Request for Qualifications
Geotechnical & Materials Testing Services; Commissioning Services; and
Land Surveying Services
RFQ# 925-15020RW

Austin Community College District
Indefinite Delivery – Indefinite Quantity Contract [IDIQ]

QUALIFICATION STATEMENTS ARE DUE on or before Thursday, April 9, 2015 2:00 p.m.
Qualifications statements received after the date and time specified will be retained by ACC.

Advice: Qualifications Statements addressed to:
Rodney Wheeler, Construction Buyer
RFQ# 925-15020RW
Purchasing Department
9101 Tuscany Way
Austin TX 78754

Key Event Dates:
9 March 2015 RFQ Issue Date
9 March and 16 March 2015 Advertise RFQ
25 March 2015 NOON Deadline for questions or comments
27 March 2015 Issuance of Final Addendum if necessary
9 April 2015 2:00 PM Local Deadline for submissions of qualifications

I. General Information & Requirements
From the issue date of this RFQ until contract award is made, offerors are not allowed to communicate about the subject of this RFQ with any ACC administrator, faculty, staff, or members of the Board of Trustees except:

- The ACC contact named in Advice, above;
- ACC Director of Procurement and Materials Management;
- Others authorized by the ACC Purchasing Director.

If a violation of this provision occurs, ACC reserves the right to reject the proposal submitted by the offending offeror.

A. Declaration - The Board of Trustees of the Austin Community College District (ACC) has delegated to the Administration the following responsibilities with respect to the selection of service providers for the design of construction projects:
1. designate and work with the college committee of faculty and staff to identify programs, support services, and other space needs;
2. serve as primary/first contact with all external professionals who may be hired for this IDIQ;
3. develop and publicize scope of project and evaluation criteria for selection of architectural and engineering 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. serve as contact and in oversight role throughout the duration of the IDIQ;
6. regularly update the President and Board of Trustees.

B. IDIQ Contract – ACC plans to perform several renovation, remodeling and retrofit projects within the next few years as well as new campus construction. As such, we are increasing the number of IDIQ consultants available to assist us with this work. Some of the work will be relatively small, such as minor office reconfigurations; while others may be more complex. We expect to be able to perform all types of renovation work with our IDIQ consultants. All work performed must be in compliance with existing federal, state, and local codes, statutes, and requirements. Design and procurement of furniture (except millwork), fixtures, and moveable equipment is expressly excluded from this contract. Firms that are already contracted by ACC are not permitted to submit a proposal for the same category of service. Professional firms and teams selected under this solicitation will be awarded a term contract for two years with options for three one-year extensions. ACC is soliciting for professional services for a minimum of one (1) contract for each of the three (3) services. Scope of services and eligibility are attached, See Exhibit A.

The Austin Community College District – The service area of ACC is comprised of the following counties:

1. All of Blanco, Caldwell, Gillespie, and Hays Counties,
2. Travis County excluding the portion within the Marble Falls Independent School District, and the Eanes Independent School District,
3. Williamson County, excluding those portions within the Florence, Granger, Hutto, Lexington, Taylor, and Thrall school districts,
4. A portion of Gonzales County, consisting of the Nixon-Smiley Consolidated Independent School District located,
5. A portion of Guadalupe County, consisting of the San Marcos Consolidated Independent School District,
6. Bastrop County excluding the portion within the Lexington ISD,
7. A portion of Lee County, consisting of the Elgin Independent School District
8. A portion of Fayette County, consisting of the Smithville Independent School District
   a) Geotechnical and materials testing firms; commissioning firms; and land surveying firms will be expected to provide services in any of these counties.

C. Selection Process – This Request for Qualifications is the first step in a two-step process for selecting firms for geotechnical and materials testing; commissioning; and land surveying IDIQ services. Multiple contracts may be awarded for each specialty.

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 firms for each of the three categories to provide additional information to proceed to Step 2.

2. **Step 2** – The most qualified respondents will be asked to attend an interview with the ACC Evaluation Committee to provide more detailed information. The committee will then make selection for one or more firms for a minimum of three (3) contracts.

D. **Eligibility** - Any professional services firm that does not already have a direct contract for that Category of Service with ACC is eligible and invited to submit a statement of qualifications for consideration as a candidate for this contract. To be considered as a candidate, a statement of qualifications must be submitted by each firm specifying which services for which they are submitting. An authorized representative of the submitting firm meeting criteria of Section 44.0315 (1) of the Texas Education Code must sign the statement of qualifications for that team.

E. **Licensure, Certification and Registration** – All respondents must have legally required professional licensure, certification or registration so that all services required from them may be delivered in accordance with applicable law. Firms must submit photocopies of relevant current professional licenses.

