

South Texas College
Board of Trustees Work Session and Special Meeting
Tuesday, July 29, 2014 @ 3:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

AGENDA

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

- I. Call Meeting to Order**

- II. Determination of Quorum**

- III. Review and Discussion of Process for Selecting Architectural Firms for the 2013 Bond Construction Program.....1 - 26**
 - 1. Presentation by Broaddus & Associates**
 - 2. Review of the *Request for Qualifications (RFQ) for Architectural Services*;**
 - 3. Review of the *RFQ Evaluation for Architectural Services Form*; and**
 - 4. Review of the *Proposed Numbers of Architects per Project and Location***

- IV. Presentation and Review of Non-Faculty Personnel Compensation Study27 - 38**
 - 1. Presentation by Evergreen Solutions**
 - 2. Review of Recommendations for FY 2014-2015**
 - 3. Review of Recommendations for Further Study**

- V. Adjournment**

Review and Discussion of Process for Selecting Architectural Firms for the 2013 Bond Construction Program

Broaddus & Associates, the Construction Program Management (CPM) Services Firm contracted to provide management of the 2013 Bond Construction Program, will review the proposed Request for Qualifications (RFQ) for Architectural Services for the 2013 Bond Construction Program.

The RFQ, Section 3.3, requires the responding architectural firms to identify services consultant firms, including any engineers, that they propose subcontracting to complete the 2013 Bond Construction Program projects for which they may be contracted.

Broaddus & Associates has worked with South Texas College staff and the College's Legal Counsel to develop an RFQ that is consistent with the College's procedures and compliant with all procurement statutes.

At the July 10, 2014 Facilities Committee meeting, Trustees asked for the opportunity to review the RFQ, the evaluation criteria used to develop recommendations, and the process by which projects will be grouped and awarded to design firms.

The following documents are included within this packet:

- 1. Presentation by Broaddus & Associates;**
- 2. *Request for Qualifications (RFQ) for Architectural Services;***
- 3. *RFQ Evaluation for Architectural Services Form;* and**
- 4. *Proposed Numbers of Architects per Project and Location***

Broaddus & Associates will provide a presentation on the following topics:

1. Architectural/Engineering Firm Selection Process

Broaddus & Associates and STC Staff will collaboratively evaluate the responses by architectural and engineering firms to generate a list of qualified firms for each project.

This list will be provided to the Facilities Committee for review and discussion, and guidance on next steps, such as the option to invite the best qualified firms to interview with the Board.

During this review process, the CPM and STC Staff will create evaluation documents to clearly and concisely support any recommendations made to the Facilities Committee and the Board.

The Board of Trustees will select the firms for each project or group of projects, and Broaddus & Associates will notify the selected firms in writing and commence contract negotiations. Broaddus & Associates will also contact firms that were considered but not selected.

2. RFQ and Evaluation Criteria

The responses to the Request for Qualifications will be evaluated by Broaddus & Associates and STC Staff, according to criteria as approved by the Board. The evaluation form included in this packet will be used to score and rank the responses, and this form will be provided to the Facilities Committee and the Board of Trustees with recommendations.

Broaddus & Associates and STC Staff will consider responses to each element outlined in section three of the RFQ, according to the scoring weights provided therein.

3. Project Assignments for Architectural/Engineering Firms

Broaddus & Associates and STC Staff will use a summary matrix to develop recommendations on grouping of projects to be assigned to a single architectural firm. The proposed project designations would call for 8 separate project designations. Broaddus & Associates anticipates recommending three equally qualified firms for Board consideration for each project designation.

This item is an update for the Board, and provides the Board with an opportunity to give feedback to staff, legal counsel, and the CPM Services firm. No formal action is requested.

The Board will be asked to formally approve the RFQ for Architectural Services for the 2013 Bond Construction Program at the Regular Board Meeting following this work session.



2013 BOND CONSTRUCTION PROGRAM

BOARD OF TRUSTEES
WORK SESSION
JULY 29, 2014

**BROADDUS
& ASSOCIATES**



PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE



AGENDA

1. Architects Selection Process
2. Architects Request for Qualifications (RFQ) Criteria
3. Project Assignments
4. Schedule for Selection of Architects






PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE




1. Architects Selection Process

Evaluation Team

- A team made of Broaddus and Associates and STC Staff will be formed to evaluate qualifications and develop a list of qualified firms recommended for each project.



PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE



1. Architects Selection Process

Evaluation Team Tasks

- Review RFQ submittals for technical merit and completeness
- Create a matrix showing the projects which each firm is most interested in
- Create a matrix showing projects each firm is best qualified to design based on the evaluation criteria
- STC staff will check references
- Create a list of three recommended firms for each project group for consideration by the Board

 PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE 

1. Architects Selection Process

Special Board Workshop

- Special Board Workshop to discuss and identify recommend Architect firms for each project or group of projects
- Broaddus & Associates will facilitate meeting and answer questions related to RFQ.

 PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE 

1. Architect Selection Process

Special Board Workshop

- STC Board will determine if interviews with Architect firms will be required
- Board shall approve final list of firms and authorize Broaddus & Associates to notify selected firms in writing as well as firms that were not selected and commence contract negotiations



PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE



2. Request for Qualifications (RFQ) Criteria

Part One - Statement of Interest

- Statement of Interest for STC's Bond Construction Program
- List of projects firm is most qualified for in order of preference
- History of firm and credentials
- Firm's unique qualifications and specialized design experience
- Availability and Commitment

Part Two- Prime Firm

- Resumes of principals and key professionals
- Lines of Authority and percentage of time commitment on STC projects
- Proximity to STC projects and ability to respond
- Experience with use of Building Information Modeling software for design and construction
- Current Litigation if any




PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE




Part Three- Project team

- Organizational chart with roles of prime firm and consultants
- For each basic services consultant
 - Brief History
 - Proposed Role
 - List of project during last five years
 - Statement of availability
 - Resumes of principals and key professionals
- Organizational chart with roles of prime firm and specialized consultants
- For each specialized consultant
 - Brief History
 - Proposed Role
 - List of project during last five years
 - List of projects prime firm and specialized consultants have done together
 - Statement of availability
 - Resumes of principals and key professionals
- Team's Experience with use of Building Information Modeling software



PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE



Part Four- Representative Projects


- Detailed information on maximum of Five previous projects

Part Five- References


- Information on three client references other than STC

Part Six- Project Execution


- Statement assuring that firm is willing and able to expedite design services and construction administration for the STC 2013 Bond Program



PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE



3. Project Assignments

 Exhibit "A" Proposed Projects Designations and Locations			
Project Designation	Construction Project Description	Square Feet	Bldg Cost
<i>Pecan Campus</i>			
A	Pecan Campus North Academic Building	61,267	\$10,500,000
	Pecan Campus STEM Building	48,879	\$8,500,000
B	Pecan Campus Student Activities Building and Cafeteria	33,042	\$5,700,000
	Pecan Campus South Academic Building	40,000	\$6,800,000
	Subtotal	183,188	\$31,500,000
<i>Nursing & Allied Health Campus</i>			
C	Nursing and Allied Health Campus Expansion	87,222	\$16,600,000
	Subtotal	87,222	\$16,600,000
<i>Technology Campus</i>			
D	Technology Campus Southwest Building Renovation	72,000	\$12,000,000
	Subtotal	72,000	\$12,000,000
<i>Mid Valley Campus</i>			
E	Mid Valley Campus Health Professions and Science Building	76,069	\$13,500,000
	Mid Valley Campus Workforce Training Center Expansion	10,000	\$1,750,000
	Mid Valley Campus Library Expansion	10,369	\$1,750,000
	Mid Valley Campus Student Services Building Expansion	14,269	\$2,500,000
	Subtotal	110,707	\$19,500,000



PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE



3. Project Assignments

Exhibit "A" Proposed Projects Designations and Locations			
Project Designation	Construction Project Description	Square Feet	Bldg Cost
<i>Starr County Campus</i>			
F	Starr County Campus Health Professions and Science Building	48,690	\$8,500,000
	Starr County Campus Workforce Training Center Expansion	9,302	\$1,600,000
	Starr County Campus Library	16,516	\$2,800,000
	Starr County Campus Student Services Building Expansion	5,000	\$850,000
	Starr County Campus Student Activities Building Expansion	4,923	\$850,000
	Subtotal	84,431	\$14,600,000
<i>Regional Center for Public Safety Excellence - Pharr</i>			
G	Regional Center for Public Safety Excellence	16,000	\$3,000,000
	Subtotal	16,000	\$3,000,000
<i>STC La Joya Teaching Site (Jimmy Carter ECHS)</i>			
H	La Joya Jimmy Carter Teaching Site Training Labs Improvements	11,000	\$1,900,000
	Subtotal	11,000	\$1,900,000
	TOTAL	564,548	\$ 99,100,000



PRE PROJECT PLANNING
ARCHITECTURAL SERVICES
SELECTION PROCESS,
RFQ & SCHEDULE



4. Schedule for Selection of Architects

- **ADVERTISE RFQ** AUGUST 5, 2014
- AUGUST 12, 2014
- **PRE PROPOSAL CONFERENCE** AUGUST 14, 2014
- **RECEIPT OF QUALIFICATIONS** AUGUST 22, 2014
- **CONVENE EVALUATION COMMITTEE** AUGUST 26, 2014
- **CONVENE STC BOARD WORKSHOP** SEPTEMBER 11, 2014
- **INTERVIEWS (if necessary)** SEPTEMBER 16, 2014



QUESTIONS?



