

South Texas College
Board of Trustees Work Session
Saturday, February 1, 2014 @ 9:00 a.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

Agenda

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Review and Discussion of Conflict of Interest, Disclosure of Interest, and Prohibited Conduct Policy**
- IV. Review and Discussion of Process for Selecting Construction Program Management Services**
- V. Review and Discussion of Criteria for Evaluating Responses to Request For Qualifications for Construction Program Management Services**
- VI. Review and Discussion of the Role and Responsibilities of Construction Program Management Services**
- VII. Discussion of Next Steps, Start-Up Action Items, and Timelines**
- VIII. Adjournment**

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Table of Contents

I.	Table of Contents	1
II.	Review and Discussion of Conflict of Interest, Disclosure of Interest, and Prohibited Conduct Policy	
a.	Proposed Policy 1511: <i>Trustee Duty to Disclose Substantial Interests in A Business Entity or in Real Estate; Disclosure Requirements and Abstention</i> ...	2 - 5
b.	Current Policy 1511: <i>Conflicts of Interest; Prohibited Conduct</i>	6 - 11
III.	Review and Discussion of Process for Selecting Construction Program Management Services.....	12 - 17
IV.	Review and Discussion of Criteria for Evaluating Responses to Request For Qualifications for Construction Program Management Services	18 - 20
V.	Review and Discussion of the Role and Responsibilities of Construction Program Management Services	21 - 24
VI.	Discussion of Next Steps, Start-Up Action Items, and Timelines	25 - 27
VII.	Appendix A	
a.	Request for Qualifications (RFQ).....	28 - 44
b.	RFQ Addendum 1	45 - 46
c.	RFQ Addendum 2.....	47 - 48
d.	RFQ Addendum 3.....	49 - 53

PROPOSED REVISION

MANUAL OF POLICY

Title **Trustee Duty to Disclose Substantial Interests in A Business Entity or in Real Estate; Disclosure Requirements and Abstention** 5350

Legal Authority **Approval of the Board of Trustees** Page 1 of 4

Date Approved by Board **Board Minute Order Dated July 27, 1995
As Amended by Board Minute Order Dated July 15, 2004
As Amended by Board Minute Order Dated XX**

Introduction

Chapter 171 of the Texas Local Government Code prohibits certain actions by, and imposes certain obligations on, College Trustees under circumstances in which a Trustee has a Substantial Interest in a matter pending before the Board of Trustees of the College. Violation of the conduct proscribed by state law may result in a criminal offense. The policies contained herein are based on the cited statutory sources and are intended as guidance on the conflict provisions of state law. A Trustee is advised that compliance with state law is an obligation and reliance on legal counsel is advised.

1.0 DEFINITIONS. The following definitions apply to this policy.

Benefit: “Benefit” means anything reasonably regarded as pecuniary gain or pecuniary advantage.

Entity: “Entity” means a person, sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

Deliberation: “Deliberation” by the Board of Trustees refers to the exchange of information and opinions at formal or called meetings of the Board of Trustees.

Immediate Family: “Immediate Family” means persons connected a Trustee by ties of consanguinity (blood) to the third degree or affinity (marriage) to the second degree.

Consanguinity (Relationship by Blood)

<u>First Degree</u>	<u>Second Degree</u>	<u>Third Degree</u>
Father	Grandfather	Great-Grandfather
Mother	Grandmother	Great-Grandmother
Daughter	Granddaughter	Great-Granddaughter
Son	Grandson	Great-Grandson
	Sister	Aunt/Uncle
	Brother	Nephew/Niece

Affinity (Relationship by Marriage)

<u>First Degree</u>	<u>Second Degree</u>
Father	Spouse’s Grandfather
Mother	Spouse’s Grandmother

PROPOSED REVISION

Daughter	Spouse's Granddaughter
Son	Spouse's Grandson
	Spouse's Sister
	Spouse's Brother

Substantial Interest: "Substantial interest" means:

(a) with respect to a Business Entity, if the person owns at least:

- (1) ten (10) percent of the voting stock or shares of the Business Entity; or
- (2) owns ten (10) percent or more or owns \$15,000 or more, of the fair market value of the Business Entity; or
- (3) funds received by the person from the Business Entity exceed ten (10) percent of the persons's gross income for the previous year; or

(b) with respect to Real Property, if Trustee has an equitable or legal ownership in the Real Property with a fair market value of \$2,500.00 or more; or

(c) Trustee is related to a person in the first degree by either affinity or consanguinity who has a Substantial Interest.

2.0 Compliance with the Policy.

2.1. Determining Existence of Substantial Interest: It is a Trustee's obligation to determine whether he or she has a Substantial Interest.

2.2. Duty to Disclose and To Abstain. A Trustee having a Substantial Interest involving a matter under consideration before the Board of Trustees shall do the following:

(a) Disclosure. Shall disclose, prior to the vote on the matter, by affidavit, the nature and extent of the interest thereof.

(b) Abstention: Shall abstain from voting on or in any other way deliberating on the matter *if* the action to be taken on the matter will have a special economic effect on that Business Entity or *if* it is reasonably foreseeable that action on the matter will have a special economic effect on the value of the Real Property, distinguishable from its effect on the public. All such abstentions shall be recorded in the minutes of the Board meeting. The Trustee's abstention shall be noted in the minutes of the meeting

2.3 Separate Vote Required. The Board of Trustees shall take a separate record vote on any matter specifically dedicated to a contract with a Business Entity in which a Trustee has given notice of a Substantial Interest.

2.4 Bank Relations: A Trustee who is a stockholder, officer, board member, or employee of a bank that has bid to become a depository for the College shall not vote on the award of the depository contract to said bank.

PROPOSED REVISION

2.5 Disclosure Affidavit: The Disclosure shall be in the following form.

COUNTY OF HIDALGO §
STATE OF TEXAS §

A F F I D A V I T

BEFORE ME, the undersigned Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed hereto, who being first duly sworn in the manner provided by law, on oath stated as follows:

"My name is _____, and I am over the age of 18 years and competent to make this affidavit."

"I am a duly elected member of the Board of Trustees of the South Texas College, County of Hidalgo, Texas."

"I have a substantial interest in the following business entity: _____ (hereinafter the "business entity")."

"The nature of my interest in the business entity is as follows: (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law)

- _____ own 10 percent or more of the voting stock or shares of the business entity named herein.
- _____ own either 10 percent or more of the fair market value of the business entity.
- _____ own \$15,000.00 or more of the fair market value of the business entity.
- _____ have received, in the previous year, funds from the business entity in excess of 10 percent of gross income.

"I have a substantial interest in the following described real property, because (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law) have a legal or equitable ownership interest in the property with a fair market value of \$2,500 or more:

Other: _____

Affiant

SWORN TO AND SUBSCRIBED before me, the undersigned authority, by the said _____, on the _____ day of _____, _____, to certify which witness my hand and seal of office.

[S E A L]

NOTARY PUBLIC, State of Texas
My commission expires: _____

PROPOSED REVISION

3.0 Other Interest. If, in addition to or other than a substantial interest as defined herein, a Trustee has a personal, professional, or economic interest in a matter before the Board for action, the nature and extent of such interest shall be disclosed to the Board prior to any action taken by the Board on the matter.

CURRENT POLICY

MANUAL OF POLICY

Title	Conflicts of Interest; Prohibited Conduct	1511
Legal Authority	Approval by the Board of Trustees	Page 1of 6
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated July 15, 2004	

Chapter 171 of the Texas Local Government Code provides that a “local public official” has a legal conflict of interest whenever the governing body, of which he is a member, will vote or decide any matter involving a business entity or real property in which the local public official has a substantial interest. A member of the South Texas College Board of Trustees is a “local public official”

“**Substantial interest**”. A Trustee has a substantial interest in a business entity or real property if:

- (1) the Trustee owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$5,000 or more of the fair market value of the business entity; or
- (2) the Trustee receives from the business entity 10 percent or more of his/her gross income for the previous year; or
- (3) the Trustee has an equitable or legal ownership in real property with a fair market value of \$2,500 or more.

“Business entity” means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

Conflict of Interest by Imputation. A local public official will be deemed to have substantial interest in a business entity or real property if a person related to the public official in the first degree by consanguinity (by blood) or affinity (by marriage), as determined under Chapter 573, Government Code, has a substantial interest in the business entity or real property. A person is related to a local public official in first degree by consanguinity if the person is the local public official's father, mother, son, or daughter. A person is related to a local public official in first degree by affinity if the person is the local public official's spouse, son-in-law, daughter-in-law, father-in-law, or mother-in-law

Disclosure of Conflict of Interest. If a Trustee has a substantial interest in a business entity or in real property, the Trustee shall disclose the conflict of interest by filing, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest. The affidavit shall be filed with the Secretary of the Board.

CURRENT POLICY

MANUAL OF POLICY

Title	Conflicts of Interest; Prohibited Conduct	1511
Legal Authority	Approval by the Board of Trustees	Page 2 of 6
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated July 15, 2004	

Abstention. A Trustee who has disclosed a conflict of interest, shall also, abstain from further participation in the matter if:

1. In the case of a substantial interest in a business entity the action taken by the Board on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
2. In the case of a substantial interest in real property, it is reasonably foreseeable that an action taken by the Board on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

Exception where majority of Trustees subject to prohibition. If a Trustee is required to file and does file an affidavit, that Trustee shall not be required to abstain from further participation in the matter or matters requiring such an affidavit if a majority of the Trustees are likewise required to file and do file affidavits of similar interest on the same official action.

Separate Vote. The Board shall take a separate vote on any budget item specifically dedicated to a contract with a Trustee or a business entity in which a Trustee has a substantial interest. The affected Trustee shall not participate in that separate vote, but may vote on a final budget if the affidavit were filed as provided for herein and the matter in which the Trustee is concerned has been previously resolved as provided for herein.

CURRENT POLICY

MANUAL OF POLICY

Title	Conflicts of Interest; Prohibited Conduct	1511
Legal Authority	Approval by the Board of Trustees	Page 3 of 6
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated July 15, 2004	

Conflict of Interest Disclosure Affidavit:

COUNTY OF HIDALGO §
STATE OF TEXAS §

A F F I D A V I T

BEFORE ME, the undersigned Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed hereto, who being first duly sworn in the manner provided by law, on oath stated as follows:

"My name is _____, and I am over the age of 18 years and competent to make this affidavit."

"I am a duly elected member of the Board of Trustees of the South Texas College, County of Hidalgo, Texas."

"I have a substantial interest in the following business entity: _____ (hereinafter the "business entity")."

"The nature of my interest in the business entity is as follows: (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law)

- _____ own 10 percent or more of the voting stock or shares of the business entity named herein.
- _____ own either 10 percent or more of the fair market value of the business entity.
- _____ own \$5,000.00 or more of the fair market value of the business entity.
- _____ have received, in the previous year, funds from the business entity in excess of 10 percent of gross income.

"I have a substantial interest in the following described real property, because (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law) have a legal or equitable ownership interest in the property with a fair market value of \$2,500 or more:

Other: _____

Affiant

SWORN TO AND SUBSCRIBED before me, the undersigned authority, by the said _____, on the _____ day of _____, _____, to certify which witness my hand and seal of office.

