REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL/ENGINEERING PROFESSIONAL SERVICES FOR A PROJECT OF LIMITED SIZE OR SCOPE

The University of Texas Medical Branch at Galveston

RFQ No.: 14-019
A/E Professional Services for Campus Master Plan

Qualifications Due Date: March 25, 2014; 3 PM CST

Prepared By:
Danielle Grissom / Acquisition Specialist
UTMB Health
Clear Lake Center
Business Operations and Facilities – Central Purchasing
20740 Gulf Freeway, Ste 200
Webster, TX 77598
Tel: 281-338-7517
Email: dngrisso@utmb.edu

Issue Date: February 27, 2014
Response to this RFQ requires the Respondent to submit a letter of HUB commitment in response to the UTMB HUB Subcontracting Plan (HSP) requirement detailed in Section 1.10, “Historically Underutilized Businesses”. Failure to submit the letter of HUB commitment will result in your submittal being disqualified (reference Attachment A - Letter of HUB Commitment).

If you have any questions or need assistance please contact UTMB’s Manager of Supplier Diversity Programs/HUB Program Coordinator at (281) 338-8053 or (409) 747-8000.
TABLE OF CONTENTS

Section 1 - Notice to Respondents

1.1 Introduction
1.2 Objective
1.3 Evaluation and Award Process
1.4 Additional Agreements
1.5 Submittal Deadline
1.6 UTMB Contacts
1.7 Inquiries and Interpretations
1.8 RFQ Submittal Instructions
1.9 General Instructions
1.10 Historically Underutilized Businesses (HUBs)
1.11 Key Events Schedule
1.12 Submittal Checklist

Section 2 – Statement of Qualifications

Section 3 Key Personnel and Reference Sheet

Section 4 - Execution of Offer

ATTACHMENTS

The Following Attachments are incorporated and made a part of this RFQ for all purposes:

Attachment A – Letter of HUB Commitment

Attachment B – Sample Agreement for Professional Services for a Project of Limited Size or Scope
1.1 Introduction

UTMB Overview

As the first academic health center in Texas and among the oldest in the nation, the University of Texas Medical Branch has helped define health care for generations. Throughout its distinguished history, UTMB has provided Texas a diverse and highly skilled health professions work force, advancements in the understanding and treatment of illness and injury, and a leading source of medical care for patients from throughout the state. Today, despite challenges posed by Hurricane Ike, UTMB remains a home of continued educational, research and clinical excellence, committed to ensuring better health—and a better life—for the people of Texas and beyond, well into the future.

In 1881, the Texas Legislature authorized founding the University of Texas and a UT Medical Department. Expansion marked the Medical Department’s development throughout the next quarter century.

UTMB’s schools, institutes, hospitals, numerous clinics and research facilities, major medical library, and specialty centers supported its long-standing mission of patient care, education and research.

Research at UTMB is often multidisciplinary, with basic scientists, clinicians, faculty and students from all areas of medicine working together to share information, facilities and other resources. UTMB offers services that range from primary health care to the specialized diagnostic and treatment resources found only at the nation’s largest teaching, research and clinical care centers.

UTMB is an international leader in infectious diseases research. The Galveston National Laboratory (GNL) for the safe study of infection threats to health was dedicated in November 2008. The GNL is the first and only national lab in Texas.

UTMB is located on approximately 100 acres on Galveston Island, 50 miles southeast of Houston via Interstate 45.

UTMB Specialty Care Center at Victory Lakes located on a 64 acre tract near exit 20 along Interstate 45 in League City, Texas.

For information regarding UTMB Construction please visit the UTMB Construction Updates web page at:

http://www.utmb.edu/construction/
1.2 Objective

1.2.1 The University of Texas Medical Branch at Galveston (“UTMB / University / Owner”) is accepting statements of qualifications (“Qualifications”) for the selection of a Firm to provide Professional Services for A/E in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications.

Responding Firms represents that he has the knowledge, ability, skills and resources to provide such services in accordance with the terms and requirements of this RFQ.

THIS RFQ IS A SOLICITATION FOR QUALIFICATIONS AND IS NOT A CONTRACT OR AN OFFER TO CONTRACT.

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFQ CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

1.2.2 Project Description

The A-E firm selected will provide master planning services for The University of Texas Medical Branch at Galveston Campus, Victory Lakes Campus and all UTMB clinics and satellite facilities.