**STATEMENT OF QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES**

2013 Bond Construction Program

**RFQ No. 14-15-1013
Request for Statement of Qualifications
For Architectural Services**

**South Texas College
Statement of Qualifications for
Architectural Services**

SECTION 1 – PROGRAM SUMMARY

- 1.1 **PROJECT DESCRIPTION AND SCOPE:** It is the intent of South Texas College to select multiple Architectural firms to provide Professional Services for design and construction administration for various projects included in the 2013 Bond Construction Program. Because of the number and specialized use of the buildings included in this construction program, firms with design experience directly related to each specialized use are encouraged to present such information as part of their statement of qualifications. STC’s buildings requiring specialized design include Science Technology Engineering and Math, Nursing and Allied Health, Law Enforcement, Library, Industrial Technology, Cafeteria and General Classrooms equipped with the latest instructional technology. Exhibit “A” attached describes the construction projects with associated square footage and cost included in this Bond Construction Program.
- 1.2 **PROJECT BUDGET:** In November 2013, voters approved funds in the amount of \$159,028,940 for South Texas College’s 2013 Bond Construction Program. Individual project funds have been allocated to each of the construction projects included in the program. It is the Architect’s responsibility to make sure that the project design and scope will be achieved within the allocated Construction Cost Limitation for each project assigned.
- 1.3 **PROJECT PLANNING SCHEDULE:** Key project planning schedules milestones will be established by South Texas College and the Bond Construction Program Management Consultant. Anticipated Phase I program milestones are listed below:
- | | |
|---------------------------------------------------------|----------------|
| • Evaluation of qualifications | August 2014 |
| • STC Board approval of firms | September 2014 |
| • Contract negotiations and notice to proceed | October 2014 |
| • 60% construction documents (varies with project size) | May 2015 |
| • Construction proposals and negotiations | June 2015 |
| • Substantial Completion for construction | June 2016 |
- 1.4 **FACILITIES PROGRAM:** South Texas College, through its Bond Construction Program Management Consultant, will provide an outline Facilities Space Program for each building project. Each current Facility Space Program is included in Exhibit B attached and a final version will be transmitted to the successful Respondent(s) before start of Schematic Design for each project.
- 1.5 **BUILDING INFORMATION MODELING:** STC intends to implement the use of Building Information Modeling (BIM) in the bond program. STC’s program management consultant shall facilitate this process and shall coordinate with the STC’s assigned project stakeholders inclusive of the Architects, Engineers, Contractors, and

Commissioning Agents. STC has a successful facilities management system and process that it will expand with this bond program. Thus, alternate strategies are being developed with the STC's intent being the ability to transition to operations in a more streamlined manner in terms of facilities management information handover. The use of 3D models may be a consideration for operational use. However, the use of relevant information (structured data) associated with spaces, equipment, and documents are considered essential for the transition to operations. STC intends to cooperatively and collaboratively develop the balance of a BIM Execution Plan and associated Program of Requirements (BIM POR). The intent of STC and the program management consultant in this effort is to preclude the restructuring and reformatting of data and associated documents for operational turnover.

SECTION 2 – GENERAL REQUIREMENTS

2.1 **GENERAL:** South Texas College (“STC”) is soliciting statements of qualifications (“Qualifications”) from architectural firms (“Respondents”) for selection of architect(s) for Professional Services in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications. This Request for Qualifications (“RFQ”) provides Respondents with the information necessary to prepare and submit Qualifications for consideration by STC.

2.2 **INQUIRIES AND INTERPRETATIONS:** Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by STC as an addendum and sent to all parties recorded by the STC as having received a copy of the RFQ. All such addenda issued by STC prior to the time that proposals 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.

Only those inquiries STC replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

2.3 **QUALIFICATIONS SUBMITTAL DEADLINE:** STC will accept Qualifications until **2:00 p.m. (local time), Friday August 22, 2014.** Qualifications shall be submitted to the following address:

South Texas College
Purchasing Department
3200 W Pecan Blvd Bldg N-145
McAllen, Texas 78501

2.4 **SUBMISSION OF QUALIFICATIONS:**

2.4.1 Submit ten (10) identical copies of the Qualifications, including any supplemental printed material referenced within the Qualifications. An original signature must appear on the “Statement of Interest” and “Execution of Offer” documents of all submitted copies. The Qualifications must be received on or before the time and date specified above.

- 2.4.2 Late Qualifications properly identified will be returned to the Respondent unopened.
- 2.4.3 STC will not accept Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 2.4.4 Submittals properly received will become property of STC and WILL NOT be returned to Respondents.
- 2.5 **POINT-OF-CONTACT:** STC requires that Respondents restrict all contact and questions regarding this RFQ to the individuals named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

Gerry Rodriguez, AIA
Director of Facilities Planning and Construction
South Texas College
3200 W Pecan Blvd Bldg N-179
McAllen, Texas 78501
Phone: (956) 872-3737
Fax: (956) 872-3747
e-mail: gerry@southtexascollege.edu

or

Diana Bravo Gonzalez, AIA
Senior Project Manager
Broaddus & Associates
1100 E Jasmine Ave Ste 102
McAllen, Texas 78501
Phone: (956) 688-2307
Fax: (956) 688-2315
e-mail: dgonzalez@broaddusassociates.com

- 2.6 **QUALIFICATION BASED SELECTION PROCESS:** This solicitation is a request for professional services in accordance with Chapter 2254 of the Texas Government Code, Title 10, Subchapter A. Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence and qualifications as determined by STC based upon the Qualifications submitted in response to this RFQ.
- 2.7 **EVALUATION OF QUALIFICATIONS:** STC representatives will evaluate and score Qualifications submitted. The evaluation of Qualifications is based on requirements described in SECTION 3 which also indicates the highest possible score for each requirement. STC may, at its option, invite one or more of the most highly qualified Respondents to attend a formal interview in McAllen, Texas, before final selection. The interview(s) will allow the invited Respondents to further discuss and clarify their qualifications with STC, and to respond to questions from STC representatives.

