                          |                                                                        |
| Emerging SLBE (ESLBE)                       | All of the above for SLBE plus:                                                        |                                                                                          |                                                                        |
|                                             | o  One year in business o No more than five (5) full-time employees                     |                                                                                          |                                                                        |
|                                             | o  Significant employee presence in the MSA (25% of total employee headcount)           |                                                                                          |                                                                        |
|                                             | o  Documentation of three years average annual gross revenues                           |                                                                                          |                                                                        |
|                                             | o  No more than five years in operation                                                |                                                                                          |                                                                        |
| Joint Venture (JV)                          | o  Certified on a bid-by- bid basis                                                    |                                                                                          | Not subject to annual gross revenues and employee limits; however, each individual business participating in the joint venture must be certified by the SBDP Office as an SLBE. |
EXHIBIT B

ACC SBDP Forms Link.
The SBDP forms may be downloaded and printed by accessing this link:

EXHIBIT C
Rio Grande Campus Main Building Renovation
RFQ #906-15027RW
STEP 1 SCORING MATRIX

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<tr>
<td>1i  Professional references demonstrating the following:</td>
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</table>

TOTAL 100
## EXHIBIT C
Rio Grande Campus Main Building Renovation
RFQ #906-15027RW
STEP 2 SCORING MATRIX

<table>
<thead>
<tr>
<th>CRITERION</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a Demonstrable recent team experience in planning of higher education and projects of similar size and complexity.</td>
<td>12</td>
</tr>
<tr>
<td>1b Demonstrable recent team experience in providing services by the delivery method selected by the Board.</td>
<td>8</td>
</tr>
<tr>
<td>1c Availability and commitment of personnel; capacity to complete the project.</td>
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<td>1h Past project compliance with Disadvantaged Business Enterprises (&quot;DBEs), Minority and Women Business Enterprises (&quot;M/WBEs&quot;), Historically Underutilized Businesses (&quot;HUBs&quot;), Small Business Enterprises (&quot;SBEs&quot;), and Small Local Business Enterprises (&quot;SLBEs&quot;).</td>
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