The Road Ahead: http://www.utmb.edu/strategic_vision/

UTMB Master Facilities Plan 2010-2035:

This will be a revision to the Master Facilities Plan completed in February 2010. The new Master plan revision will incorporate and update concepts and ideas from the previous plan. Process will include integration of other campus plans and data including but not limited to the Campus Mobility Plan, Academic Enterprise Needs Assessment for a new Education Building, Utilities Master Plan, building conditions assessments and use, deferred maintenance reports, UTMB Strategic Plan, Gap Analysis, Action Plan, UTMB’s “The Road Ahead”, Institutional Vision 2013 – 2015, UTMB Master Facilities Plan 2010 – 2035”, The University of Texas System, Office of Facilities Planning and Construction Campus Master Planning Guidelines and others.

The master planning effort will be guided by UTMB’s Facilities Portfolio Management team and report to the UTMB Executive Team.

A Master Facilities Plan document will communicate relationships and functions of each campus with graphic support, to include but is not limited to:

- Executive Summary – An overview of entire master plan including all master plans with recommendations, costs, schedules, and goals.
- Introduction – A brief description of UTMB, the strategies of the master plan, and description of the master planning process.
• Growth Projections - Augment the volume and growth outlined in UTMB’s Strategic Plan to include all divisions and programs of the UTMB system for a 5, 10 and 25 year projection horizon.

• Descriptions of Project Goals - Describes each campus’s vision/expansion and affirm that it is in keeping with the UTMB strategic mission, vision and developmental guidelines.

• Campus Access - Describes vehicular, bicycle, pedestrian and public transportation interaction with and around the campuses that will provide easy flow in and around the campuses in keeping with the Mobility Study

• Green/Open Space – Describes a plan to maintain and improve the quality and quantity required on each campus according to established goals. These and other goals are identified in the current Master Facilities Plan which will be provided to the successful firm.

• Space Adjacency – Project an overall concept to achieve space efficiency and optimum space adjacencies and appropriate space use.

• Future Growth and Expansion Possibilities – Provide long term strategic scheme to expand the areas of the campus needing growth and replace buildings and spaces that are past the useful life span. Define growth/expansion zones and areas. Define strategic assets and historic buildings. Define possible areas of land acquisitions if necessary for each campus. A 5, 10 and 25 year growth plan is needed.

• Infrastructure Study – Align Master Plan with the continuing infrastructure upgrades to the campus.

• Design Parameters – Include standards and constraints that will guide the project from the UTMB and UT System perspective including but not limited to all applicable codes, established campus standards, regulatory constraints, building performance goals, design guidelines, sustainability, resilience and recovery goals.

• Preliminary Project Cost – Estimates and budget outlines by growth phases.

• Project Schedule – Project schedule and factors that affect the schedule

• Implementation Approach – Project execution parameters and constraints.

• Other information specific to UTMB not covered in other sections of the program as directed by the Steering Committee
1.2.3 Agreement Term

Initial Term: This initial term of the Agreement shall begin on the effective date and shall expire when the project is completed unless extended or terminated in accordance with the terms of the Agreement.

UTMB has the option to extend the term of the Agreement and/or add additional services as deemed the best value for UTMB.

Maximum Contract Sum: The total, maximum, not-to-exceed amount of money authorized for payment to Engineer for services provided pursuant to an Agreement, including the initial Agreement term and any renewals and/or extensions, is One Million Dollars ($1,000,000.00). Total billings for authorized work performed by the Engineer shall not exceed this maximum contract sum. The maximum contract sum shall not be increased except by written Amendment to the Agreement executed by UTMB and the Engineer and shall be subject to the prior review and approval of the University of Texas System Board of Regents.

1.3 Evaluation and Award Process

This Request for Qualifications (“RFQ”) process is the first step in a two step process for the selection of Firms.

EVALUATION OF QUALIFICATIONS: The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by UTMB representatives.

Qualifications shall not include any information regarding Respondent’s fees, pricing, or other compensation.

An evaluation committee will review all properly submitted qualifications to establish a competitive range of acceptable or potentially acceptable Respondents (short list). UTMB may conduct interviews with one (1) or more of the highest rated Respondents at the sole discretion of UTMB from the shortlisted Respondents. UTMB will select the most highly qualified Firm and then attempt to negotiate an Agreement at a fair and reasonable price. If a satisfactory Agreement cannot be reached with the most highly qualified Firm, UTMB may formally end the negotiations with that Firm and start negotiations with the next most highly qualified Firm.