- 2.8 **CONTRACT AWARD PROCESS:** STC reserves the right to award a contract(s) for all or any portion of the requirements proposed by reason of this request, award multiple contracts, or to reject any and all Statement of Qualifications if deemed to be in the best interests of STC and to re-solicit for Statement of Qualifications, and to temporarily or permanently abandon the procurement. If STC awards a contract(s), it will award the contract(s) to the respondents whose Statement of Qualifications is the most advantageous to STC and is determined to be best qualified respondent(s).
- 2.9 **PRE-QUALIFICATIONS CONFERENCE:** A pre-qualifications conference will be held on **Thursday, August 14, 2014 at 2:00 p.m.** local time at following location:

South Texas College
Pecan Campus
3201 W. Pecan Blvd
Cooper Center for Performing Arts-South Conference Room
McAllen, Texas

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

3.1 PART ONE: STATEMENT OF INTEREST (up to 100 points)

- 3.1.1 Provide a statement of interest for the project(s) as it relates to STC’s Bond Construction Program.
- 3.1.2 From the construction projects listed in Exhibit “A”, provide a list in order of preference for all projects your firm is most interested in and most qualified to perform architectural design services.
- 3.1.3 Provide a history including credentials about the prime firm.
- 3.1.4 Provide a narrative describing the design team’s unique qualifications and specialized design experience as it relates to the types of buildings listed in Exhibit “A”.
- 3.1.5 Provide a statement about the availability and commitment of the prime firm, its principals, its consultants and key professionals to undertake proposed projects.

3.2 PART TWO: PRIME FIRM (up to 100 points)

- 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(s), 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(s). Indicate the estimated percent of their time these individuals will commit to the project(s) in order to meet the scheduled milestones.
- 3.2.3 Describe the *prime firm*’s proximity to South Texas College and its ability to respond to planned and/or unexpected meetings with STC representatives during the planning, design and construction phases of the project(s).
- 3.2.4 If applicable, describe the *prime firm*’s experience with the use of Building Information Modeling (BIM) in the planning (programming), design, construction, and commissioning process. Describe past experience with the collection of structured data and documents for use in operational turnover to STC.
- 3.2.5 If applicable, describe any litigation the *prime firm* is currently involved in which could affect the firm’s ability to provide professional services as required for STC’s construction program.

3.3 PART THREE: PROJECT TEAM (up to 100 points)

- 3.3.1 Provide an organizational chart showing the roles of *the prime firm and each basic services consultant* firm(s) or individual(s) to be included.

For each **basic services consultant** firm or individual that the prime firm proposes:

- Identify the basic services consultant and provide a brief history about the consultant
- Describe the basic services consultant's proposed role in the project
- List a project(s) that the prime firm and the basic services consultant have worked together on during the last five (5) years
- Provide a statement of the basic services consultant's availability for the project(s)
- Provide resumes giving the experience and expertise of principals and key professional members for the basic services consultant who will be assigned to the project(s).

3.3.2 Provide an organizational chart showing the roles of the **prime firm and each specialized consultant** firm(s) or individual(s) to be included if any.

For each **specialized consultant firm** or individual that the prime firm proposes:

- Identify the consultant and provide a brief history about the consultant and their area of design expertise
- Describe the consultant's proposed role in the project
- List three (3) projects the consultant has worked on during the last five (5) years which best describe the firm's design expertise
- List a project(s) that the prime firm and the specialized consultant have worked together on during the last five (5) years
- Provide a statement of the consultant's availability for the project(s)
- Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s).

3.3.3 Describe the project team's experience with the use of Building Information Modeling (BIM) in the planning (programming), design, construction, and commissioning process. Describe past experience with the collection of structured data and documents for use in operational turnover to STC.

3.4 PART FOUR: REPRESENTATIVE PROJECTS (up to 100 points)

3.4.1 List a maximum of five (5) projects the prime firm provided or is providing professional services which involve new construction or major expansion work in an educational setting. Provide the following information for each project listed:

- Project name and location
- Project Owner and contact information
- Project construction cost
- Project size in gross square feet
- Date project was started and completed
- Description of professional services prime firm provided for the project
- Project manager (individual responsible for coordinating the day to day work)
- Project architect (individual responsible for the overall success of the project)
- Project designer (individual responsible for design concepts)
- Names of consultant firms and their areas of expertise
- Description of what BIM processes and deliverables were provided

3.5 PART FIVE: REFERENCES (up to 100 points)

3.5.1 Provide references for five (5) projects, other than STC, listed in response to Part Four, 3.4.1. The references shall include the following current information:

- 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: PROJECT EXECUTION (up to 100 points)

3.6.1 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the STC's 2013 Bond Construction Program. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.