[S E A L]

NOTARY PUBLIC, State of Texas
My commission expires: _____

CURRENT POLICY

MANUAL OF POLICY

Title	Conflicts of Interest; Prohibited Conduct	1511
Legal Authority	Approval by the Board of Trustees	Page 4 of 6
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated July 15, 2004	

Disclosure of Interest in Property

A public servant who has a legal or equitable interest in property that is to be acquired with public funds shall file an affidavit within 10 days before the date on which the property is to be acquired by purchase or condemnation.

“Public Servant” means a person who is elected, appointed, employed, or designated, even if not yet qualified for or having assumed the duties of office, as:

- a. a candidate for nomination or election to public office; or
- b. an officer of government

The affidavit must:

- a. state the name of the public servant;
- b. state the public servant's office, public title, or job designation;
- c. fully describe the property;
- d. fully describe the nature, type, and amount of interest in the property, including the percent of ownership interest in the property;
- e. state the date when the person acquired an interest in the property;
- f. include a verification as follows: "I swear that the information in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code"; and
- g. contain an acknowledgment of the same type required for recording a deed in the deed records of the county.

The affidavit must be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the public servant resides.

CURRENT POLICY

MANUAL OF POLICY

Title	Conflicts of Interest; Prohibited Conduct	1511
Legal Authority	Approval by the Board of Trustees	Page 5 of 6
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated July 15, 2004	

Contracts with Trustee-Related Businesses

The Board may contract with a Trustee or a business entity in which a Trustee has a substantial interest if the Trustee follows the disclosure and abstention procedures set out above. Atty. Gen. Op. JM-424 (1986)

Except as provided herein, a Trustee shall not knowingly:

1. Participate in a discussion, vote or decision on a matter involving a business entity or real property in which the Trustee has a substantial interest if it is reasonably foreseeable that an action on the matter would have a special economic effect on the business entity that is distinguishable from the effect on the public or will have a special economic effect on the value of the property, distinguishable from its effect on the public.
2. Act as surety for a business entity that has a contract, work, or business with the College.
3. Act as surety on any official bond required of an officer of the College.

Other Prohibited Conflict

Bribery. A Trustee shall not intentionally or knowingly offer, confer, agree to confer, solicit, accept, or agree to accept any benefit in violation of the law, including:

1. as consideration for the Trustee's decision, opinion, recommendation, vote, or other exercise of official discretion;
2. as consideration for a violation of duty imposed by law on the Trustee; or
3. that is a political contribution as defined by Title 15, Election Code, or that is an expenditure made and reported in accordance with Chapter 305, Government Code, if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion if such exercise of official discretion would not have been taken or withheld but for the benefit.

"Benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the Trustee has a direct and substantial interest.

Misuse of office. A Trustee shall not, with intent, obtain a benefit or with intent to harm or defraud another, intentionally or knowingly:

1. violate a law relating to his office (as defined by the Texas Government Code); or
2. misuse (as defined by the Texas Government Code) government property, services, personnel, or any other thing of value belonging to the government that has come into his custody or possession by virtue of this office.

Bank relations. A Trustee who is a stockholder, officer, director, or employee of a bank that has bid to become a depository for the College shall not vote on the awarding of a depository contract to said bank. Education Code 23.75. If a Trustee has a substantial interest in a bank with which the College is

CURRENT POLICY

MANUAL OF POLICY

Title	Conflicts of Interest; Prohibited Conduct	1511
Legal Authority	Approval by the Board of Trustees	Page 6 of 6
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated July 15, 2004	

considering entering into a loan or other transaction besides a depository contract, then the Trustee must comply with the affidavit and abstention requirements. Atty. Gen. Op. JM-1082 (1989).

Incompatibility of Office. One person may not occupy two legally incompatible offices. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. A person may not serve in one branch of government while exercising any powers properly attached to either of the other branches of government.

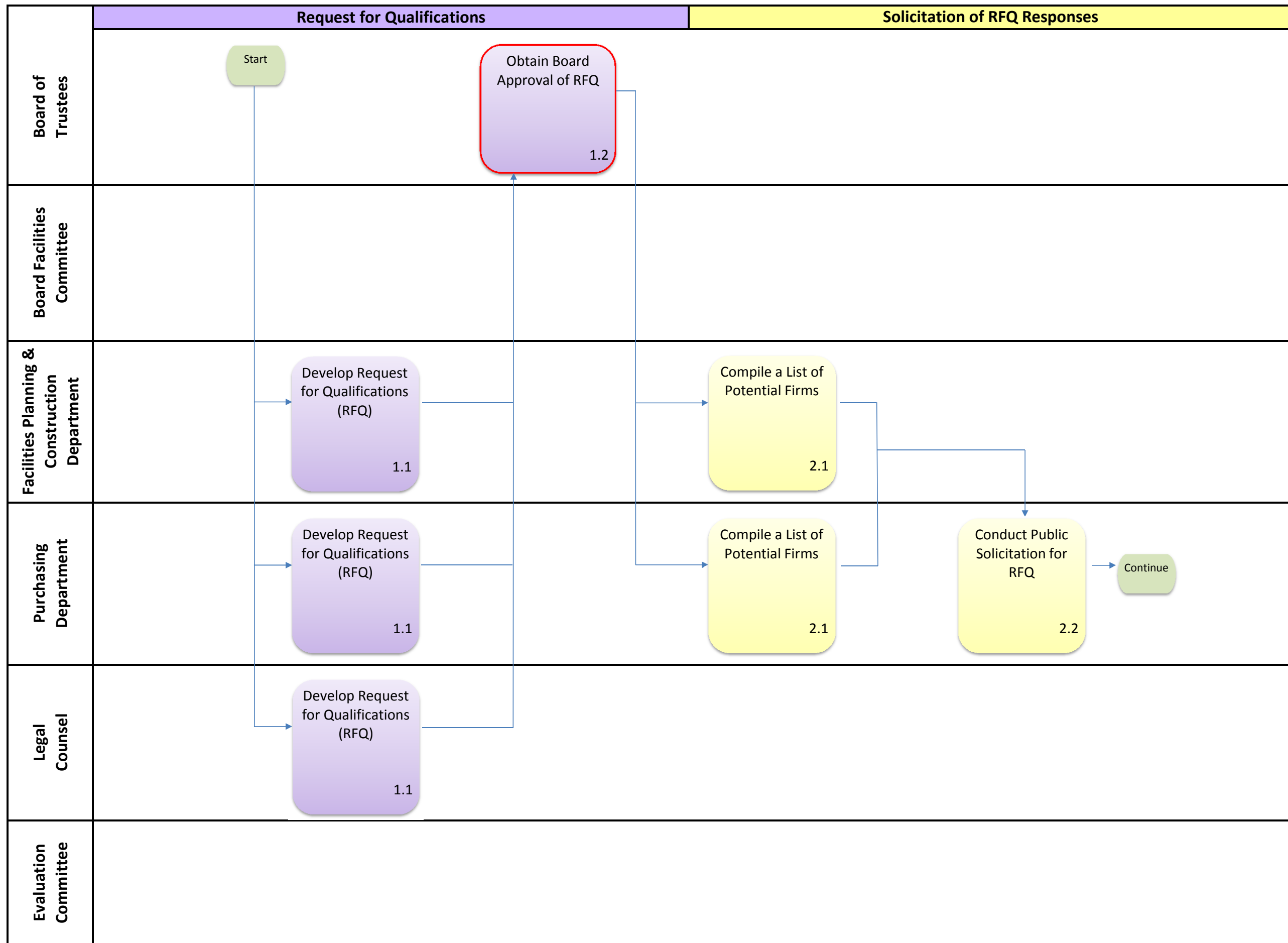
Gifts. A Trustee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the Trustee knows is interested in or likely to become interested in any such transaction of the College.

Nepotism. No person shall be employed in the College, if the individual is related to a Trustee by consanguinity (blood) within the third degree, or by affinity (marriage) within the second degree. A Trustee may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position of employment, Chapter 573, Texas Government Code

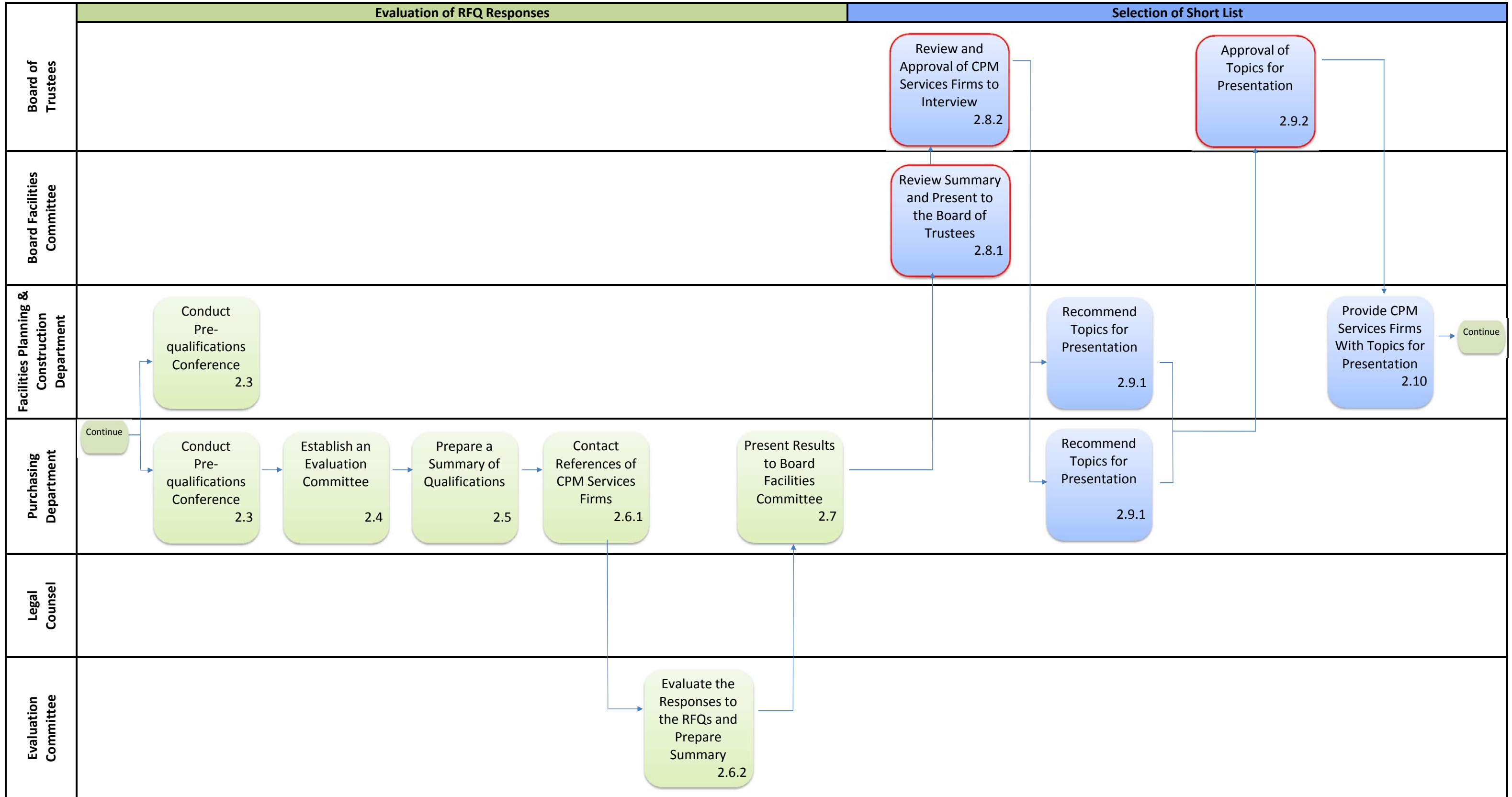
Continuous Employment Exception. This policy shall not apply to an appointment, confirmation of an appointment, or vote for an appointment or confirmation of an appointment of an individual to a position if:

- (1) the individual is employed in the position immediately before the election or appointment of the public official to whom the individual is related in a prohibited degree; and
- (2) that prior employment of the individual is continuous for at least:
 - a. 30 days, if the public official is appointed;
 - b. six months, if the public official is elected at an election other than the general election for state and county officers; or
 - c. one year, if the public official is elected at the general election for state and county officers.
 - d. If, an individual continues in a position under the “continuous employment” exception, the Trustee to whom the individual is related in a prohibited degree may not participate in any deliberation or voting on the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation, or dismissal of the individual if that action applies only to the individual and is not taken regarding a bona fide class or category of employees

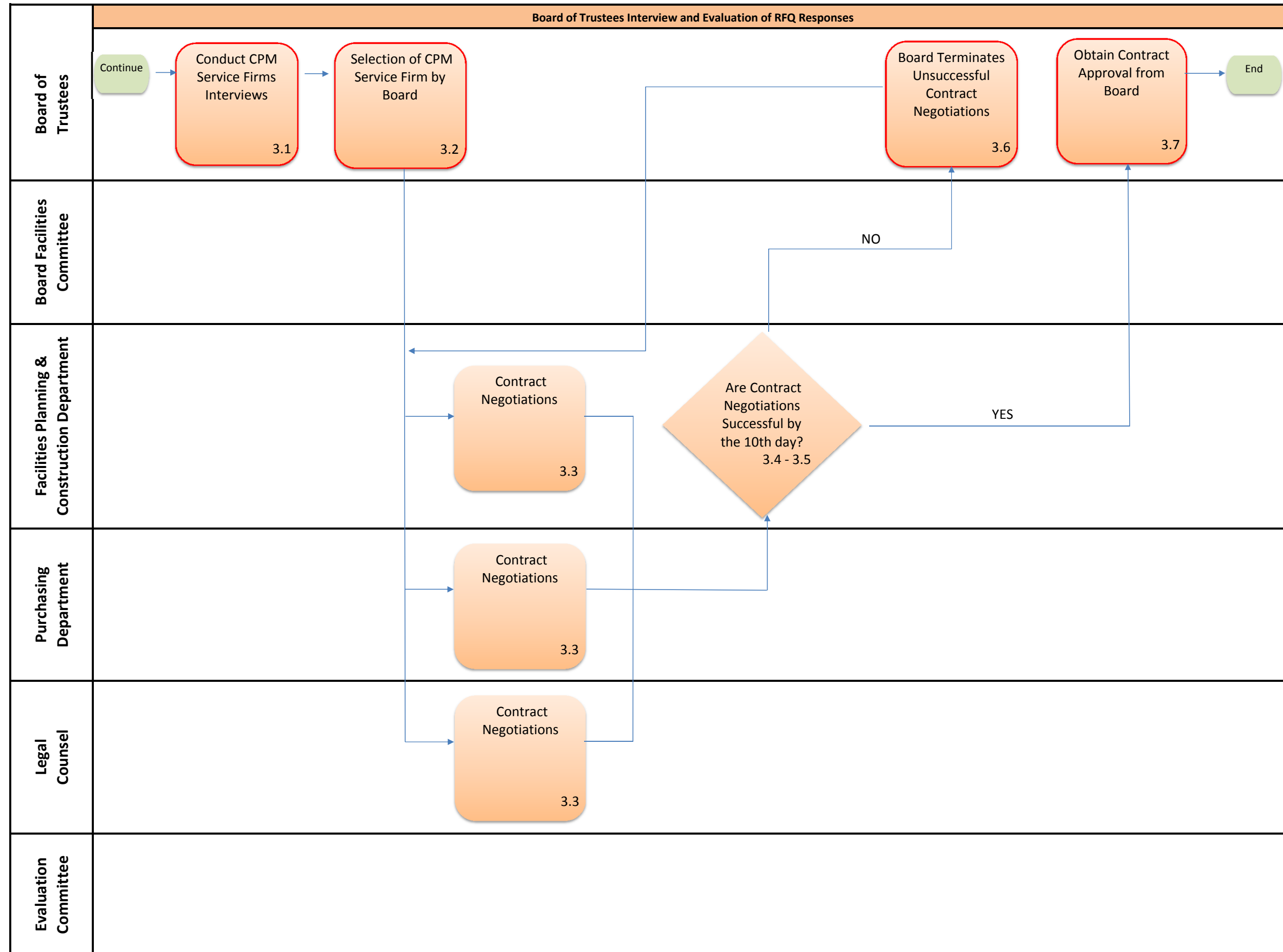
**Process for Selecting Construction Program Management Services
2013 Bond Construction Program**



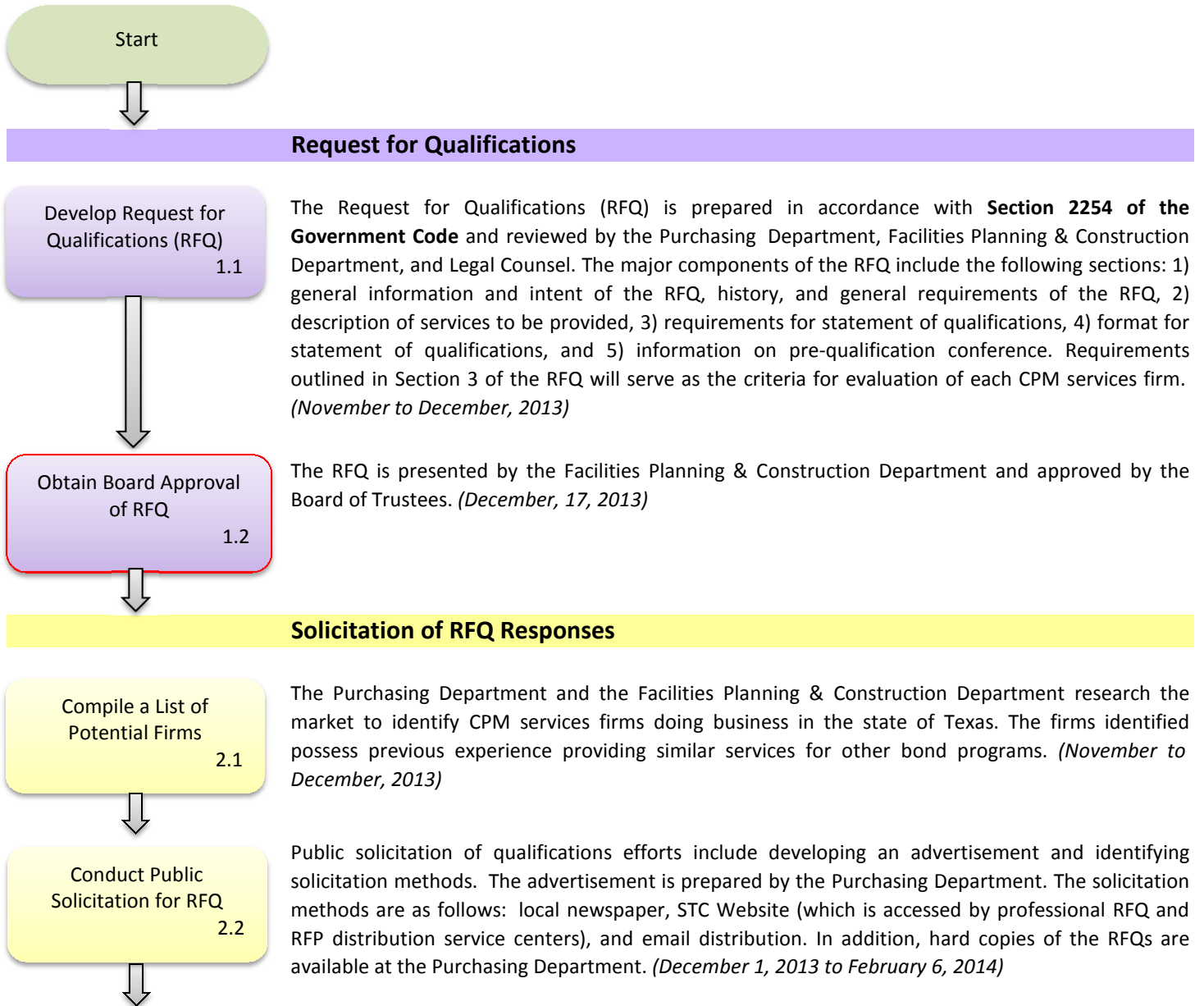
**Process for Selecting Construction Program Management Services
2013 Bond Construction Program
(Continued)**