UTMB may request clarification from Firms at any time during the evaluation process.
CRITERIA FOR SELECTION: UTMB shall select the most qualified firm(s) on the basis of demonstrated competence and qualifications to include:

- Demonstrated resources to perform the work;
- Demonstrated competence and experience in performing Master Plan Services Past performance on other contracts for UTMB or other entities of similar size and characteristics as UTMB;
- Key personnel and subcontractors/consultants that will be utilized throughout contract term;
- Adequate number of qualified staff available to manage projects on an as needed basis; and
- References

OTHER CONSIDERATION: Consideration may also be given to any additional information and comments if they should increase the benefits to UTMB. Upon completion of the initial review and evaluation of the qualifications submitted, selected firms may be invited to participate in oral presentations.

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

AWARD OF SERVICES: The selected Respondent(s) will be required to enter into an Agreement with UTMB for Professional Services. The Agreement resulting from this RFQ will contain the provisions set forth in Attachment B of this RFQ, “Agreement for Professional Services for a Project of Limited Size or Scope” or, at the discretion of UTMB, provisions acceptable to UTMB in all respects.

1.4 Additional Agreements

UTMB shall retain the Qualifications submitted under this RFQ for the period of twelve (12) months. Further, UTMB reserves the right to negotiate additional Agreements with Qualified Firms, during this period, as may be necessary to meet UTMB operational needs and requirements.

1.5 Submittal Deadline

UTMB will accept responses as indicated below:

RFQ # 14-019

A/E Professional Services for Campus Master Plan

Qualifications Due Date: March 25, 2014; 3:00 PM CST

There will not be a Pre-Submittal meeting for this Request for Qualifications
1.6 UTMB Contacts

Any questions or concerns regarding this Request for Qualification shall be directed to:

Danielle Grissom, Acquisition Specialist
UTMB Health / Clear Lake Center
Business Operations and Facilities
Supply Chain –Purchasing
20740 Gulf Freeway, Ste 200
Webster, TX 77598

Tel: 281-338-7617
Email: dngrisso@utmb.edu

UTMB specifically requests that Respondents restrict all contact and questions regarding this RFQ to written communications forwarded to the above named UTMB Contact.

The above named UTMB contact must receive all questions or concerns no later than March 13, 2014; 3:00 PM CST.

It is UTMB’s intent to respond to all appropriate questions and concerns; however, UTMB reserves the right to decline to respond to any question.

1.7 Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by Addendum to this RFQ.

Respondents are advised that all Addenda shall be posted on the UTMB Bidding Opportunities website below. Respondents are advised to check the website prior to submitting their response to this RFQ.

http://www.utmb.edu/logistics/purchasing/bidops.asp

All such Addenda issued by UTMB prior to the time that responses are received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of such in their response.

Only those UTMB replies to inquiries which are made by formal written Addenda shall be binding. Oral and other interpretations or clarification will be without legal effect.

1.8 RFQ Submittal Instructions

1.8.1 Number of Copies

1.8.1.1 Submit one (1) complete response including Respondent’s signed letter of HUB commitment in accordance with Section 1.8.2 below.

1.8.1.2 If delivered by mail or hand, include one (1) electronic version (i.e. CD or Flash Drive) of complete response including Respondent’s signed letter of HUB commitment in an Adobe Acrobat (.pdf) format.
1.8.1.3 All documents, electronic or otherwise must contain signatures as required.

1.8.1.4 The electronic version submitted by Respondent either by email, CD or Flash Drive shall be considered the official submitted document, and shall prevail in the event of discrepancies, errors or omissions.

1.8.2 Submission

1.8.2.1 The above specified number of responses must be submitted and received on or before the time and date specified in Subsection 1.5, and delivered to the address stated in 1.8.2.2 below.

1.8.2.2 Please select only one (1) method of delivery (i.e., mail, hand delivery or email). Do not submit duplicate responses. **UTMB prefers submittals be made via email.**

**Mailing Address:**

UTMB Purchasing  
301 University Blvd.  
Galveston, Texas 77555-0905

**Overnight Mail Address:**

(Physical Address)  
UTMB Purchasing  
Clear Lake Center  
20740 Gulf Freeway, Suite 200  
Webster, Texas 77598

*NOTE: UTMB’s premises are under controlled access for security purposes; please allow sufficient time to gain entry into the interior passageway and elevators. Upon arrival, please call Purchasing telephone number, 409-747-8000, in order to request entry. Proposals must be received at the Purchasing Bid Clerk office, Second Floor, Suite 200, prior to the date and time required.*

The materials submitted must be enclosed in a sealed envelope (box or container); the package must show clearly the submittal deadline; the RFQ number must be clearly visible; and name and return address of the Respondent must be clearly visible.