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. STC prefers that metal-ring hard cover binders NOT be used.
- 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:

- 4.2.1 Include a Table of Contents 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 seventy (70) pages single sided or thirty-five (35) double sided. The covers, table of contents, and divider sheets do not count as pages.

SECTION 5 – INSURANCE REQUIREMENTS

- 5.1 Any firm awarded a contract as a result of this solicitation will be required to carry insurance in the types and limits listed below.

Workers’ Compensation	Statutory Limit	
Employers’ Liability	\$100,000	Each Accident
	\$100,000	Disease - Each Employee
	\$500,000	Disease - Policy Limit
Commercial General Liability	\$2 million	General Aggregate
	\$1 million	Each Occurrence
	\$1 million	Products and Completed Operations
	\$1 million	Personal and Advertising Injury
	\$100,000	Fire Damage
	\$5,000	Medical Payments

Automobile Liability	\$1 million	Each occurrence
Professional Liability	\$1 million	General Aggregate
	\$1 million	Each Occurrence

These insurance limits may be increased at the negotiation phase if STC deems necessary.

All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

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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 STATEMENT OF QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER MAY RESULT IN REJECTION OF THE STATEMENT OF 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 has the necessary experience, knowledge, abilities, skills, and resources to provide the products and/or perform the services requested herein.

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 any time 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.: _____

DRAFT

NOTIFICATION OF CRIMINAL HISTORY

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): _____

My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
SIGNATURE OF COMPANY OFFICIAL _____

My firm is not owned nor operated by anyone who has been convicted of a felony.
SIGNATURE OF COMPANY OFFICIAL _____

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
For vendor or other person doing business with local governmental entity

FORM CIQ

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

South Texas College
Architectural Services
RFQ Evaluations
Project No. _____

Evaluator:

CRITERIA		Criteria Weight		
3.1 Statement of Interest		100		
3.1.1	Statement of interest on projects			
3.1.2	Top three projects preferred			
3.1.3	Firm History and Important Statistics			
3.1.4	Narrative describing firm's qualification and specialized design experience			
3.1.5	Availability and commitment of firm, consultants and key professionals			
3.2 Prime Firm		100		
3.2.1	Experience and expertise of key members, Including experience with similar projects			
3.2.2	Proposed project assignments, lines of authority, estimated time assignment of personnel			
3.2.3	Firm's proximity to college and ability to respond to meetings			
3.2.4	Firm's experience with Building Information Modeling			
3.2.5	Litigation prime firm is involved in			
3.3 Project Team		100		
3.3.1	Organizational chart showing, the roles of the prime firm and basic services consultants			
	Name Consultant and provide brief history			
	Consultant's proposed role in project			
	Projects Consultant and prime have worked together on in last 5 year			
	Statement of Consultant's availability for this project			
	Resumes showing experience and expertise of key individuals			
3.3.2	Organizational chart showing roles of prime firm and specialized consultants			
	Name Consultant and provide brief history			
	Consultant's proposed role in project			
	Three projects consultant has worked on during last 5 years			
	Statement of Consultant's availability for the projects			
	Resumes of principals and key members of consultant assigned to projects			
3.3.3	Project team's experience with use of Building Information Modeling			
3.4 Representative Projects		100		
3.4.1	Specific data on 5 representative projects showing similarities			
	Project name and location			
	Project Owner and contact information			
	Project construction cost			
	Project size in gross square feet			
	Date project was started and completed			
	Professional services prime firm provided for the project			
	Project manager			
	Project architect			
	Project designer			
	Names of consultant firms and their expertise.			
	Description of how project is similar to proposed project			
3.5 Five References		100		
3.5.1	Name Owner and Owner's Representative and phone numbers.			
3.6 Project Execution		100		
3.6.1	Expedite design and construction administration. Production capability to meet schedule demands			
TOTAL:		600		