**Process for Selecting Construction Program Management Services
2013 Bond Construction Program
(Continued)**

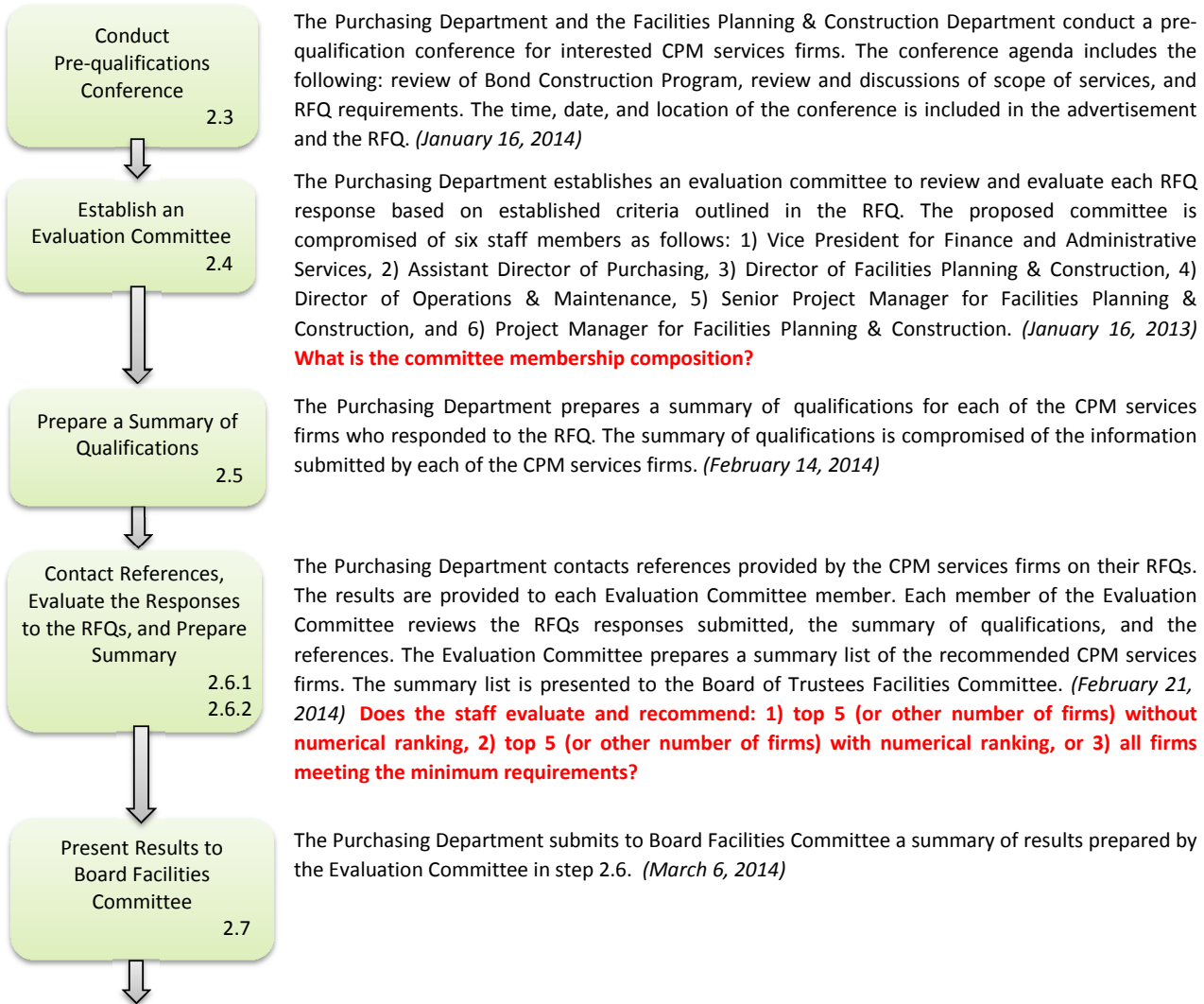


Process for Selecting Construction Program Management Services 2013 Bond Construction Program

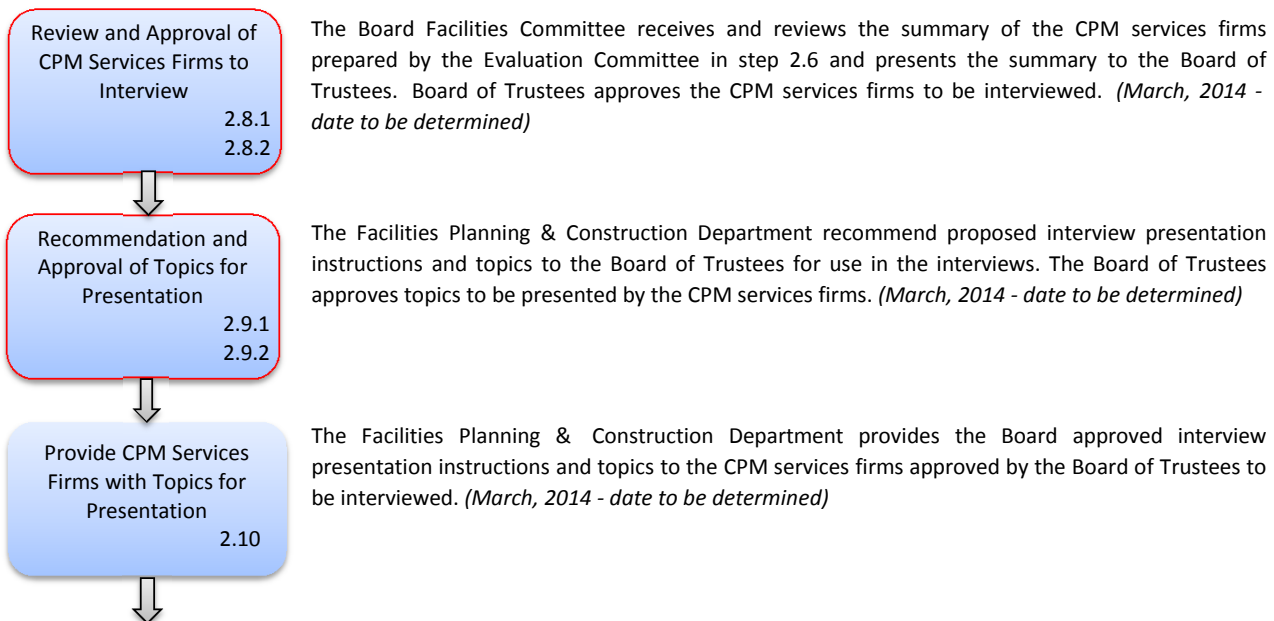


Process for Selecting Construction Program Management Services 2013 Bond Construction Program (Continued)

Evaluation of RFQ Responses

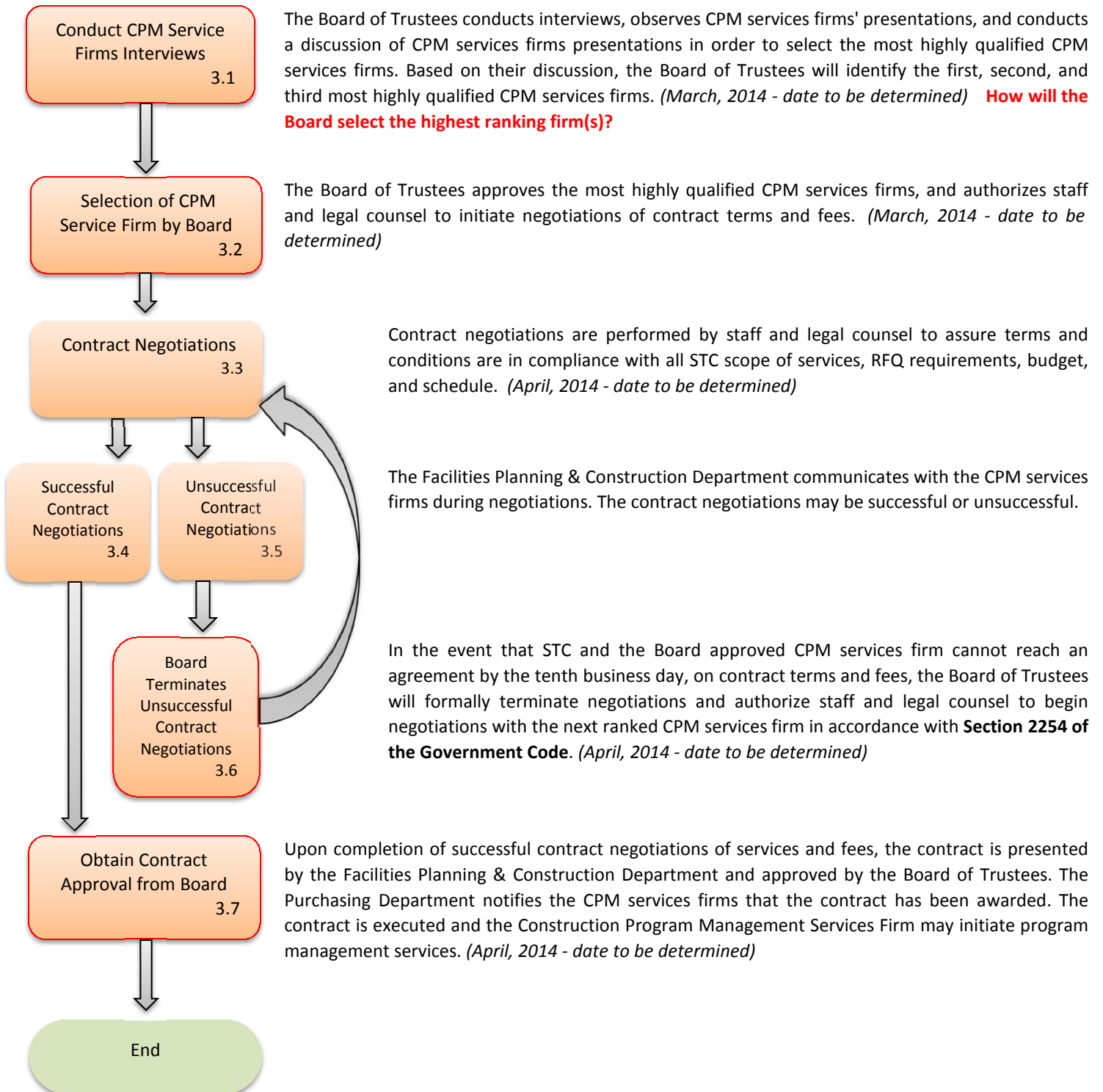


Selection of Short List



Process for Selecting Construction Program Management Services 2013 Bond Construction Program (Continued)

Board of Trustees Interview and Evaluation of RFQ Responses



South Texas College
Construction Program Management Services
RFQ Evaluation Criteria
Project No. 13-14-1036

SECTION 3 - REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

3.1 **PART ONE: STATEMENT OF INTEREST**

- 3.1.1 Provide a statement of interest for the construction program, including a narrative describing the prime firm's unique qualifications.
- 3.1.2 Provide a statement about the availability and commitment of the prime firm and its principal(s) and key professionals to undertake the project.
- 3.1.3 Provide a statement describing how the prime firm and associated team members can provide benefit during the various phases of a construction program

3.2 **PART TWO: PRIME FIRM EXPERIENCE**

- 3.2.1 Provide resumes giving the experience and expertise of the principals and key professional members for the prime firm that will be involved in the project, including their experience with similar projects and the number of years with the prime firm.
- 3.2.2 Describe the proposed project assignments and lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project.
- 3.2.3 Provide number years the prime firm has provided construction program management services
- 3.2.4 Describe how the prime firm proposes to coordinate, schedule and manage owner requirements, design phase and construction of the proposed construction program
- 3.2.5 Provide address for location of prime firm and number of project team members located within the College district while services are provided
- 3.2.6 Describe the types of insurance coverage and limits which the prime firm currently has and additional limits the prime firm could provide if awarded the contract

3.3 **PART THREE: PROJECT TEAM**

- 3.3.1 Provide an organizational chart showing the roles of the prime firm and each sub-group or individuals indicating their respective roles with the number of campuses and projects as identified in Exhibit A attached.

- 3.3.2 For each team or individual that the prime firm proposes, if applicable:
- Identify the team/individual and provide a brief history
 - Describe the team/individual's proposed role in the project
 - Describe the team/individual's related project experience
 - List projects that the prime firm and the team/individuals have worked on together
 - Provide resumes giving the experience and expertise of principals and key professional team members who will be assigned to the project.
 - Provide a list of all principals and key team members who are registered architects or engineers.