**e-mail:** Vendor.bids@utmb.edu

*NOTE: DO NOT USE BUYERS E-MAIL ADDRESS TO SUBMIT RESPONSES. EMAILED RESPONSES MUST BE SENT TO THE ADDRESS STATED ABOVE.*

Instructions for e-mail responses:

- e-mail responses to this solicitation are for convenience only.
- Respondent is responsible for verifying receipt of e-mail by UTMB.
• Submittal must be signed and in an Adobe Acrobat (.pdf) format, zip files are acceptable.

• Any e-mail response over ten megabytes (10MB) in size will be rejected.

• UTMB is not responsible for internet outages or other circumstances that may affect Respondent’s electronic submission.

• To confirm receipt of emailed proposals, contact the UTMB Purchasing Bid Clerk, at 409-747-8000.

• NOTE: Show the RFQ number and submittal date in the subject line of your e-mail.

1.8.2.3 OFFICIAL TIME CLOCK

• The official time clock for mailed or hand delivered responses will be the time clock located in the Purchasing Office on the second floor of the Clear Lake Center (20740 Gulf Freeway, Ste 200) in Webster, Texas, local time.

• The official time clock for emailed responses shall be the date and time established by UTMB’s email server upon receipt of the email.

• Late responses properly identified will be returned to Respondent unopened. Late responses will not be considered under any circumstances.

1.8.2.4 Properly submitted Qualifications and attachments thereto will not be returned to the Respondent.

1.8.2.5 Telephone and Facsimile (“FAX”) submittals are not acceptable when in response to this Request for Qualifications.

1.8.2.6 Qualifications shall be submitted on the RFQ forms, unless otherwise permitted herein.

1.8.2.7 RFQ Submittal documents must be signed by Respondent's company official(s) authorized to commit such proposals. Failure to sign the required documents, together with all required copies of your proposal may be a basis for proposal disqualification.

1.8.2.8 Section 4 - Execution of Offer must be signed and returned with Qualifications.

1.8.2.9 Response to this RFQ shall indicate the agreement by the Respondent to the terms and conditions included in the RFQ. Any exception to the terms and conditions referenced in this RFQ must be provided in writing with the Statement of Qualifications for consideration by UTMB. UTMB reserves the right to reject, at its option, any Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind. UTMB prefers to award to a Firm that accepts the UTMB Terms and Conditions.
1.9 General Instructions

1.9.1 Qualifications shall be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the, quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of UTMB's needs.

1.9.2 Qualifications shall be a MAXIMUM OF TWENTY (20) PRINTED PAGES. The cover, table of contents, divider sheets, Key Personnel and Reference Sheet (Ref. Section 3), Letter of HUB Commitment (Ref. Section 1.10), and Execution of Offer do not count as a part of the twenty (20) printed pages.

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

1.9.4 Qualifications and any other information submitted by Respondent in response to this RFQ shall become the property of the UTMB.

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

1.9.6 UTMB reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in UTMB’s best interest.

1.9.7 Qualifications shall consist of answers to questions identified in Section 2 and 3 of the RFQ. Respondent is requested to repeat the question in its Statement of Qualifications providing the required answer below the question.

1.9.8 Failure to comply with all requirements contained in this Request for Qualifications may result in rejection of the submitted response.

1.9.9 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

Qualifications shall be printed on letter-size (8-1/2” x 11”) paper and assembled with staples, spiral-type bindings or metal ring hard cover binders.

Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the Respondent to the questions identified in Section 2 of this RFQ will be used by UTMB for evaluation.

1.9.10 TABLE OF CONTENTS:

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

Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the Letter of HUB Commitment or Execution of Offer.

1.10 Historically Underutilized Businesses (HUBs)

1.10.1 UTMB encourages and supports the participation of Historically Underutilized Businesses (HUBs).

In accordance with Texas Government Code 2161, each state agency, including UTMB, is required to make a good faith effort to assist HUBs in competing for, and receiving, contracts awarded by the agency.

UTMB has reviewed this solicitation in accordance with Chapter 1, Texas Administrative Code, Section 20.14 (a) and has determined that subcontracting opportunities are probable under this solicitation.

1.10.2 HUB Subcontracting Plan (HSP) Submittal Instructions pertaining to this RFQ:

1.10.2.1 Respondent shall submit, with its Qualifications, the attached letter on the Respondent’s letterhead ensuring that if awarded an Agreement for Professional Services, the Respondent will complete a HSP. (Ref. Attachment A - Letter of HUB Commitment).

1.10.2.2 A HSP is not to be submitted with Respondent’s Qualifications as a response to this RFQ; however, a HSP will be required at the time of the award.

