Request for Qualifications
Architectural & Engineering Services
RFQ# 906-15021RW

Austin Community College District

ACC Leander Campus

QUALIFICATIONS ARE DUE ON OR BEFORE 2:00 P.M., APRIL 22, 2015
Qualifications received after the date and time specified will be retained by ACC.

Addressed to:
Mr. Rodney Wheeler
Purchasing Department
RFQ#906-15021RW
9101 Tuscany Way
Austin TX 78754

Key Event Dates:
10 Mar. 2015 RFQ Issue Date
10 Mar. and 16 Mar. 2015 Advertise RFQ
3 Apr. 2015; 9am-11am Optional Pre-Submittal Conference
8 Apr. 2015 NOON Deadline for questions or comments
13 Apr. 2015 (NLT) Addenda (including Final) if necessary
22 Apr. 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 renovation project:

**ACC Leander Campus**

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 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. Written inquiries should be addressed to:

Rodney Wheeler
Construction Buyer
RFQ#906-15021RW
ACC Purchasing
9101 Tuscany Way
Austin, TX 78754
Fax: (512) 223-1902
rwheeler@austincc.edu
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 the 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 are required to provide a plan describing the Vendor’s actions to encourage and utilize SLBE/ESLBEs in all phases of the contract. 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 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.

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 Qualifications 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:

**QUALIFICATIONS MUST BE RECEIVED ON OR BEFORE**

**APRIL 22, 2015 2:00 P.M. CENTRAL DAYLIGHT TIME.**

Qualifications must be submitted in a sealed package and labeled with:
- Purchasing Department
- Attn: RFQ#906-15021RW
- Austin Community College District
- 9101 Tuscany Way
- Austin, TX 78754

Qualifications received after the date and time specified will be retained by ACC.

Pre-submittal Conference – There will be a pre-submittal conference at 9:00 AM on April 3, 2015, conducted at Highland Mall, Room 1390 (Lower Level across from the former Men’s Dillard). ATTENDANCE AT THE PRE-SUBMITTAL CONFERENCES BY A REPRESENTATIVE OF ANY FIRM WHICH WILL RESPOND TO THE RFQ IS **OPTIONAL.** Attendance by firms is encouraged.

L. Evaluation Methodology - See Exhibit B

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 the Leander 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

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. 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. Master planning the campus site for this phase of construction, and for long-range plans for the campus;

2. Architectural and Engineering design for construction 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);

3. Assistance in platting the property and obtaining any approvals needed to implement the construction;

4. Assistance in obtaining LEED certification; at minimum, LEED Silver certification is expected for all new construction;

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 and stormwater management to the extent required, which includes extension of utilities to the site;

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** – Austin Community College District has acquired a site encompassing 100 acres near the MetroRail station in the Transit Oriented Development district in Leander, Texas. The District intends to construct a new campus on this site to expand its provision of higher education instruction in this rapidly growing area.

B. **General** – The proposed Leander Campus is expected to include facilities to support instruction predominantly in core curriculum courses. The District intends Phase 2 of the Leander Campus to provide facilities for the following:

   - Classrooms and laboratories;
   - Instruction and office space for Continuing Education and Adult Education;
   - Offices for Faculty and Staff;
   - Library and Media Center;
   - Administrative offices;
   - Building support and service spaces as needed to support the campus.

C. **Site** – The District owns the site. The District intends to construct a first phase of a campus in a manner consistent with the vision of the Transit Oriented Development district.

D. **Budget** – The Construction Cost Limit for the contract for general construction for the project is estimated to be approximately $40,500,000. A separate budget will be established for furniture, fixtures and equipment for the project.

E. **Schedule** - ACC intends to select an Architect/Engineer in June or July, 2015 and to begin the design process immediately. The District needs to take beneficial occupancy by February, 2018, in order to be prepared for classes in the Summer 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. 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 best value to the District and design any needed extensions of utilities to the site.

I. **Environmental Issues** – The District conducted an Environmental Site Assessment before completing the acquisition of the property.
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 (e-mail optional) of the Prime Firm. 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 Leander Campus, 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

G. Provide a completed Standard Form 330 for the Prime Firm and each proposed consultant firm or individual. Note: These forms do not count within the Qualification Statement Limit of 20 pages.
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
   1. 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.
   2. 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.
   3. 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 twelve copies of the submission must be provided, along with an electronic version 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”. The electronic file MUST be attached to the back of the cover page of the original hard copy submittal.

END
EXHIBIT A

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

Small Business Development Program

In an effort 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 Enterprise vendors, the College shall establish a Small Business Development Program (SBDP) that seeks to achieve this objective through race- and gender-neutral means. The SBDP shall ensure that SLBE firms are provided the maximum practicable opportunity to participate in all purchasing and contracting opportunities.

A Small Local Business Enterprise (SLBE) is defined as an independently owned and controlled for-profit business that:

II. Has been in existence for at least one year;

III. Has annual gross receipts that, when added with those of its subsidiary or subsidiaries and averaged over three (3) consecutive years, does not exceed the applicable small business size standards established by the SBDP. The applicable small business size standards shall initially be tied to some measure of the industry-based size standards established by the Small Business Administration (SBA) in 13 CFR 121.201, but may be periodically evaluated and adjusted by the College’s administration based upon local market data collected pursuant to the SBDP to better serve the intent and objectives of this policy; (If a business has not existed for 3 years, the gross sales limits described above shall be applied based upon the annual averages over the existence of the business.) Once the gross annual receipts of a business exceed the gross sales average limits, it should no longer be eligible to benefit as an SLBE firm and should be graduated from the program;

[3] Has had no more than 50 full time and part-time employees in any year within the past three years;

[4] Is headquartered or otherwise located at a fixed, established commercial address located in the Austin-Round Rock-San Marcos MSA through which it performs a commercially useful function and maintains a significant business presence as defined by the SDBP; and

[5] Is certified by the Administration or the Administration’s designee as satisfying all eligibility requirements for SLBE firms as established by the SBDP.
### Eligibility Requirements by Category:

<table>
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<tr>
<th>CERTIFICATION CATEGORIES</th>
<th>CERTIFICATION CRITERIA</th>
<th>ANNUAL GROSS (AGR) LIMITS:</th>
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| **Small Local Business Enterprise (SLBE)** | - Located in Austin-Round Rock-San Marcos MSA (Travis, Williamson, Hays, Caldwell and Bastrop)  
  - For profit, independently owned and operated  
  - Not a subsidiary of another business  
  - One year in business  
  - No more than fifty (50) full-time employees  
  - Significant employee presence in the MSA (25% of total employee headcount)  
  - Documentation of three years average annual gross revenues | - $9.125 million for Construction & Specialty Trade firms  
  - $3.750 million for Architectural & Engineering firms  
  - $1.875 million for Landscaping and other professional services firms  
  - $1.875 million for Goods & Services |
| **Emerging SLBE (ESLBE)**         | - All of the above for SLBE plus:  
  - One year in business  
  - No more than five (5) full-time employees  
  - Significant employee presence in the MSA (25% of total employee headcount)  
  - Documentation of three year average annual gross revenues  
  - No more than five years in operation | - $1 million for Construction & Specialty Trade firms  
  - $1 million for Architectural & Engineering firms  
  - $1 million for Landscaping and other professional services firms  
  - $1 million for Goods & Services |
| **Joint Venture (JV)**            | - 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:
http://www.austincc.edu/purchase/documents/SBDPforms_20150224_000.pdf