F. **Inquiries** – ACC will try to answer written inquiries concerning this RFQ, but shall not be obligated to do so. If a firm believes this scope to contain an error or is unclear, then the firm shall make a written inquiry of the ACC representative named below. The foregoing shall not limit ACC’s right to issue addenda to this document 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. The final date for questions and inquiries is March 25, 2015 at noon. All questions should be in writing and addressed to:

   Mr. Rodney Wheeler, Construction Buyer
   RFQ # 925-15020RW    Fax: (512) 223-1902
   Email: rwheeler@austincc.edu

G. **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 requestor. If requested by the firm submitting, ACC will request an Open Records Decision from the Attorney General's Office asserting appropriate exceptions to disclosure. The firm submitting shall be responsible for substantiating the confidentiality of the information or materials requested.

H. **Small Business Development Program (SBDP)** – 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 are required to provide a plan describing the Vendor’s actions to encourage and utilize the SBDP of the College for all phases of the contract(s). Any questions regarding the ACC SBDP must be submitted in writing to the ACC representative by no later than noon, 25 March 2015. See Exhibit B.

a) **Vendors plan will be reviewed for strength of proposed SBDP 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.**

I. **Waiver of Formalities** - ACC reserves the right to reschedule or cancel this request for qualifications at any time prior to this deadline and may consider submissions not made in compliance with this request for qualifications if it elects to do so, although the College will have no obligation for such consideration.

J. **Exceptions** – Firms should read and understand all terms and conditions contained herein. Exceptions MUST be taken at the time that the Qualifications are submitted, NOT during the Contract Award process.

K. **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.

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

**QUALIFICATIONS MUST BE RECEIVED on or before April 9, 2015 2:00 PM Central Standard Time.** Qualifications received after the date and time specified will not be evaluated but will be retained by ACC.

Purchasing Department  
Austin Community College  
9101 Tuscany Way  
9102 Austin, TX 78754  
Attn: RFQ#925-15020RW

M. **Evaluation Methodology – Step 1**

1. **Criteria for Evaluation** - Under the provisions of the Texas Education Code Section 44.031(b)(b-1) the Board of Trustees has selected the following criteria for evaluating design services as part of the overall contracting process provided in the Texas Education Code Section 44.031:

   a) Demonstrable recent team or firm experience in analysis, design, planning, research, construction or permitting of educational or relevant facilities.

   b) Demonstrable team or firm experience in the utilization of sustainable design principles. (Permitting firms excluded)

   c) Professional references demonstrating the following:

      i) Quality of work.
      ii) Keeping within established budgets.
      iii) Timely completion of projects.

   d) **Proof of Insurability**

      i) Proof of insurance
e) 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”).

f) Location of firm with knowledge and experience with local codes and requirements

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 will require subjective judgments by the evaluation committee.

II. Description of Work

Upon award, the selected candidates can expect the following as part of a project:

A. Scope of Work – A scope of work will be provided by the ACC Project Manager for each project and provided to the contractor prior to initiating work.

B. Budget – Budgets will be set by the ACC Project Manager for each project and provided to the contractor prior to initiating work.

C. Schedule – Schedules will be set by the ACC Project Manager for each project and provided to the contractor prior to initiating work. In most cases, schedules will be determined by the academic calendar or constrained by specific needs of the end-user. Firms will be expected to work within the schedule constraints given them.

D. Limits - The dollar limit of any contract will not exceed $100,000.00 per year without approval of ACC. There is no assurance implied that any consultant will receive a certain dollar value of projects.

III. Step 1 Submittal Requirements

Qualifications shall be prepared simply and economically. Information should be communicated completely, clearly and concisely. Unrequested information should not be included. Incomplete Qualifications will be considered non-responsive and are subject to rejection. Submittals must follow this exact format, with no deviations. Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

A. Provide a Cover Sheet showing the business name, principal business address and principal Texas business address if it is not the same, and telephone and fax numbers (e-mail optional) of the Prime Firm and Prime Firm’s contact person. The sheet must also include the name of the individual representing the firm. Finally, the cover sheet must have the RFQ number (RFQ#925-15020RW), a statement that the response and all attachments are being submitted to Austin Community College District as a statement of qualifications for whichever one (1) category of services from Exhibit A and request for consideration of the firm as a candidate to provide services for this IDIQ, and it must be dated and signed by the authorized representative. Qualifications may be submitted for multiple categories of service but a separate qualifications package must be submitted for each category of service.
B. Provide a **statement of interest** for the project including a narrative describing the Firm’s unique qualifications as they pertain to this particular IDIQ.

C. Provide a **statement of availability** and commitment of the Firm to undertake the contract.

D. Provide a brief **history** of the Firm and each consultant proposed for the contract team.

E. Provide the firm size (see attached document Categories of Services, Architect/Engineer Design Team), projects within the past 2 years for each firm on the team and professional registration information for firm members assigned to this IDIQ. For other categories of services, provide number of firm members, their individual work experience, professional registration or jurisdictional certification, assigned to this IDIQ. Explain their roles and responsibilities, if any, with regard to this IDIQ.