Exhibit "A" Proposed Projects Designations and Locations

Project Designation	Construction Project Description	Square Feet	Bldg Cost
	<i>Pecan Campus</i>		
A	Pecan Campus North Academic Building	61,267	\$10,500,000
	Pecan Campus STEM Building	48,879	\$8,500,000
B	Pecan Campus Student Activities Building and Cafeteria	33,042	\$5,700,000
	Pecan Campus South Academic Building	40,000	\$6,800,000
	Subtotal	183,188	\$31,500,000
	<i>Nursing & Allied Health Campus</i>		
C	Nursing and Allied Health Campus Expansion	87,222	\$16,600,000
	Subtotal	87,222	\$16,600,000
	<i>Technology Campus</i>		
D	Technology Campus Southwest Building Renovation	72,000	\$12,000,000
	Subtotal	72,000	\$12,000,000
	<i>Mid Valley Campus</i>		
E	Mid Valley Campus Health Professions and Science Building	76,069	\$13,500,000
	Mid Valley Campus Workforce Training Center Expansion	10,000	\$1,750,000
	Mid Valley Campus Library Expansion	10,369	\$1,750,000
	Mid Valley Campus Student Services Building Expansion	14,269	\$2,500,000
	Subtotal	110,707	\$19,500,000
	<i>Starr County Campus</i>		
F	Starr County Campus Health Professions and Science Building	48,690	\$8,500,000
	Starr County Campus Workforce Training Center Expansion	9,302	\$1,600,000
	Starr County Campus Library	16,516	\$2,800,000
	Starr County Campus Student Services Building Expansion	5,000	\$850,000
	Starr County Campus Student Activities Building Expansion	4,923	\$850,000
	Subtotal	84,431	\$14,600,000
	<i>Regional Center for Public Safety Excellence - Pharr</i>		
G	Regional Center for Public Safety Excellence	16,000	\$3,000,000
	Subtotal	16,000	\$3,000,000
	<i>STC La Joya Teaching Site (Jimmy Carter ECHS)</i>		
H	La Joya Jimmy Carter Teaching Site Training Labs Improvements	11,000	\$1,900,000
	Subtotal	11,000	\$1,900,000
	TOTAL	564,548	\$ 99,100,000

Note: Exhibit "A" shall be submitted as part of RFQ response.

Presentation and Review of Non-Faculty Personnel Compensation Study

At the July 10, 2014 Finance and Human Resources Committee meeting, the Committee was asked to recommend Board approval to implement the recommendations proposed by Evergreen Solutions, LLC as part of the Non-Faculty Personnel Compensation Study.

November 2013 – Evergreen Solutions, LLC

The Board awarded a contract to Evergreen Solutions, LLC in November 2013, hiring them to conduct a compensation study for non-faculty personnel at the College. This was needed to review and adjust the College's Staffing Plan and Pay Plan to help the College attract and retain high quality personnel.

December 2013 – March 2014 – Data Gathering

The study was conducted from December 2013 through March 2014, including a review of current pay structures, job classifications, pay grades, position titles, job descriptions, and exempt/non-exempt status. All non-faculty, full time staff were asked to participate in online surveys and to meet with the consultants.

April 2014 – Market Analysis

In April 2014, Evergreen Solutions reviewed the data gathered at South Texas College and compared it with the following target market peers. Data collected outside of the College's direct region was adjusted for cost of living using national cost of living index factors. This calculation allows salary dollars from entities across the state to be compared in spending power relevant to the College

- | | |
|-------------------------------------------------|----------------------------------------------|
| 1. Alamo College, TX | 8. McAllen Independent School District, TX |
| 2. Austin Community College, TX | 9. San Jacinto College, TX |
| 3. City of McAllen, TX | 10. Tarleton State University, TX |
| 4. Collin College, TX | 11. Tarrant Community College, TX |
| 5. Dallas County Community College District, TX | 12. Texas A & M International University, TX |
| 6. Edinburg Consolidated I.S.D., TX | 13. Texas A & M University-Kingsville, TX |
| 7. Laredo Community College, TX | 14. University of Texas Medical Branch, TX |
| | 15. University of Texas-Pan American, TX |

May 2014 – June 2014 Initial Proposals

In May 2014 Evergreen Solutions proposed several options to implement recommended adjustments to the College's Staffing Plan and Pay Plan. Staff requested cost estimates to implement the recommendations.

In May 2014 and June 2014 staff delivered the recommended proposals to the Finance and Human Resources Committee as informational items and to solicit feedback. This helped keep the recommendations aligned with vision of that Committee.

1. Presentation by Evergreen Solutions, LLC

Jeff Ling, Ph.D., Executive Vice President and John Carpenter, Ph.D., Senior Analyst, from Evergreen Solutions, LLC will attend the meeting to provide detail on the compensation study, and to respond to questions about the recommendations proposed by Evergreen Solutions.

2. Review of Recommendations for FY 2014-2015

Dr. Ling and Dr. Carpenter will review the recommendations for implementation in FY 2014-2015:

- Adjust the pay plan to bring employees to a maximum range based on-years of service in their current position.
- Adjustment to bring approximately 72 employees to a market grade minimum.
- Adjustment to approximately 152 employees to updated grade placement.
- Adjustment to approximately 192 employees eligible for educational supplement.
- Adjustment to approximately 74 employees' position titles to better reflect actual job duties.

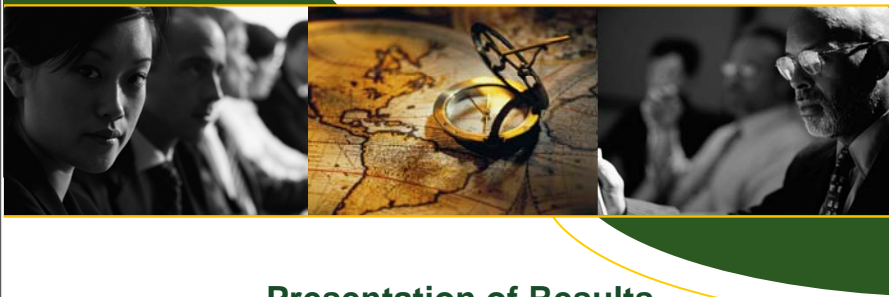
3. Review of Recommendations for Further Study

Mary Elizondo, Vice President of Finance and Administrative Services, will review the recommendations for further study, including a comprehensive review of Exempt/Non-Exempt status of positions as well as the evaluation of personnel licenses and certifications and appropriate compensation.


