

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING  
Tuesday, October 17, 2023 @ 5:00 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. Public Comments**
- IV. Consideration and Action on Committee Item**
  - A. Facilities Committee Item
    - 1. Review and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers ..... 3 - 14
- V. Announcements**
  - Tuesday, October 31, 2023
    - 5:30 p.m. – Regular Board Meeting

## **Review and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers**

Administration requests Board approval of the Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers.

College staff will present several methodologies on the distribution of points for the References section of the evaluation criteria to the Facilities Committee on October 17, 2023, and will propose a methodology for Board approval. The presentation is reproduced in the following pages of this packet.

This Special Board meeting is called to provide the Board an opportunity to formally approve the revisions, which will allow administration to publish an updated RFQ for the proposed Continuing Education Building project.

### **Background**

On July 25, 2023, the Board of Trustees approved the current RFQ evaluation and selection process for architects and engineers. College staff have issued RFQ solicitations under the newly approved process and determined that clarification regarding the Reference section is required from the Board.

The Request for Qualifications (RFQ) Criterion Section 5: References is as follows:

Criterion	Points
Provide references for three (3) projects, other than South Texas College. The references shall include the following current information:  Owner's name, Owner's representative who served as the day-to-day liaison during the planning, design, and construction of the project, and the Owner representative's telephone number and email address.	Up to 100 points

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Rick De La Garza, Director of Facilities Planning and Construction, and Becky Cavazos, Director of Purchasing, will be present at the Board meeting to address questions.

On October 17, the Facilities Committee will be asked to recommended Board approval of the Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers.

***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***

The Board of Trustees of South Texas College approves and authorizes the Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

# Request for Qualifications Criteria for Professionals

**Mary G. Elizondo**

Vice President for Finance and Administrative Services

**Rick De La Garza**

Director of Facilities Planning and Construction

**Rebecca Cavazos**

Director of Purchasing

October 17, 2023



# Request for Qualifications Evaluation Criteria

Section	Criteria	Points
1	Statement of Interest	Up to 100 points
2	Prime Firm	Up to 100 points
3	Project Team	Up to 100 points
4	Representative Projects	Up to 100 points
5	References	Up to 100 points
6	Project Execution	Up to 100 points
Total Number of Points		<b>600</b>

## **Assumptions**

- All three (3) references were listed.
- All references evaluated were excellent.

# Request for Qualifications (RFQ) Criterion

## Section 5: References

Criterion	Points
<p>Provide references for three (3) projects, other than South Texas College. The references shall include the following current information:</p> <p>Owner's name, Owner's representative who served as the day-to-day liaison during the planning, design, and construction of the project, and the Owner representative's telephone number and email address.</p>	Up to 100 points

# Criterion: References Evaluation Options

	Vendor Listed Three (3) References	Number of References Responded	Evaluation of Reference Responses
Option 1	50	25	25
Option 2	50	30	20
Option 3	34	33	33
Option 4	100	66	33

# Option 1: References Evaluation

100 points - 50/50 (25/25)

	Max Points 100	Three (3) References Responded	Two (2) References Responded	One (1) Reference Responded	Zero (0) References Responded
A	50	50	50	50	50
B	25	25	17	8	0
C	25	25	25	25	0
<b>Total Number of Points</b>		100	92	83	50

# Option 2: References Evaluation

100 points - 50/50 (30/20)

	Max Points 100	Three (3) References Responded	Two (2) References Responded	One (1) Reference Responded	Zero (0) References Responded
<b>A</b>	50	50	50	50	50
<b>B</b>	30	30	20	10	0
<b>C</b>	20	20	20	20	0
<b>Total Number of Points</b>		100	90	80	50

# Option 3: References Evaluation

100 points - 34/66 (33/33)

	Max Points 100	Three (3) References Responded	Two (2) References Responded	One (1) Reference Responded	Zero (0) References Responded
<b>A</b>	34	34	34	34	34
<b>B</b>	33	33	22	11	0
<b>C</b>	33	33	33	33	0
<b>Total Number of Points</b>		100	89	78	34

# Option 4: References Evaluation

Based on Number of Responses

	Three (3) References Responded	Two (2) References Responded	One (1) Reference Responded	Zero (0) References Responded
<b>A</b>	Vendor Listed Three (3) References	N/A	N/A	N/A
<b>B</b>	Number of References Responded	N/A	N/A	N/A
<b>C</b>	Evaluation of Reference Responses	100	66	33
<b>Total Number of Points</b>		100	66	33

# Options 1 – 4: Summary of Total Points

References				
Criteria	Zero (0) References Responded	One (1) Reference Responded	Two (2) References Responded	Three (3) References Responded
Option 1 : 50/50 (25/25)	50	83	92	100
Option 2 : 50/50 (30/20)	50	80	90	100
Option 3 : 34/66 (33/33)	34	78	89	100
Option 4 : Number of Responses	0	33	66	100



# Questions?