3.4 PART FOUR: REPRESENTATIVE PROJECTS

- 3.4.1 List a maximum of five (5) educational projects for which the prime firm provided or is providing construction program management services which are most related to this program. Provide the following information for each project listed:
- Project name and location
 - Project Owner
 - Project construction cost
 - Project size in gross square feet
 - Description of professional services prime firm provided for the project
 - Whether the project was new construction, an addition, or a renovation
 - Dates for planning, design, and construction of the project(s), including the date the construction was substantially complete or is scheduled to be substantially complete
 - Description of prime firm's contracted responsibility for the project (prime professional, joint venture, or consultant)
 - Lead Project Manager (individual responsible to the client for the day to day work and the overall success of the project)
 - Description of how this project is similar and why the services provided are relevant to this project.
 - Names of consultant firms and their areas of responsibility.

3.5 PART FIVE: REFERENCES

- 3.5.1 Provide reference contact information for any five (5) of the projects listed in response to 3.4.1. The references shall include:
- Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number.

3.6 PART SIX: ADDITIONAL INFORMATION

- 3.6.1 Provide any additional information that the prime firm believes may better describe its qualifications and/or be of benefit to the College and any additional information relevant to the services to be provided to the College as specified in Section 2.

**South Texas College
Construction Program Management Services
RFQ Evaluation Criteria
Project No. 13-14-1036**

Evaluator:

CRITERIA		Criteria Weights
3.1 Statement of Interest		100
3.1.1	Interest and unique qualifications	
3.1.2	Statement of availability and commitment of key personnel	
3.1.3	Statement of benefit firm and team members can provide	
3.2 Prime Firm		100
3.2.1	Experience and expertise of key members, Including similar projects	
3.2.2	Project assignments and lines of authority	
3.2.3	Number of years firm has provided services	
3.2.4	Coordination, scheduling and management of owner requirements	
3.2.5	Address of firm and project team members who will be located within district during project	
3.2.6	Insurance types and limits carried by firm	
3.3 Project Team		100
3.3.1	Organizational chart showing, the roles of the prime firm and each sub-group of staff	
3.3.2	For each team or individual:	
	Team/individual and brief history	
	Team/individual proposed role for project	
	Team/individual related project experience	
	Projects prime firm and team/individual have worked on together	
	Resumes of principals and key team members	
3.4 Representative Projects		100
3.4.1	Specific data on 5 representative projects for similar services	
	Project name and location.	
	Project Owner	
	Project construction cost	
	Project size in gross square feet	
	Description of services provided by firm	
	Project type: new construction, addition, or renovation	
	Dates for planning, design and construction, including substantial completion	
	Prime firm's contracted responsibility for the project	
	Lead project manager	
	Description of how project is similar to services requested	
	Names of consultant firms and their responsibility.	
3.5 Five References		100
3.5.1	Name Owner and Owner's Representative and give phone numbers.	
3.6 Additional Information		100
3.6.1	Additional information that may better describe firm's qualifications	
TOTAL:		600

SECTION 2 - SERVICES TO BE PROVIDED BY THE CONSTRUCTION PROGRAM MANAGER

The College has outlined the following responsibilities and tasks which shall be included, but not limited to the Construction Program Manager's scope of service:

2.1 General Program Management Requirements

- Conduct partnering and kickoff meetings with College staff, Architects, Engineers and Contractors per campus or project to establish communication protocol and coordination logistics;
- Update and track program plan for each campus to include design schedule, team members, meeting schedules, construction schedules, budgets, cost estimates, progress report formats and format for document management for all phases;
- Prepare and submit status reports on a monthly basis for presentation to the College's Administration and Board of Trustees
- Conduct regular meetings with College staff for review of overall program status and address matters needing direction and/or resolution
- Become familiar with College's index of terms for master filing of all projects including e-mailed files and AutoCADD 2014 version files
- Become familiar with and manage compliance with the following:
 - The College's master plans per campus included in program
 - The College's facilities space programs for each project in program
 - The College's facilities design standards and guidelines
 - The College's space standards and technical requirements
 - The College's overall program budget and related detail
- Implement and manage an internet accessible electronic file management and reporting system used for archiving and reporting throughout the program management period
- Program management team will include, but not be limited to, the following members and responsibilities
 - Program management executive
 - Assistant program manager(s)
 - Administrative coordinator(s)/assistant(s)
 - Program documents manager
 - Cost estimator/budget manager
 - Plan reviewer(s)
 - Construction inspector(s)

2.2 Architects and Engineers Selection

- Coordinate development of RFQ, solicitation, evaluation, selection and project assignments for potential design team(s) who are qualified and capable of performing the scope of work and meet program schedules consistent with College's plans and policies.

2.3 Implement Space Program Requirements

- Conduct meetings with College staff to update and confirm space programming needs including technical requirements such as telecommunication systems, special equipment and furniture needs and provide data to architects
- Communicate the College's space standards to design teams for use on design of each proposed facility

2.4 Schematic Design Phase

- Communicate all project planning information to all design teams
- Conduct weekly or bi-weekly design review meetings between College staff and design teams
- Conduct review of project schedules and conduct schedule optimization sessions(s)
- Conduct cost estimates and take action to keep cost within budget limitations
- Coordinate the review and evaluation of schematic design documents to maintain compliance with program planning documents
- Recommend approval of schematic design documents submitted by architects and engineers when complete
- Verify compliance with the College's design guidelines and space program needs per building

2.5 Design Development Phase

- Continue weekly or bi-weekly meetings with College staff and design teams to review and evaluate design documents for compliance with program requirements
- Develop and manage schedules per project for Design Development phase
- Coordinate plan reviews as needed to ensure compliance with all regulatory agencies and code requirements
- Conduct Schedule Optimization sessions for Design Development phase
- Prepare cost estimates as needed and take action to keep cost within construction budget limitations without compromising standards and quality of construction
- Conduct detailed cost estimates at end of Design Development phase and provide owner with a detailed report
- Coordinate, review and verify all design development documents submitted by design teams for compliance with the College's design guidelines and space programs per building project
- Coordinate, review and deliver geotechnical investigation reports to each design team per building project

2.6 Construction Document Phase

- Develop schedule for plan reviews at 25%, 50%, 75% and 95% of completeness
- Coordinate with College staff for review and discussion of Construction Documents at various levels of completeness to verify compliance with College's design

guidelines and program needs per building project before proceeding with construction

- Coordinate, review, verify and recommend approval of all final construction documents submitted by each design team

2.7 Contractor Procurement Phase

- Review and recommend updates, if needed, for contractor selection criteria
- Coordinate development of RFP, solicitation, evaluation and selection of potential contractors who are qualified and capable of performing the scope of work, controlling cost and meeting schedules
- Coordinate development of contracts and conduct contract negotiations
- Prepare recommendations for approval of contractor contracts by the College Board of Trustees
- Coordinate with College staff for re-solicitation of construction services if necessary
- After selection and approval of contractor(s) by the College, coordinate the delivery of construction contract documents to contractor(s)
- Request and review documents from the contractor(s) such as insurance certificates, subcontractors list, bonds and insurances

2.8 Construction Phase

- Schedule and conduct bi-weekly construction update meetings with College staff, design team and contractor for each construction project
- Verify required documents from contractor such as, Building Permits, Safety Plans, and Environmental Compliance plan, and report to College staff and design team
- Review Contractor's cost control plan with College staff and design team to identify potential improvements
- Evaluate and make recommendation on requests for proposed Change Orders and Construction Change Directives
- Review materials testing reports and services during all applicable phases for compliance with construction documents
- Conduct weekly site visits to review work in place and report in an agreed upon format to the College for compliance with construction documents, schedules and budgets
- Review and verify contractor's compliance with all plans, specifications and contract terms and report to College staff on status
- Review payment applications for accuracy and relation to completed work, then make recommendations on approval
- Perform substantial completion inspections and work with design team to prepare punch lists
- Perform final inspections and determine completeness of punch list work
- Conduct monthly program management meetings with owner for updates on progress, budget status and construction matters
- Monitor and ensure overall contractor compliance with terms and conditions of construction contract documents

2.9 Final Phase

Commissioning

- Coordinate with contractor to perform HVAC Testing and Balancing as needed and submit reports to design team and College staff
- Review the results of the HVAC Testing and Balancing for compliance with construction contract documents requirements
- Coordinate and verify delivery of all certification documentation to proper agencies on behalf of the College
- Coordinate and schedule training for College staff to become familiar with all building systems
- Coordinate delivery of all completed as built drawings to the College
- Coordinate delivery of all certifications applicable to building systems to the College

Warranty/Occupancy

- Review all contractual and warranty obligations for compliance with construction documents including delivery of all documents such as operations and maintenance manuals
- Generate and deliver to the College a tickler file including calendar dates for all warranty deadlines per building project
- Coordinate and schedule closing reviews for warranty items after 30 day and 6 month periods

Bond 2013
Review of Initial Start Up Action Items

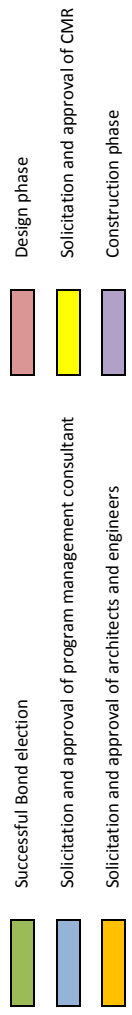
Month/Year	Staff Action	Board Action
November 2013	<ul style="list-style-type: none"> Develop timetable of events for sale of Limited Tax Bonds, Series 2014 Work with First Southwest on the selection process and selection of underwriting firms Obtain a bond market update Review and comment on draft of Preliminary Official Statement 	<ul style="list-style-type: none"> Review and take action on timetable of events, selection process for underwriting firms, and selection of underwriting firms Review and discussion on use of Program Management services, A/E services, and construction services
December 2013	<ul style="list-style-type: none"> Work with First Southwest on the preliminary structure of bond sale and market update Continue review of draft of Preliminary Official Statement 	<ul style="list-style-type: none"> Approval of preliminary structure of bond sale and market update
January 2014	<ul style="list-style-type: none"> Solicit Program Management Services Work with rating agencies and receive ratings Review final draft of Preliminary Official Statement 	<ul style="list-style-type: none"> January 27 – 28 --Pricing and meeting to conduct sale of bonds; Adoption of Order
February 2014	<ul style="list-style-type: none"> Receive and evaluate qualifications for Program Management Services The Evaluation Committee prepares a summary list of the recommended CPM services firms, as directed by the Board 	<ul style="list-style-type: none"> Board of Trustees Work Session to discuss process for selecting Construction Program Management Services
March 2014	<ul style="list-style-type: none"> Develop and provide Board approved interview presentation instructions and topics to the CPM services firms approved by the Board of Trustees to be interviewed 	<ul style="list-style-type: none"> The Board Facilities Committee reviews summary of the CPM services firms prepared by the evaluation committee and presents the summary to the Board of Trustees The Board of Trustees approves the CPM services firms to be interviewed Conduct interviews in order to select the most highly qualified CPM services firms Identify the first, second, and third most highly qualified CPM services firms