This item is an update for the Board, and provides the Board with an opportunity to give feedback to staff, legal counsel, and Evergreen Solutions. No formal action is requested.

The Board will be asked to formally approve Non-Faculty Personnel Compensation Study recommendations at the Regular Board Meeting following this work session.

**Compensation Study
for South Texas College**




Presentation of Results



July 29th, 2014

Agenda

- Overview
- Study Process
- Outreach Summary
- MIT Summary
- Salary Survey
- JAT Response Summary
- Pay Plan Structure
- Educational Incentives
- Implementation
- Costs of Implementation
- Objectives Achieved
- Next Steps
- Final Remarks



1

Overview

- Evergreen Solutions worked with South Texas College employees and administrators in conducting a compensation study for the College's non-faculty staff.
- The main objective of the study was to make recommendations that would optimize recruitment and retention of employees by ensuring fair and competitive compensation.



2

Study Process

- Conducted outreach, which included orientation sessions, focus groups, and administrator interviews.
- Reviewed information submitted by employees and supervisors regarding current work performed; developed classification recommendations based on this review and best practices.
- Assessed pay competitiveness compared to market peers.
- Developed new (recommended) compensation and classification structure.
- Created a draft report.



3

Outreach Summary

- Employees commonly regarded STC as a good, stable place to work.
 - Employees saw the benefits as generally excellent, especially in comparison with the private sector.
- Some employees expressed a desire to receive increases to their pay based on longevity and relative to their market peers.
 - Our analysis shows that the overall average tenure of STC non-faculty employees is 9.7 years, which is above the national average.
- Many employees would like to see job classifications and descriptions updated to more accurately depict the work that they are actually doing.
- Many employees requested incentivizing education.



4

MIT Summary

- STC supervisors were very responsive to our request for input about how classifications, pay grades, and other issues can be improved for the positions that they supervise, via Management Issues Tools (MITs).
- Evergreen received over 200 unique recommendations from the MITs.
- The most common comments took the form of:
 - A title change is appropriate to accurately align the title with the job responsibilities.
 - A position is hard to recruit/retain, possibly indicating a lack of competitive compensation.
 - The pay grade for a position needs to be reexamined due to extensive responsibilities.



5

Salary Survey

- As is the common approach in compensation studies, a representative sample of benchmark positions (50) were submitted to the market for comparison.
- Data was received from 15 respondents, shown on the left.
- Data was adjusted for geographical cost of living differences.

Respondents
Alamo College, TX
Austin Community College, TX
City of McAllen, TX
Collin College, TX
Dallas County Community College District, TX
Edinburg Consolidated I.S.D., TX
Laredo Community College, TX
McAllen Independent School District, TX
San Jacinto College, TX
Tarleton State University, TX
Tarrant Community College, TX
Texas A & M International University, TX
Texas A & M University-Kingsville, TX
University of Texas Medical Branch, TX
University of Texas-Pan American, TX



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Salary Survey (cont.)

- While STC was ahead of market for some positions (e.g., Police Officer), there was a general trend of being behind market at the minimum of the pay ranges.
- We recommended that the minimum of the entire plan be raised by the market differential of 7.3%.
 - So, the minimum of the recommended plan is $107.3\% \times \$17,000 = \$18,241$.

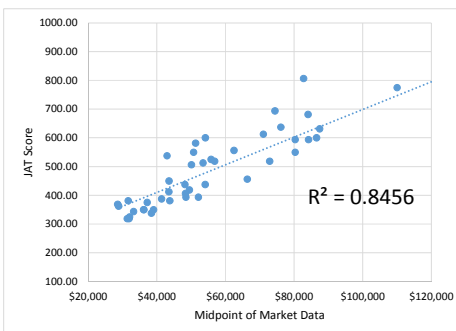


7

JAT Response Summary

- STC had consistent Job Assessment Tool participation: 81% of employees completed the survey, and of those, 79% were reviewed by supervisors.
- JATs were not only examined for specific duties, but were also analyzed based on factors such as Leadership and Working conditions.

- A graphical representation of the scores shows that the JAT results are highly reliable in comparison with the market data.
- All employees' JAT scores were considered for grading recommendation purposes.



8

Pay Plan Structure

- Overall, STC's current compensation plan has a solid structure on which to grow. The key points of the current pay plan are:
 - The classified pay plan is a step plan with grades and levels.
 - The Professional/Technical Exempt & Non-Exempt, Administrative, and Executive pay plans are open range plans.
 - The pay ranges for these pay grades are non-uniform, ranging from 74 to 102% for the Classified grades, and 24 to 66% for the other grades.