For more information regarding UTMB’s HUB Program please visit the HUB and Federal Small Business Program website at:
http://www.utmb.edu/logistics/hub/default.asp

For further information, or questions, Respondent should contact Karen Gross at telephone number (281) 338-8053 or 409-747-8000 or by email klgross@utmb.edu

1.11 Key Events Schedule

Issue Request for Qualifications: February 25, 2014
Last day to submit questions: March 13, 2014
Response Submittal Deadline: March 25, 2014
1.12 Submittal Checklist

Respondents are instructed to complete, sign and return the following documents as a part of their response. Failure to return these documents may subject your response to disqualification.

- Completed Section 2 – Statement of Qualifications
- Completed Section 3 – Key Personnel Reference Sheet
- Signed and Completed Execution of Offer (Ref. Section 4: return all pages)
- Letter of HUB Commitment (Ref. Section 1.10 above, and Attachment A - Letter of HUB Commitment)
- Insurance Acknowledgment (Ref. Section 2, Item 18.)
<table>
<thead>
<tr>
<th>STMT OF QUALIFICATIONS</th>
<th>1. FIRM NAME/BUSINESS ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architects/Engineers and Related Services</td>
<td>___________________________</td>
</tr>
<tr>
<td>___________________________</td>
<td></td>
</tr>
<tr>
<td>1. a. Submittal is for:</td>
<td></td>
</tr>
<tr>
<td>___ Parent Company ___ Branch or Subsidiary Office</td>
<td></td>
</tr>
<tr>
<td>1. b. Firm is a State of Texas licensed:</td>
<td></td>
</tr>
<tr>
<td>___ Architect ___ Engineer</td>
<td></td>
</tr>
<tr>
<td>2. Year Established: _________</td>
<td></td>
</tr>
<tr>
<td>3. If a Corporation:</td>
<td></td>
</tr>
<tr>
<td>State of Incorporation: _____</td>
<td></td>
</tr>
<tr>
<td>Years of Incorporation: _____</td>
<td></td>
</tr>
<tr>
<td>Charter Number: _____________</td>
<td></td>
</tr>
<tr>
<td>4. Type of Ownership:</td>
<td></td>
</tr>
<tr>
<td>___ Individual</td>
<td></td>
</tr>
<tr>
<td>___ Partnership</td>
<td></td>
</tr>
<tr>
<td>___ Corporation</td>
<td></td>
</tr>
<tr>
<td>___ Joint Venture</td>
<td></td>
</tr>
<tr>
<td>___ Sole Proprietorship</td>
<td></td>
</tr>
<tr>
<td>___ Other (Specify Below)</td>
<td></td>
</tr>
<tr>
<td>5. Name of Affiliated Companies (Parent, Subsidiary, Divisions).</td>
<td></td>
</tr>
<tr>
<td>5.a DUNS Number: ___________________________</td>
<td></td>
</tr>
<tr>
<td>5.b. Former Firm or parent company name(s), if any, and years established.</td>
<td></td>
</tr>
<tr>
<td>6. Names of Principals to Contact:</td>
<td></td>
</tr>
<tr>
<td>Name:_________________________ Title:_________________________ Tel Number: (_____)________________ email ___________________</td>
<td></td>
</tr>
<tr>
<td>Name:_________________________ Title:_________________________ Tel Number: (_____)________________ email ___________________</td>
<td></td>
</tr>
<tr>
<td>7. Provide listing of your Firm's offices to include: City/State/Telephone/Number of Personnel in each office.</td>
<td></td>
</tr>
<tr>
<td>7.a. Total Personnel: _________</td>
<td></td>
</tr>
</tbody>
</table>
8. Indicate Personnel by Discipline (List each person only once, by primary function)

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Disciplines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Architects</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Asbestos Consultants</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Chemical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Civil Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Construction Inspectors</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Draftsmen</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Ecologists</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Environmental Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Estimators</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Geologists Engineer</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Geologists Engineer</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Hydrologist</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Interior Designer</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Landscape Architects</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Landscape Architects</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Administrative Economists Mining Engineers Survey Crew Leaders</td>
</tr>
</tbody>
</table>

9. Summary of Professional Fees for Last Five (5) Years

<table>
<thead>
<tr>
<th>Institution</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT Office Facilities Planning &amp; Construction (OFPC)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>University of Texas Medical Branch at Galveston</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>Other University of Texas Institutions</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>OTHER Institutions</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
</tbody>
</table>

10. Related Services Performed by your Firm: (Check all that apply)

<table>
<thead>
<tr>
<th>Services</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos Consulting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Safety/Fire Protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning/Programming</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CADD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Simulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other (please describe)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Related Services typically subcontracted by your Firm: (Check all that apply)