Month/Year	Staff Action	Board Action
(Continued) March 2014		<ul style="list-style-type: none"> • Approve the most highly qualified CPM services firm, and authorize staff and legal counsel to initiate negotiations of contract terms and fees
April 2014	<ul style="list-style-type: none"> • Together with legal counsel, negotiate and finalize contract for Program Management Consultant Services • Begin solicitation of architectural and engineering services 	<ul style="list-style-type: none"> • Approve the negotiated CPM services firm contract
May 2014	<ul style="list-style-type: none"> • Receive and evaluate qualifications for architectural and engineering services • Recommend A/E firms that meet the minimum requirements and schedule interviews 	
June 2014		<ul style="list-style-type: none"> • Interview and approve architectural and engineering firms and project assignments
July - August 2014	<ul style="list-style-type: none"> • Begin solicitation of proposals from Construction Manager at Risk contractors • Receive and evaluate proposals from Construction Manager at Risk contractors • Recommend CMR contractors that meet the minimum requirements and schedule Board interviews • Begin working with CPM and A/E firms on design of first phase of projects 	
September 2014	<ul style="list-style-type: none"> • Begin working with A/E firms and contractors on design of first phase projects 	<ul style="list-style-type: none"> • Interview and approve Construction Manager at Risk contractors and project assignments

South Texas College - Bond 2013 Overall Program Management Schedule

No.	Construction Projects												2013												2014												2015												2016												2017											
	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12										
1	Pecan Campus North Academic Building																																																																							
2	Pecan Campus South Academic Building																																																																							
3	Pecan Campus STEM Building																																																																							
4	Pecan Campus Student Support Services and Activities Building																																																																							
5	Pecan Campus Thermal Plant Expansion																																																																							
6	Pecan Campus Parking and Site Improvements																																																																							
7	Nursing and Allied Health Campus Expansion																																																																							
8	Nursing and Allied Health Campus Parking and Site Improvements																																																																							
9	Technology Campus Southwest Bldg. Renovation & Site Improvements																																																																							
10	Technology Campus Parking and Site Improvements																																																																							
11	Mid Valley Campus Health Professions and Science Building																																																																							
12	Mid Valley Campus Student Services Building Expansion																																																																							
13	Mid Valley Campus Workforce Training Center Expansion																																																																							
14	Mid Valley Campus Library Expansion																																																																							
15	Mid Valley Campus Thermal Plant																																																																							
16	Mid Valley Campus Parking and Site Improvements																																																																							
17	Starr County Campus Health Professions and Science Building																																																																							
18	Starr County Campus New Library																																																																							
19	Starr County Campus Workforce Training Center Expansion																																																																							
20	Starr County Campus Student Services Building Expansion																																																																							
21	Starr County Campus Student Activities Building Expansion																																																																							
22	Starr County Campus Thermal Plant																																																																							
23	Starr County Campus Parking and Site Improvements																																																																							
24	Regional Center for Public Safety Excellence																																																																							
25	La Joya Jimmy Carter Teaching Site																																																																							
													3,113,202												38,707,216												72,996,130												44,439,573																							
Yearly Expenditures																																																																								
Bond Revenue													\$60,000,000 (2014)												\$33,005,000 (2015)												\$33,005,000 (2016)												\$33,010,000 (2017)																							

DRAFT



**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION PROGRAM MANAGEMENT SERVICES**

**2013 Bond Construction Program
Voter Approval – November 5, 2013**



**RFQ No. 13-14-1036
Request for Qualifications
For Construction Program Management Services**

January 6, 2014

**SOUTH TEXAS COLLEGE
REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION PROGRAM
MANAGEMENT SERVICES
RFQ NO. 13-14-1036**

South Texas College requests sealed QUALIFICATIONS FOR CONSTRUCTION PROGRAM MANAGEMENT SERVICES for proposed construction services.

Responses should be submitted with an original and four copies no later than **2:00 p.m., Thursday, February 6, 2014** (Central Standard Time). **Faxed or email responses will not be considered.**

Responses shall be submitted in a sealed envelope plainly marked with the name and address of Respondents as well as with the following notation: "QUALIFICATIONS FOR CONSTRUCTION PROGRAM MANAGEMENT SERVICES" for proposed construction projects, plus the date and time deadline for responses. Late RESPONSES will not be considered, and will be returned unopened.

Responses must be submitted to: South Texas College
 Purchasing Department

Street Address: 3200 W. Pecan Blvd.
 Suite 145
 McAllen, TX 78501

U.S. Mail Address: P O Box 9701
 McAllen, TX 78502

RFQ No.: 13-14-1036

DEADLINE FOR SUBMISSIONS: **Thursday, February 6, 2014, 2:00 p.m.**

South Texas College
Purchasing Department
3200 W. Pecan Blvd., Suite 145
McAllen, TX 78501

SECTION 1 – GENERAL REQUIREMENTS

1.1 **GENERAL:** South Texas College (“College”) is soliciting statements of qualifications (“Qualifications”) from professional firms (“Respondents”) to provide the College Construction Program Management Services as here in set out. Selection of a firm shall be done in accordance with the terms, conditions, and requirements generally set forth in this Request for Qualifications (RFQ). This RFQ provides Respondents with the information necessary to prepare and submit Qualifications for review by the College.

1.2 **HISTORICAL BACKGROUND:**

South Texas College was created in 1993 to serve the populations of Hidalgo and Starr Counties. Since its inception, the College has experienced rapid growth, creating an increased need for facilities. The College addresses the diverse educational and technical training needs of the people of Hidalgo and Starr Counties.

In November of 2013 South Texas College voters approved \$159 million in bonds to fund the construction of new facilities. Voters also approved funds for the operation and maintenance of the new facilities. STC has completed a Facilities Master Plan to prepare for the implementation of Bond Construction Program. In the Master Planning process, the College has established the following basic components of the Bond Construction Program:

- Number of new buildings to be constructed at each of seven (7) campuses/centers;
- Expansion of existing buildings;
- Renovations to existing buildings;
- Additional parking and site improvements;
- Addition of Physical Plants on two campuses;
- Expansion of Physical Plant on one campus;
- Proposed budgets required for all construction;
- Facility Space programming for all functions in each building;
- Program phases and master schedule for design and construction;
- Design standards and guidelines;

As the College moves into the first phase of this bond construction program, it has recognized the importance of contracting with a Construction Program Manager who will assist the administrative staff of STC through all phases of the Bond Construction Program. The College intends to contract a Construction Program Manager with expertise capable of managing the overall administrative, design and construction work required. Exhibit A attached outlines all proposed construction projects included in the 2013 Bond Construction Program. The general responsibilities of the Construction Program Manager will be as follows:

- To coordinate with College administration to effectively plan and report on all phases related to the construction program in order to successfully complete the design and construction requirements while maintaining College’s facility quality standards, program budget and schedules;

- To coordinate with all design professionals to convey STC’s master plan, design standards and guidelines, to produce construction documents consistent with the master plan, budgets and schedules established by the College; and
- To coordinate with all contractors for compliance with all the requirements set forth in the construction documents, and produce a consistent level of quality for all construction projects in accordance with the Facilities Master Plan, the budget and the Construction schedule established by the College

1.3 INQUIRIES AND INTERPRETATIONS: Respondents shall tender written inquiries regarding interpretations or changes in the RFQ. Responses by the College to written inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the College as an addendum, and faxed or mailed to all parties recorded by the College as having received a copy of the RFQ. All such addenda issued by the College 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 each addendum in its Qualifications.

1.4.1 QUALIFICATIONS SUBMITTAL DEADLINE: College will accept Qualifications until Thursday, February 6, 2014 2:00 p.m. local time. Qualifications shall be submitted to:

South Texas College
Purchasing Department
3200 W. Pecan Blvd., Suite 145
McAllen, TX 78501

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 Submit five (5) identical copies of the Qualifications, including any supplemental printed material referenced within the Qualifications. An original signature must appear on the “Statement of Interest” document of all submitted copies. The Qualifications must be received on or before the time and date specified above by the point-of-contact identified below.

1.5.2 Late Qualifications properly identified will be returned to the Respondent unopened. Late Qualifications, depending upon circumstances, may be considered acceptable at the College’s discretion.

1.5.3 The College will not accept Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

1.5.4 Submittals properly received will become the property of the College and WILL NOT be returned to Respondents.

1.6 POINT-OF-CONTACT: The College requires that Respondents restrict all contact and questions regarding this RFQ to the individual named below via email and fax only.

Gerardo M. ‘Gerry’ Rodriguez, Jr., AIA, Director
South Texas College

Facilities Planning and Construction
3201 W. Pecan Blvd.
McAllen, Texas 78501
Fax: (956) 872-3747
Email: gerry@southtexascollege.edu

- 1.7 QUALIFICATION-BASED SELECTION PROCESS: Professional services will be procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A. Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence, experience and qualifications, as set forth in Section 3.

- 1.8 EVALUATION OF QUALIFICATIONS: The evaluation of Qualifications shall be based on the Respondent's information submitted in response to the items in SECTION 3 of this RFQ. All Qualifications will be evaluated, and the College may invite one or more of the top-rated Respondents to attend a formal interview in McAllen, Texas, before final ranking of the Respondents for one or more projects. The interview will allow the invited Respondents to further discuss their qualifications, and to respond to questions from the College. The College will make public the name of the selected Respondent after the College has successfully negotiated terms of a professional services agreement.

- 1.9 NOTICE TO AVOID POTENTIAL CONFLICT: Respondents are advised that the Construction Program Manager contract will prohibit an affiliate of the Construction Program Manager from participating in any capacity, directly or indirectly, in the College's Bond Construction Program, including, but not limited, in a capacity as a designer (architect or engineer) or as general contractor, subcontractor or materials supplier in a construction project awarded by the College.

Definition - An affiliate is a firm or individual with which the Construction Project Management Firm has a business or commercial interest.

SECTION 2 – SERVICES TO BE PROVIDED BY THE CONSTRUCTION PROGRAM MANAGER

The College anticipates that the following responsibilities and tasks shall be included in the Construction Program Manager's scope of service:

2.1 General Program Management Requirements

- Conduct partnering and kickoff meetings with Owner, Architects, Engineers and Contractors per campus or project;
- Update and track program plan for each campus to include design schedule, team members, meeting schedules, construction schedule, budget, cost estimates, progress report formats, format for document management for all phases;
- Prepare and submit status reports on a monthly basis for presentation to the College's Administration and Board of Trustees
- Conduct regular meetings with College's Facilities Planning & Construction staff for review of overall program status and address matters needing direction and/or resolution
- Become familiar with index of terms for master filing of all projects including e-mailed files and AutoCADD 2014 version files
- Become familiar with and manage compliance with the following:
 - The college's master plans per campus included in program
 - The college's facilities space programs for each project in program
 - The college's facilities design standards and guidelines
 - The college's space standards and technical requirements
 - The college's overall program budget and related detail
- Implement and manage an internet accessible electronic file management and reporting system to be used for updates throughout the program management period
- Program management team will include, but not be limited to, the following members and responsibilities
 - Program management executive
 - Assistant program manager(s)
 - Administrative coordinator(s)/assistant(s)
 - Program documents manager
 - Cost estimator/budget manager
 - Plan reviewer(s)
 - Construction inspector(s)

2.2 Architects and Engineers Selection

- Assist with criteria, solicitation, evaluation, selection and assignments of potential design team(s) who are qualified and capable of performing the scope of work and meet program schedules, consistent with College's plans and policies.