9

Pay Plan Structure (cont.)

- Rather than a radical pay plan change, we recommend that the current pay plan be modified in the following ways:
 - Make all grades open range.
 - As was mentioned before, make the absolute minimum \$18,241.
 - Make the range spreads uniform:
 - 75% for non-Executives.
 - 50% for Executives.
 - Make the range minimums for Executives more market-competitive.
 - Previously: \$60,600, \$88,780, \$98,000.
 - Recommended: \$85,000, \$92,500, \$100,000.



Pay Plan Structure (cont.)

Grade	Minimum	Maximum	Spread
Classified - A	\$18,241	\$31,922	75%
Classified - B	\$19,496	\$34,118	75%
Classified - C	\$21,513	\$37,648	75%
Classified - D	\$21,803	\$38,155	75%
Classified - E	\$23,227	\$40,647	75%
Classified - F	\$25,480	\$44,590	75%
Classified - G	\$26,227	\$45,897	75%
Prof/Tech Non-Exempt - A	\$27,000	\$47,250	75%
Prof/Tech Non-Exempt - B	\$29,000	\$50,750	75%
Prof/Tech Non-Exempt - C	\$35,000	\$61,250	75%
Prof/Tech Non-Exempt - D	\$38,000	\$66,500	75%
Prof/Tech Non-Exempt - E	\$45,000	\$78,750	75%
Prof/Tech Non-Exempt - F	\$55,000	\$96,250	75%

Grade	Minimum	Maximum	Spread
Prof/Tech Exempt - A	\$28,000	\$49,000	75%
Prof/Tech Exempt - B	\$30,000	\$52,500	75%
Prof/Tech Exempt - C	\$36,000	\$63,000	75%
Prof/Tech Exempt - D	\$39,000	\$68,250	75%
Prof/Tech Exempt - E	\$45,000	\$78,750	75%
Prof/Tech Exempt - F	\$55,000	\$96,250	75%
Prof/Tech Exempt - G	\$60,000	\$105,000	75%
Administrative - A	\$50,000	\$87,500	75%
Administrative - B	\$55,000	\$96,250	75%
Administrative - C	\$63,000	\$110,250	75%
Administrative - D	\$73,000	\$127,750	75%
Administrative - E	\$80,000	\$140,000	75%
Executive - A	\$85,000	\$127,500	50%
Executive - B	\$92,500	\$138,750	50%
Executive - C	\$100,000	\$150,000	50%



Educational Incentives

- Based on employee, administrator, and executive feedback, it was clear that compensation for educational attainment was highly desired at STC.
- We recommend that employees receive yearly supplements for having education beyond what is minimally required for their positions.
 - E.g., if an employee has a Master's Degree in a position that requires a Bachelor's, he or she would get \$1,000/year.

Education	Difference Between Supplement for Required and Acheived to be Added onto Base Salary Yearly
Certificate	\$250.00
Associate	\$750.00
Bachelor	\$1,750.00
Master	\$2,750.00
Doctorate	\$4,750.00



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Implementation

To achieve competitive and equitable salaries for all STC non-faculty employees, Evergreen recommends:

1. An annual increase in 2014 for all employees of 3%.
2. Based on a synthesis of market data, employee JAT information and supervisor reviews, MIT recommendations, one-on-one administrator interviews, on-site focus group comments, and classification best practices:
 - Assigning positions to appropriate pay grades.
 - Placing employees in appropriate positions, and at points within the grades that reflect longevity within those positions. (30-year parity.)
3. Educational supplements for employees with higher than the minimum education for their recommended positions.



13

Costs of Implementation

Assuming a full-implementation of these recommendations on 9/1/14, the total cost in addition to the current budget is estimated to be:

- \$824,940 for the 3% annual increase.
 - \$192,557 to bring employees up to the minimum of their proposed grade, when they are below that amount.
 - \$323,896 to place employees within the proposed grade at a point reflective of longevity in the position.
 - \$227,250 for education supplements.
- **Combining all costs together gives a grand total of \$1,568,643.**



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Objectives Achieved

- Updated compensation structure that is competitive with the market.
- Allows for flexibility in South Texas College's growth.
- Allows for competitive job offers to hire the most qualified candidates.
- Employees' salaries have been adjusted to recognize prior relevant experience and education.



15

Next Steps

- Review and update current job descriptions in accordance with the duties each employee actually performs, and make recommendations for new job descriptions.
- Finalize the study's report (which is currently in draft form).
- Coordinate communication of results of study to South Texas College employees.
- Supply assistance to STC on any other HR-related issues.
- We recommend that STC does periodic reviews to ensure that labor market changes are accounted for.



16

Final Remarks

- We would like to thank all of the South Texas College employees, supervisors, administrators, and executives who participated in, and/or assisted with the study.
 - In particular, we would like to acknowledge all of the hard work that members of the Finance & Administrative Services and Human Resources departments put in to make the project a successful collaboration.



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Thank You!

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