<table>
<thead>
<tr>
<th>Services</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos Consulting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Safety/Fire Protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning/Programming</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CADD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Simulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other (please describe)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12. **PERSONNEL:**

Respondents are requested to complete a Key Personnel and Reference Sheet (ref. Section 3) identifying the Key Personnel and Representative Projects to be assigned to this Project if awarded an Agreement. In addition, Respondents are requested to provide resumes which include the qualifications and experience of the Principals and Key Personnel within their organization who may be assigned to UTMB's account if awarded an Agreement. Resumes are to include, at a minimum, (a) the individuals name; (b) professional history; (c) licensure status; and (d) professional affiliations. **Identification of “A/E Teams” shall not be included as a part of this response as UTMB encourages the participation of Historically Underutilized Businesses and HUB Subcontracting Plans shall be required as specified in Section 1.10 of this RFQ.**

13. **SUBCONTRACTORS:**

a. Describe your Firm’s process in selecting subcontractors and consultants.

b. Provide a listing of subcontractors and consultants frequently used by your Firm and identify if any are Historically Underutilized Businesses. *(Include the subcontractor/consultant name, address, telephone number and HUB status if applicable.)*

c. Identification of “A/E Teams” shall not be included as a part of this response.

14. **PROJECT APPROACH:**

a. Describe your Firm’s demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.

b. UTMB has specific system design and construction standards and specification requirements for construction projects (Master Specifications for Construction and A/E Requirements), the most current edition of these requirements shall be used for each project and are subject to change. Note: Master Specifications for Construction will be provided to the A/E at the time that a Project is assigned.

c. Describe your cost estimating methods Facility Master Planning. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to Section 3 provide examples of how these techniques were used and what degree of accuracy was achieved.

d. For any combination of three (3) of the projects listed in response to Section 3, describe how you would plan to develop and communicate design, scope, schedule and budget options in a form that would quickly facilitate decision making by the Owner.

e. Describe the four (4) most critical steps required for a Facilities Master Plan.
15. **OTHER:**
   
a. Please identify all projects your Firm has had under contract which were terminated prior to completion, if any, include the circumstances surrounding such early termination.

b. Indicate your agreement to provide the two (2) most recent audited financial statements documenting your Firm’s financial stability if requested by UTMB.

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

d. Provide details of all past or pending litigation or claims filed against your company that would affect your Firm’s performance under a Contract with the UTMB.

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

f. Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your Firm and any UTMB employee, officer or Regent? If so, please explain.

g. Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any key personnel proposed to provide Professional Services.

16. **COMMENTS:**

   Provide any additional information; advantages/benefits, that you believe would assist UTMB in evaluating your Firm.

17. **ADDENDA:**

   Acknowledge receipt of Addenda posted for this RFQ.

   No.___________ through No.___________

18. **INSURANCE ACKNOWLEDGMENT**

   Respondent must provide acknowledgment of the UTMB insurance requirements stated in Attachment B Sample Agreement, Article 14 Insurance. Acknowledgment must be in the form of an insurance certificate or letter on Firm’s letterhead with Firm’s Agreement to provide worker’s compensation, general liability, auto insurance and professional liability insurance in accordance with the UTMB stipulated amounts.
Section 3 Key Personnel and Reference Sheet  
RFQ # 14-019 A/E Professional Services for Campus Master Plan

Instructions: Provide Key Personnel and Project Information requested below.

A) Key Personnel: Please list up to five (5) Key Personnel within your organization who may be assigned to UTMB’s account if your Firm is awarded a contract under this RFQ. Please provide resumes for each of the Key Personnel identified below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td></td>
</tr>
</tbody>
</table>

C) Project Matrix: Mark the Matrix below to show the personnel associated with the referenced project.

<table>
<thead>
<tr>
<th></th>
<th>1.</th>
<th>2.</th>
<th>3</th>
<th>4.</th>
<th>5.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B) Representative Projects: Please list up to five (5) projects of similar size and nature as UTMB, relevant to this Project (in which the Key Personnel specified in Item B. above were involved). Please include Owner’s Name, Address, Contact Name Telephone #, Project Cost, Year Completed and brief description of the project.

<table>
<thead>
<tr>
<th>Project Information and Brief Description</th>
<th>Project Cost</th>
<th>Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S QUALIFICATIONS. FAILURE TO SIGN AND RETURN THIS SHEET WILL RESULT IN THE REJECTION OF YOUR QUALIFICATIONS.