2.3 Implement Space Program Requirements

- Conduct meetings with staff to update and confirm space programming needs including technical requirements such as telecommunication systems, special equipment and furniture needs and provide data to architects
- Communicate the College's Space standards to direct design teams on the use of standards for each proposed facility

2.4 Schematic Design Phase

- Communicate all project planning information to Architects and/or Engineers
- Conduct weekly or bi-weekly project design meetings between Owner and Architect
- Conduct review of project schedules and conduct schedule optimization sessions(s)
- Conduct cost estimates and take action to keep cost under control
- Coordinate, review, evaluate and recommend approval of all schematic design documents submitted by architects and engineers
- Check for compliance with STC's design guidelines and space program needs per campus
- Review construction documents for compliance with program requirements and completeness

2.5 Design Development Phase

- Continue weekly or bi-weekly meetings between Owner, Architects, Engineers and Contractors to review and evaluate design documents for compliance with guidelines
- Develop a schedule for Design Development stage
- Coordinate plan reviews as required by Texas Department of Licensing and Regulation for compliance with American with Disabilities Act
- Conduct Schedule Optimization sessions
- Conduct cost estimates and take action to keep cost within construction budget limitations without compromising standards and quality of construction
- Conduct detailed cost estimates at end of Design Development and provide owner with a detailed report
- Coordinate, review and evaluate all design development documents submitted by architects and engineers for compliance with STC's design guidelines, detailed program needs and performance specifications per campus
- Check for compliance with STC's design guidelines and space program needs per campus
- Review construction documents for compliance with program requirements and completeness
- Coordinate and review geotechnical investigation reports for each applicable project

2.6 Construction Document Phase

- Develop schedule for plan reviews at 25%, 50%, 75% and 95% of completeness
- Coordinate with STC staff for review and discussion at various levels of completeness for compliance with STC's design guidelines and detailed program needs per campus before proceeding with construction
- Coordinate, review, evaluate and recommend approval of all final construction documents submitted by architects and consultant engineers

2.7 Contractor Procurement Phase

- Assist owner with updates to contractor selection criteria if needed
- Assist with solicitation, evaluation and selection of potential contractors who are qualified and capable of performing the scope of work, controlling cost and meeting schedules
- Assist in preparation of contracts and contract negotiations
- Assist Owner with re-solicitation if necessary

- After selection and approval of contractor by owner, assist Architect with transmitting construction contract documents to contractor(s)
- Request and review information submitted by contractor to include insurance, employee pay scales, subcontractors list, bonds, and insurances

2.8 Construction Phase

- Conduct construction update meetings at construction sites as scheduled
- Review required documents from contractor including, Building Permits, Safety Plan, and Environmental Compliance plan, and report to architect and owner
- Review Contractor cost control plan with Architect and Owner
- Evaluate requests for proposed Change Orders and Construction Change Directives and make recommendations
- Review materials testing reports and services during all applicable phases
- Conduct periodic site visits to review work in place and report in a standard format to Owner with reference to construction documents, schedules and budgets
- On a regular schedule, review contractor's compliance with all plans, specifications and required terms and conditions and report to owner on status
- Evaluate payment applications and make recommendations on approval of requests for progress payments
- Perform substantial completion inspections and work with A/E team to prepare punch lists
- Perform final inspections and review punch list work
- Conduct periodic program management meetings with owner for updates on progress, budget status and construction matters
- Ensure overall contractor compliance with terms and conditions of construction contract

2.9 Final Phase

2.9.1 Commissioning

- Coordinate with contractor to perform HVAC Testing and Balancing as needed
- Review the results of the HVAC Testing and Balancing for compliance with construction contract documents requirements
- Oversee delivery of all certification documentation to proper agencies on behalf of owner
- Coordinate training of facility maintenance staff for familiarization with all systems
- Coordinate delivery of all completed as built drawings
- Coordinate delivery of all certifications applicable to building systems

2.9.2 Warranty/Occupancy

- Review all contractual and warranty obligations for compliance including the issuance of all documents such as operations and maintenance manuals
- Generate and deliver tickler file including calendar of all warranty deadlines for each project
- Coordinate closing reviews of warranty items after a 30 day and 6 month period

SECTION 3 - REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

3.1 PART ONE: STATEMENT OF INTEREST

- 3.1.1 Provide a statement of interest for the construction program, including a narrative describing the prime firm's unique qualifications.
- 3.1.2 Provide a statement about the availability and commitment of the prime firm and its principal(s) and key professionals to undertake the project.
- 3.1.3 Provide a statement describing how the prime firm and associated team members can provide benefit during the various phases of a construction program

3.2 PART TWO: PRIME FIRM EXPERIENCE

- 3.2.1 Provide resumes giving the experience and expertise of the principals and key professional members for the prime firm that will be involved in the project, including their experience with similar projects and the number of years with the prime firm.
- 3.2.2 Describe the proposed project assignments and lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project.
- 3.2.3 Provide number years the prime firm has provided construction program management services
- 3.2.4 Describe how the prime firm proposes to coordinate, schedule and manage owner requirements, design phase and construction of the proposed construction program
- 3.2.5 Provide address for location of prime firm and number of project team members located within the College district while services are provided
- 3.2.6 Describe the types of insurance coverage and limits which the prime firm currently has and additional limits the prime firm could provide if awarded the contract

3.3 PART THREE: PROJECT TEAM

- 3.3.1 Provide an organizational chart showing the roles of the prime firm and each sub-group or individuals indicating their respective roles with the number of campuses and projects as identified in Exhibit A attached.
- 3.3.2 For each team or individual that the prime firm proposes, if applicable:
 - Identify the team/individual and provide a brief history
 - Describe the team/individual's proposed role in the project
 - Describe the team/individual's related project experience
 - List projects that the prime firm and the team/individuals have worked on together

- Provide resumes giving the experience and expertise of principals and key professional team members who will be assigned to the project.

3.4 PART FOUR: REPRESENTATIVE PROJECTS

3.4.1 List a maximum of five (5) educational projects for which the prime firm provided or is providing construction program management services which are most related to this program. Provide the following information for each project listed:

- Project name and location
- Project Owner
- Project construction cost
- Project size in gross square feet
- Description of professional services prime firm provided for the project
- Whether the project was new construction, an addition, or a renovation
- Dates for planning, design, and construction of the project(s), including the date the construction was substantially complete or is scheduled to be substantially complete
- Description of prime firm's contracted responsibility for the project (prime professional, joint venture, or consultant)
- Lead Project Manager (individual responsible to the client for the day to day work and the overall success of the project)
- Description of how this project is similar and why the services provided are relevant to this project.
- Names of consultant firms and their areas of responsibility.

3.5 PART FIVE: REFERENCES

3.5.1 Provide reference contact information for any five (5) of the projects listed in response to 3.4.1. The references shall include:

- Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number.

3.6 PART SIX: ADDITIONAL INFORMATION

3.6.1 Provide any additional information that the prime firm believes may better describe its qualifications and/or be of benefit to the College and any additional information relevant to the services to be provided to the College as specified in Section 2.

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 4.1.1 Submittals should be printed on letter-size (8-1/2” x 11”) paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.**
- 4.1.2 Preprinted material should be referenced in the submittal and included as labeled attachments.
- 4.1.3 Separate each part of the Qualifications by use of a divider sheet with an integral tab for ready reference. Identify the tabs in accordance with the parts under **Section 3 - Requirements for Statement of Qualifications.**

4.2 TABLE OF CONTENTS:

- 4.4.1 Include a Table of Content for the Qualifications and give page numbers for each part of the Qualifications as well as any separate attachments. Supplementary information not required by **Section 3 – Requirements for Statement of Qualifications** should be clearly identified in the Table of Contents and provided as a separate part.

4.3 PAGINATION:

- 4.3.1 Qualifications shall be a maximum of 50 pages. The covers, table of contents, and divider sheets do not count as pages.

SECTION 5 – PRE-QUALIFICATION CONFERENCE

5.1 Pre-qualification conference:

- 5.1.1 Respondents are invited to attend a pre-qualification conference presented by the College for review of the proposed Construction Program including master plan, space needs, design standards, space standards, estimated budgets and preliminary schedules. This conference will also provide information related to the requirements of this RFQ and procedure for procurement of desired services. The College believes the information provided at this session will be essential for any firm desiring to respond to this RFQ. All Respondents are urged to attend.
- 5.1.2 The Pre-qualification conference is scheduled for **Thursday, January 16, 2014 at 2:00 p.m.** at the following location:
 - South Texas College Purchasing Department
 - 3200 W. Pecan Blvd., Ste. 142
 - McAllen, Texas 78501

ADDENDA CHECKLIST

Any addenda issued by STC to this RFQ will become part of the RFQ. Addenda will be numbered sequentially. Respondent must indicate on this sheet the receipt of any and all addenda.

Receipt is hereby acknowledged of the following addenda to this RFQ.

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

Company/Entity Name: _____

Authorized Signature

EXECUTION OF OFFER

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE STATEMENT OF QUALIFICATIONS MAY RESULT IN REJECTION THE QUALIFICATIONS.

In compliance with this solicitation, and subject to all the conditions herein, the undersigned offers and agrees to furnish the products and/or services described in its Statement of Qualifications. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contract, and the Respondent may be removed from STC vendor lists.

By signature hereon, the Respondent acknowledges and agrees that 1) this is a solicitation for qualifications and is not a contract or an offer to contract; 2) the submission of a statement of qualifications by Respondent in response to this solicitation will not create a contract between respondent STC and Respondent; and 3) STC has made no representation or warranty, written or oral, that one or more contracts with STC will be awarded under this solicitation.

By signature hereon, the Respondent hereby certifies that it is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code, if applicable.

By signature hereon, the Respondent hereby certifies that it is not debarred, suspended or otherwise declared ineligible for 1) participation in federal programs (pursuant to 24 CFR 84.13), or 2) doing business with the State of Texas.

By executing this offer, Respondent affirms that he/she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

By the signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the 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., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of this solicitation is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.

By signature hereon, Respondent affirms that he has not prepared, or assisted in the preparation of, the specifications or other requirements for this solicitation.

By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

By signature hereon, Respondent signifies his compliance with requirements of the Drug-Free Workplace Act of 1988.

By signature hereon, Respondent represents and warrants that it is a reputable company regularly engaged in providing the products and/or services necessary to meet the terms, conditions and requirements of this solicitation.

Proposal must include Taxpayer Identification Number, full firm name and address of Respondent. Failure to manually sign proposal will disqualify it. The person signing the proposal should show title or authority to bind his/her firm in contract.