F. Provide an organizational chart of the contract team which clearly delineates the firm’s primary point of contact.

G. Describe in detail, two (2) educational projects on which the firm has provided similar services. The details should include:
   1. Location of the project, approximate size of the project in square feet;
   2. Approximate budget and ultimate cost of the project;
   3. Firm role in the project and specific person from the firm that had principal responsibility for that project;
   4. Aspects of that project which are similar to what ACC may require.
   5. Provide client references for each of the projects listed above including:
      a) Owner of the project at the time of construction, including owner’s contact information;
      b) 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.

H. Describe the firm’s internal and external communication process.

I. Provide a detailed plan describing the firm’s actions for SBDP utilization in providing professional services for this project.
   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.

J. 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).

K. Copy of Insurance Certificate

**IV. Step 1 RFQ Submittal Media**

**Quantity, Page Size Binding, Dividers, and Tabs**

A. One (1) original and six (6) copies of the qualifications shall be printed on letter-size (8-1/2” x 11”) paper and bound. The ORIGINAL must be clearly marked on the face
of the submittal. Sections must be divided by use of a tabbed divider with the qualifications section name printed on the tab (See IV.A.2 below).

B. Two (2) electronic files (CD, or flashdrive) shall be submitted with all of the files listed below. The electronic files must be labeled with the RFQ number and the firm’s name in a paper or plastic sleeve (NO JEWEL CASES) and attached to the ORIGINAL submittal. The files should be saved in pdf or word format and sections will be named as follows:
1. Cover Sheet
2. Statement of interest
3. Availability
4. History
5. Firm members
6. Organizational chart
7. Projects
8. Communication
9. SBDP
10. Criminal history
11. Insurance

C. Additional attachments are not to be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section III and IV of this RFQ will be used by the Owner for evaluation. Qualification Statements shall be a maximum of twenty (20) printed, double sided pages. Index tabbing does not count in page totals.

V. Step 2 Requirements, Interview and Additional Written Information (Provided as information only and not required at this time)
A. Interview (Visual Presentation allowed w/PC and projector provided by ACC)
   1. 30 minute time limit
   2. Introduction of Key Personnel (Prime Representative)
   3. Key Personnel discussion – Each key person will speak to the committee about their individual experience with 1 educational or related project. This experience does not have to be with this firm. The discussion shall consist of the following:
      a) A brief description of project.
      b) Role in that project;
      c) Location, approximate size, number of buildings, number of stories;
      d) Approximate budget and ultimate cost of the project;
      e) Successful elements of the project and what were the challenges that you were directly involved with and overcame.
      f) Involvement in Stakeholder Participation
      g) Potential Role with ACC
B. Project Approach (Prime Representative)
   1. Provide a narrative work plan describing the firm’s approach and methodology for design and/or documentation.
   2. Describe the firm’s approach to quality control for projects
C. Summary (Prime Representative)
1. Other services in which your team or firm can perform that are not included in this RFQ.
2. A summary of why your firm should be selected for this contract.
D. Questions from the committee The Committee may have questions regarding information presented in the RFQ Step 1 or RFQ Step 2.

VI. Step 2 Written Submittal Information only. No action to be taken at this time. Step 2 requires 7 submittals: Provide 1 ORIGINAL and 6 written copies and 2 electronic files (as noted above) of the visual and verbal information for Step 2. The form, format and due date will be communicated to the firms that are selected to be interviewed in Step 2.

END
EXHIBIT A
Professional Services Scope of Services or Eligibility

I. Geotechnical & Materials Testing- Scope of Services

Scope of Services

ACC requires that the selected consulting firm or firms to provide the following services to the College:

A. Preliminary Geotechnical Investigation- sample borings from various points on the property. The laboratory analysis of these borings will provide a Design Team with the proper information upon which to make preliminary design recommendations.

B. Final Geotechnical Investigation- sample borings at the specific locations designated by a Structural Engineer. The laboratory analysis of these borings and the final report will provide the Design Team with specific design criteria for the building or buildings.

C. Construction Inspection & Materials Testing- these services may include but not be limited to earthwork testing, drilled pier observation, concrete reinforcing steel observation, concrete testing, welding and bolting inspection, roofing observation and asphalt pavement testing.

D. Forensic Investigation- services may include but not be limited to ferrous scan, structure, foundation and exterior wall assessment, and roof inspection.

E. General – The District intends to issue a contract with a qualified provider(s) which the District can then utilize for quotes and bids to provide services and goods to the College. Such a contract will be valid for up to five (5) years.

F. Other- Firms are encouraged to submit a full listing of all services, reports and products that are provided by the firm.