By signature hereon, Respondent represents and warrants the following:

1. Respondent acknowledges and agrees that (1) this RFQ is a solicitation for a proposal and is not a contract or an offer to contract; (2) the submission of a proposal by Respondent in response to this RFQ will not create a contract between UTMB and Respondent; (3) UTMB has made no representation or warranty, written or oral, that one or more contracts with UTMB will be awarded under this RFQ; and (4) Respondent will bear, as its sole risk and responsibility, any cost arising from Respondent’s preparation of a response to this RFQ.

2. Respondent is a reputable company that is lawfully and regularly engaged in providing products and/or performing the services.

3. Respondent has the necessary experience, knowledge, abilities, skills, and resources to provide the products and/or perform the services.

4. Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

5. Respondent understands (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth in the Agreement under which Respondent will be required to operate.

6. If selected by UTMB, Respondent will not delegate any of its duties or responsibilities under this RFQ or the Agreement to any subcontractor, except as expressly provided in the Agreement.

7. If selected by UTMB, Respondent will maintain any insurance coverage as required by the Agreement during the term thereof.

8. All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that UTMB will rely on such statements, information and representations in selecting the successful Respondent. If selected by UTMB, Respondent will notify UTMB immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

9. Respondent will defend, indemnify, and hold harmless UTMB, The University of Texas System, the State of Texas, and all of their regents, officers, agents and employees, from and against all claims, actions, suits, demands, costs (including, but not limited to reasonable attorneys' fees), damages, and liabilities, arising out of, connected with, or resulting from any negligent acts or omissions or willful misconduct of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any contract or agreement resulting from this RFQ.

10. Pursuant to Sections 2107.008 and 2252.903, Government Code, any payments owing to Respondent under any contract or agreement resulting from this RFQ may be applied directly to any debt or delinquency that Respondent owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.
11. Respondent offers and agrees to provide the products and/or furnish the services to UTMB and comply with all terms, conditions, requirements and specifications set forth in this RFQ.

12. Respondent affirms that it has not given or offered to give, nor does Respondent intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with its submitted proposal.

13. A corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, *Tax Code*, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable. A false certification will be deemed a material breach of contract and, at UTMB's option, may result in termination of any resulting contract or agreement.

14. Respondent hereby certifies that neither Respondent nor any Firm, corporation, partnership or institution represented by Respondent, or anyone acting for such Firm, corporation or institution, has violated the antitrust laws of the State of Texas, codified in Section 15.01, et seq., *Business and Commerce Code*, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

15. Respondent certifies that the individual signing this document and the documents made a part of this RFQ, is authorized to sign such documents on behalf of Respondent and to bind Respondent under any agreements and other contractual arrangements that may result from the submission of Respondent’s proposal.

16. Respondent certifies as follows:

"Under Section 231.006, *Family Code*, relating to child support, Respondent certifies that the individual or business entity named in the Respondent’s proposal is not ineligible to receive the specified contract award and acknowledges that any agreements or other contractual arrangements resulting from this RFQ may be terminated if this certification is inaccurate."

17. Respondent certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Respondent that is a sole proprietorship, the officers or directors of any Respondent that is a corporation, the partners of any Respondent that is a partnership, the joint venturers of any Respondent that is a joint venture or the members or managers of any Respondent that is a limited liability company, on one hand, and an employee of any component of The University of Texas System, on the other hand, other than the relationships which have been previously disclosed to UTMB in writing and (ii) Respondent has not been an employee of any component institution of The University of Texas System within the immediate twelve (12) months prior to the Submittal Deadline. All disclosures by Respondent in connection with this certification will be subject to administrative review and approval before UTMB enters into a contract or agreement with Respondent.

18. By signature hereon, Respondent certifies that an award of an Agreement to Respondent will not violate Section 2155.006, *Government Code*, prohibiting UTMB from entering into an Agreement that involves financial participation by a person who, during the previous five years, has been convicted of violating federal law or assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Pursuant to Sections 2155.004 and 2155.006, *Government Code*, Respondent certifies that Respondent is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if these certifications are inaccurate.

20. Respondent represents and warrants that all products and services offered to UTMB in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and the Texas Hazard Communication Act, Chapter 502, Health and Safety Code, and all related regulations in effect or proposed as of the date of this RFQ.

21. Respondent certifies that, except for restrooms and wash rooms and one (1) or more lactation rooms each of which is segregated on the basis of sex: (1) it does not maintain or provide for its employees any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location under its control where segregated facilities are maintained; (2) it will not maintain or provide for its employees any segregated facilities at any of its establishments; and (3) it will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. A breach of this certification is a violation of the Equal Opportunity clause. The term “segregated facilities” means any waiting rooms, work areas, rest rooms and wash rooms, entertainment areas, and transportation or housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin, because of habit, local custom, or otherwise. Respondent further agrees that, except where it has contracts prior to the award with subcontractors exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, Respondent will retain the certifications for each one of its subcontractors in Respondent’s files, and that it will forward the following notice to all proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES - A Certification on Nonsegregated Facilities must be submitted prior to the award of any subcontract exceeding $10,000.00 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

Respondent understands that the penalty for making false statements regarding the subject matters of this Section is prescribed in 18 U.S.C. 1001.