Taxpayer Identification Number: _____

Respondent/Company: _____

Signature: _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

SOUTH TEXAS COLLEGE

TO BE SUBMITTED WITH BID/PROPOSAL/QUOTE

State of Texas legislative Bill No. 1 Section 4.034, Notification of Criminal History, Subsection (a) states
“ a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “ a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Please check off one box and sign the form in the appropriate space

I, the undersigned agent for the firm named below, certify; that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

SIGNATURE OF COMPANY OFFICIAL _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

SIGNATURE OF COMPANY OFFICIAL _____

C. My firm is owned and/or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s) _____

Details of Conviction(s) _____

SIGNATURE OF COMPANY OFFICIAL _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

Exhibit A

STC Bond 2013 - Proposed Construction Projects

Construction Project Description	Proposed Square Feet
<i>Pecan Campus</i>	
Construct new north academic building with classrooms, computer labs, and support space to accommodate student enrollment growth	61,267
Construct new south academic building with classrooms, computer labs, and support space to accommodate student enrollment growth	40,000
STEM (Science, Technology, Engineering, and Math) building with related classrooms and labs	48,879
Multi-purpose space for student support services and activities	33,042
Thermal Plant	1,440
Parking and Sitework	n/a
Subtotal	184,628
<i>Nursing & Allied Health Campus</i>	
Major campus expansion for new and expanded nursing and allied health training programs, hospital simulation center, and library	87,222
Parking and Sitework	n/a
Subtotal	87,222
<i>Technology Campus</i>	
Expansion for technical and workforce training programs in response to local employment opportunities	72,000
Parking and Sitework	n/a
Subtotal	72,000
<i>Mid Valley Campus</i>	
Health professions, STEM (Science, Technology, Engineering, and Math) and other academic programs, labs, and related classrooms	76,069
Expansion of facilities for: high-wage, high-demand workforce training	10,000
Expansion of library	10,369
Expansion of student advising and student services building	14,269
Thermal Plant	4,000
Parking and Sitework	n/a
Subtotal	114,707
<i>Starr County Campus</i>	
Construct Health Professions and Science Center with classrooms and labs to offer nursing and allied health programs and STEM (Science, Technology, Engineering, and Math) programs	48,690
Expand technical workforce training facilities for high-wage, high-demand jobs	9,302
Construct new library and renovate existing space for Cultural Arts Center	16,516
Expansion of student services, advising, admissions, and financial services building	5,000
Expansion of student activities building	4,923
Thermal Plant	4,000
Parking and Sitework	n/a
Subtotal	88,431
<i>Regional Center for Public Safety Excellence - Pharr</i>	
Establish new Regional Center for Public Safety Excellence to provide regional law enforcement, and public safety training	16,000
Parking and Sitework*	n/a
Subtotal	16,000
<i>STC La Joya Teaching Site (Jimmy Carter ECHS)</i>	
Develop STEM (Science, Technology, Engineering and Math) labs and entry level workforce training programs	11,000
Subtotal	11,000
TOTAL	573,988



South Texas College
PURCHASING DEPARTMENT
3200 W PECAN BLVD, BLDG N, STE 145
MCALLEN, TX 78501

**REQUEST FOR
QUALIFICATIONS
ADDENDUM NO. 1**

RFQ NUMBER: 13-14-1036
RFQ TITLE: CONSTRUCTION PROGRAM MANAGEMENT SERVICES

Addendum Issue Date: January 22, 2014

******SEE ATTACHED ******

RFQ # 13-14-1036 is amended as follows:

1. The street address indicated for South Texas College on page 2 and in section 1.4.1 on page 4 is modified to add the building name as follows:

South Texas College
Purchasing Department
3200 W. Pecan Blvd., Bldg. N, Suite 145
McAllen, TX 78501



South Texas College
PURCHASING DEPARTMENT
3200 W PECAN BLVD, BLDG N, STE 145
MCALLEN, TX 78501

**REQUEST FOR
QUALIFICATIONS
ADDENDUM NO. 2**

RFQ NUMBER: 13-14-1036
RFQ TITLE: CONSTRUCTION PROGRAM MANAGEMENT SERVICES

Addendum Issue Date: January 28, 2014

******SEE ATTACHED ******

RFQ # 13-14-1036 is amended as follows:

The following item is added under section 3.3.2:

- Provide a list of all principals and key team members who are registered architects or engineers.



South Texas College
PURCHASING DEPARTMENT
3200 W PECAN BLVD, BLDG N, STE 145
MCALLEN, TX 78501

**REQUEST FOR
QUALIFICATIONS
ADDENDUM NO. 3**

RFQ NUMBER: 13-14-1036
RFQ TITLE: CONSTRUCTION PROGRAM MANAGEMENT SERVICES

Addendum Issue Date: January 30, 2014

******SEE ATTACHED ******

RFQ # 13-14-1036 is amended as follows:

Several modifications have been made to SECTION 2 (“SERVICES TO BE PROVIDED BY THE CONSTRUCTION PROGRAM MANAGER”) of the RFQ. The revised SECTION 2 provided below replaces the entire original SECTION 2:

The College has outlined the following responsibilities and tasks which shall be included, but not limited to the Construction Program Manager’s scope of service:

2.1 General Program Management Requirements

- Conduct partnering and kickoff meetings with College staff, Architects, Engineers and Contractors per campus or project to establish communication protocol and coordination logistics;
- Update and track program plan for each campus to include design schedule, team members, meeting schedules, construction schedules, budgets, cost estimates, progress report formats and format for document management for all phases;
- Prepare and submit status reports on a monthly basis for presentation to the College’s Administration and Board of Trustees
- Conduct regular meetings with College staff for review of overall program status and address matters needing direction and/or resolution
- College’s index of terms for master filing of all projects including e-mailed files and AutoCADD 2014 version files
- Become familiar with and manage compliance with the following:
 - The College’s master plans per campus included in program
 - The College’s facilities space programs for each project in program
 - The College’s facilities design standards and guidelines
 - The College’s space standards and technical requirements
 - The College’s overall program budget and related detail
- Implement and manage an internet accessible electronic file management and reporting system used for archiving and reporting throughout the program management period
- Program management team will include, but not be limited to, the following members and responsibilities
 - Program management executive
 - Assistant program manager(s)
 - Administrative coordinator(s)/assistant(s)
 - Program documents manager
 - Cost estimator/budget manager
 - Plan reviewer(s)
 - Construction inspector(s)

2.2 Architects and Engineers Selection

- Coordinate development of RFQ, solicitation, evaluation, selection and project assignments for potential design team(s) who are qualified and capable of performing the scope of work and meet program schedules consistent with College’s plans and policies.

2.3 Implement Space Program Requirements

- Conduct meetings with College staff to update and confirm space programming needs including technical requirements such as telecommunication systems, special equipment and furniture needs and provide data to architects
- Communicate the College's space standards to design teams for use on design of each proposed facility

2.4 Schematic Design Phase

- Communicate all project planning information to all design teams
- Conduct weekly or bi-weekly design review meetings between College staff and design teams
- Conduct review of project schedules and conduct schedule optimization sessions(s)
- Conduct cost estimates and take action to keep cost within budget limitations
- Coordinate the review and evaluation of schematic design documents to maintain compliance with program planning documents
- Recommend approval of schematic design documents submitted by architects and engineers when complete
- Verify compliance with the College's design guidelines and space program needs per building

2.5 Design Development Phase

- Continue weekly or bi-weekly meetings with College staff and design teams to review and evaluate design documents for compliance with program requirements
- Develop and manage schedules per project for Design Development phase
- Coordinate plan reviews as needed to ensure compliance with all regulatory agencies and code requirements
- Conduct Schedule Optimization sessions for Design Development phase
- Prepare cost estimates as needed and take action to keep cost within construction budget limitations without compromising standards and quality of construction
- Conduct detailed cost estimates at end of Design Development phase and provide owner with a detailed report
- Coordinate, review and verify all design development documents submitted by design teams for compliance with the College's design guidelines and space programs per building project
- Coordinate, review and deliver geotechnical investigation reports to each design team per building project

2.6 Construction Document Phase

- Develop schedule for plan reviews at 25%, 50%, 75% and 95% of completeness
- Coordinate with College staff for review and discussion of Construction Documents at various levels of completeness to verify compliance with College's design guidelines and program needs per building project before proceeding with construction
- Coordinate, review, verify and recommend approval of all final construction documents submitted by each design team

2.7 Contractor Procurement Phase

- Review and recommend updates, if needed, for contractor selection criteria

- Coordinate development of RFP, solicitation, evaluation and selection of potential contractors who are qualified and capable of performing the scope of work, controlling cost and meeting schedules
- Coordinate development of contracts and conduct contract negotiations
- Prepare recommendations for approval of contractor contracts by the College Board of Trustees
- Coordinate with College staff for re-solicitation of construction services if necessary
- After selection and approval of contractor(s) by the College, coordinate the delivery of construction contract documents to contractor(s)
- Request and review documents from the contractor(s) such as insurance certificates, subcontractors list, bonds and insurances

2.8 Construction Phase

- Schedule and conduct bi-weekly construction update meetings with College staff, design team and contractor for each construction project
- Verify required documents from contractor such as, Building Permits, Safety Plans, and Environmental Compliance plan, and report to College staff and design team
- Review Contractor's cost control plan with College staff and design team to identify potential improvements
- Review and monitor all Evaluate and make recommendation on requests for proposed Change Orders and Construction Change Directives
- Review materials testing reports and services during all applicable phases for compliance with construction documents
- Conduct weekly site visits to review work in place and report in an agreed upon format to the College for compliance with construction documents, schedules and budgets
- Assist Owner in determining if Contractor is conforming to the Construction Contract and General Conditions set forth by the Owner Review and verify contractor's compliance with all plans, specifications and contract terms and report to College staff on status
- Review payment applications for accuracy and relation to completed work, then make recommendations on approval
- Perform substantial completion inspections and work with design team to prepare punch lists
- Review submittals from contractor requiring Owner approval Perform final inspections and determine completeness of punch list work
- Conduct monthly program management meetings with owner for updates on progress, budget status and construction matters
- Monitor and ensure overall contractor compliance with terms and conditions of construction contract documents

2.9 Final Phase

Commissioning

- Coordinate with contractor to perform HVAC Testing and Balancing as needed and submit reports to design team and College staff
- Review the results of the HVAC Testing and Balancing for compliance with construction contract documents requirements
- Coordinate and verify delivery of all certification documentation to proper agencies on behalf of the College
- Coordinate and schedule training for College staff to become familiar with all building systems

- Coordinate delivery of all completed as built drawings to the College
- Coordinate delivery of all certifications applicable to building systems to the College

Warranty/Occupancy

- Identification of Review all contractual and warranty obligations for compliance with construction documents including delivery of all documents such as operations and maintenance manuals
- Generate and deliver to the College a tickler file including calendar dates for all warranty deadlines per building project
- Coordinate and schedule closing reviews for warranty items after 30 day and 6 month periods