II. Commissioning

SCOPE OF SERVICES

ACC requires that the selected consulting firm(s) support the Owner, design team, construction team and operations team in assuring that the project’s design intent is properly implemented from design through operation. To reach this goal, it is necessary for the commissioning process to establish and document the Owner's criteria for system function, performance and maintainability, and to verify document compliance throughout design, construction, start-up and the initial period of operation. The Commissioning Agent (CxA) should be involved throughout the project from design development through the warranty phase. The CxA shall not be responsible for design or general construction scheduling, cost estimating or construction management but may assist with problem solving or resolving non-conformance issues or deficiencies.
A. Act as commissioning agent for a specific building or project so as to certify that building or project as LEED compliant.
B. Be proficient with LEED requirements for specific version of LEED under which building project has been registered.
C. Provide review and comment of project design during design process through completion of design to ensure that design and specifications meet Owner's objectives.
D. Provide review and comment of construction submittals of all materials and equipment related to business of complete commissioning of building or project.
E. Develop a testing plan for building systems to ensure that all systems function in accordance with Owner's objectives and the contract documents.
F. Provide prefunction checklist to contractor team and assure that all parties comply with checklist.
G. Attend and participate in periodic Owner/Architect/Contractor progress meetings throughout duration of project and provide progress report of commissioning activities.
H. Attend and participate in periodic construction progress meetings as needed to articulate to construction team requirements to achieve desired LEED certification.
I. Provide inspection of all building systems for compliance with construction documents and prescribed equipment start up procedures and sequence of operation. Building systems include but not limited to HVAC system, electrical equipment, devices and controls, building controls package (BAS) emergency power and life safety systems, plumbing piping and fixtures and building envelope.
J. Provide all necessary reports (periodic and final) to Owner/Architect/Contractor(s) to properly and adequately document entire commissioning process of all systems.

III. Land Surveying Services

Eligibility

Eligibility - Any land surveying firm or project team is invited to submit a statement of qualifications for consideration as a candidate for the new ACC District contract for land surveying services IDIQ district-wide. Each land surveying firm or project team must present a statement of qualifications in order to be considered as a candidate, and an authorized representative of the land surveying firm’s prime contractor must sign the statement of qualifications.
EXHIBIT B

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:

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

II. 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>
<thead>
<tr>
<th>CERTIFICATION CATEGORIES</th>
<th>CERTIFICATION CRITERIA</th>
<th>ANNUAL GROSS REVENUE (AGR) LIMITS:</th>
</tr>
</thead>
</table>
| 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 years 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 C

SBDP Forms

These Austin Community College District SBDP Forms are hereby incorporated into the RFQ:

FORMS REQUIRED WITH RFQ SUBMISSION

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

The SBDP forms may be downloaded and printed by accessing this link:  
http://www.austincc.edu/purchase/documents/SBDPforms_20150224_000.pdf
# Section I Scoresheet

### Step-1 Evaluation Form (with Weights)

Step-1 Evaluation Form: RFQ 925-15020RW Professional Services IDIQ

<table>
<thead>
<tr>
<th>#</th>
<th>Reference</th>
<th>Subject</th>
<th>Weighted Points</th>
<th>SCORING</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>A.</td>
<td>Certification: Cover sheet signed (Y/N)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>B</td>
<td>Statement of Interest with unique qualifications. Is the statement included?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>C.</td>
<td>Statement of Availability and commitment. Is the statement included? Does the firm have the resources to handle this type of work? Is the firm too large or too small for this type of work to keep their focus? Is it likely that their staff would be too busy with other work?</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>D.</td>
<td>Provide brief history of firm and each proposed consultant. Does the firm have a history of successful projects: Quality of work? In budget? On time? Do they seem financially stable? Does the firm have experience on similar projects? Were those projects successful? Does the prime firm have a history of successful inclusion of HUB vendors?</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>E.</td>
<td>Provide resumes for individual firm and team members with projects completed within the past 2 years for each person. Professional registration and jurisdictional certification information for firm members and team members should be included in this section. Explain their roles and responsibilities, if any, with regard to our potential projects.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>F.</td>
<td>Provide an Org Chart with clear lines to each point of contact. Is the organization of the team clear and logical? Does the chart show corporate structure if there is more than the local firm? Does the chart identify the local firm and each consultant?</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>G.</td>
<td>Describe in detail, two (2) recent projects, prefer one of which to be educational.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>H.</td>
<td>Describe the Firm or Team’s internal and external communication process.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>I.</td>
<td>Provide a detailed plan describing the firm’s actions to encourage and utilize Historically Underutilized Businesses (HUB) and/or Minority Business Enterprises in providing professional services for this project.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>J.</td>
<td>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 prime firm or team). (Y/N)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>K.</td>
<td>Copy of Insurance Certificate. (Y/N)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

All scoring points are one (1) to ten (10). Maximum Score: 900

---

Signature: ___________________________   Date: _____________