22. Respondent confirms that neither Respondent nor its Principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts from State of Texas or United States (“U.S.”) federal government procurement or non-procurement programs, or are listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs (http://www.epls.gov/) issued by the U.S. General Services Administration. “Principals” means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of a subsidiary, division or business segment, and similar positions). Respondent will provide immediate written notification to UTMB if, at any time prior to award, Respondent learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. This certification is a material representation of fact upon which reliance will be placed when UTMB executes this Agreement. If it is later determined that Respondent knowingly rendered an erroneous certification, in addition to the other remedies available to UTMB, UTMB may terminate this Agreement for default by Respondent.
23. Respondent acknowledges that UTMB is prohibited by federal regulations from allowing any employee, representative, agent or subcontractor of Respondent to work on site at UTMB’s premises or facilities if that individual is not eligible to work on federal healthcare programs including Medicare, Medicaid, or other similar federal programs. Therefore, Respondent will not assign any employee, representative, agent or subcontractor that appears on the List of Excluded Individuals issued by the United States Office of the Inspector General (“OIG”) to work on site at UTMB’s premises or facilities. Respondent will perform an OIG sanctions check quarterly on each of its employees, representatives, agents, and subcontractors during the time the employees, representatives, agents, or subcontractors are assigned to work on site at UTMB’s premises or facilities. Respondent acknowledges that UTMB will require immediate removal of any employee, representative, agent, or subcontractor of Respondent assigned to work at UTMB’s premises or facilities if the employee, representative, agent, or subcontractor is found to be on the OIG’s List of Excluded Individuals. The OIG’s List of Excluded Individuals may be accessed through the following Internet website: http://exclusions.oig.hhs.gov/

24. Respondent covenants and agrees that as required by Section 2155.4441, *Texas Government Code*, in performing its duties and obligations under any resulting agreements and other contractual arrangements, Respondent shall purchase products and materials produced in Texas when such products and materials are available at a price and delivery time comparable to products and materials produced outside of Texas.

25. Respondent will and has disclosed, as part of its proposal, any exceptions to the certifications stated in this Execution of Offer. All such disclosures will be subject to administrative review and approval prior to the time UTMB makes an award or enters into any contract or agreement with Respondent.

26. **This Item is Not Applicable to RFQ # 14-019 A/E Professional Services for Campus Master Plan**

Seller is familiar with and in full compliance with the Texas Hazard Communication Act and will provide either (1) a Material Safety Data Sheet (“MSDS”) for each product Seller, its employees, agents or subcontractors brings on UTMB’s premises, or (2) a statement of exemption if the product is not covered by the Texas Hazard Communication Act.

27. **This Item is Not Applicable to RFQ # 14-019 A/E Professional Services for Campus Master Plan**

The price to be paid by UTMB will be that contained in Seller's quote, bid or proposal, which Seller warrants to be no higher than Seller's current prices on orders by others for goods or services of the kind covered by this Agreement for similar quantities to similar customers under similar conditions. In the event Seller breaches its warranty, the prices will be reduced to Seller's current prices on orders by others or, in the alternative, UTMB may cancel this Agreement without liability to Seller.

**NOTICE:** WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED ON REQUEST TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, *GOVERNMENT CODE*, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, *GOVERNMENT CODE*, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
SECTION 4
EXECUTION OF OFFER
RFQ # 14-019 A/E Professional Services for Campus Master Plan

Complete the following:

Vendor Identification Number (VIN):  ______________________________________________________

Federal Employer Identification Number (FEI #):  __________________________________________

*If Sole Owner:*
Social Security Number (SSN):  ____________________________________________________________

*If a Corporation:*
State of Incorporation:  ________________________________________________________________

Charter No:  __________________________________________________________

Submitted By:

__________________________________________  ____________________________________________
(Company Name)  (Authorized Signature)

__________________________________________  ____________________________________________
(Street Address)  (Printed Name/Title)

__________________________________________  ____________________________________________
(City, State, Zip Code)  (Date)

__________________________________________  ____________________________________________
(Telephone Number)  (Facsimile Number)

__________________________________________  ____________________________________________
(e-mail)