REQUEST FOR PROPOSAL

RFQ NUMBER
MASTER PLAN-2019

ADDENDUM NO. 1
Dated: 6/14/19

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, TUESDAY, JUNE 25, 2019

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX  75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX  75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Stephen F. Austin State University Procurement Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Kay Johnson
Stephen F. Austin State University
Procurement Services
936-468-4037
email: johnsondk6@sfasu.edu
STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Qualifications #MASTER PLAN-2019

ADDENDUM NO. 1

THIS ADDENDUM MUST BE ACKNOWLEDGED IN ORDER FOR THE RESPONSE TO RECEIVE CONSIDERATION. FAILURE TO ACKNOWLEDGE THE ADDENDUM WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.

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Please note the following responses to questions:

Q. Section 1.5 of the RFQ references a HUB goal of 21.6% and the Exhibit D HUB Plan references a 23.7% goal. Please clarify discrepancy?

A. The HUB goal is 23.7% and section 1.5 has been updated in this addendum.

Q. The proposed “1.3 Project Timetable” on page 5 lists the last four dates as year 2019. Based on the timeline, it appears those should be 2020 dates. Is that correct?

A. Yes. Section 1.3 Project Timetable has been updated in this addendum.

1.1 GENERAL DESCRIPTION-UPDATES IN RED

The selected firm should analyze existing conditions and key influences such as:

- SFA Campus Master Plan Update 2020, http://www.sfasu.edu/vpfa
- SFA Envisioned Strategic Plan 2015 - 2023, http://www.sfasu.edu/strategicplan
- Campus Space Utilization Strategy, April 2018, http://www.sfasu.edu/vpfa
### 1.3 PROJECT TIMETABLE – UPDATES IN RED

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/03/2019</td>
<td>Issuance of Request for Qualifications (RFQ)</td>
</tr>
<tr>
<td>06/12/2019</td>
<td>Questions due</td>
</tr>
<tr>
<td>06/14/2019</td>
<td>Question and Answer Addenda Document Posted, if any</td>
</tr>
<tr>
<td>06/25/2019 at 5:00 pm</td>
<td>Response Due</td>
</tr>
<tr>
<td>06/26/2019 – 07/09/2019</td>
<td>Evaluation of Responses and Selection of Finalists</td>
</tr>
<tr>
<td>07/10/2019</td>
<td>Finalists notified</td>
</tr>
<tr>
<td>07/21/2019 – 07/23/2019</td>
<td>Presentations to SFASU Board of Regents and finalist selection</td>
</tr>
<tr>
<td>July 2019</td>
<td>Award</td>
</tr>
<tr>
<td>08/01/2019 – 09/30/2019</td>
<td>Contracting</td>
</tr>
<tr>
<td>10/01/2019</td>
<td>Notice to Proceed</td>
</tr>
<tr>
<td>04/01/2020</td>
<td>Analysis &amp; Prelim Concepts</td>
</tr>
<tr>
<td>07/01/2020</td>
<td>Interim Graphics &amp; Narrative</td>
</tr>
<tr>
<td>09/01/2020</td>
<td>Final Graphics &amp; Narrative</td>
</tr>
<tr>
<td>10/01/2020</td>
<td>Final/Corrected Deliverable</td>
</tr>
</tbody>
</table>

*Dates are tentative and subject to change*

### 1.5 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) – UPDATES IN RED

**SEE EXHIBIT D – HUB SUBCONTRACTING PLAN**

**READ CAREFULLY**

Each respondent is required to make a good faith effort to subcontract with historically underutilized businesses and shall submit a HUB Subcontracting Plan using the HUB Subcontracting Plan documents provided in Exhibit D.

Stephen F. Austin State University is committed to making a good faith effort to increase business with historically underutilized businesses (HUBs) by contracting with HUBs either directly or indirectly through subcontracting opportunities. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that actively acknowledges and values diversity.
The university has determined that subcontracting opportunities are probable under this contract.

The university's HUB goal for this procurement is: 23.7% for professional services

Each HUB subcontracting plan will be evaluated independently of the response. If the HSP does not reflect a good faith effort to subcontract with HUBs, the entire response will be disqualified.

All questions regarding the HUB Subcontracting Plan may be directed to the Procurement and Property Services Director/HUB Coordinator, Kay Johnson, 936-468-4037, johnsondk6@sfasu.edu

**Failure to submit the HUB Subcontracting Plan will disqualify the bid from consideration.**

3.3.4 **Respondent shall also submit one (1) complete electronic copy of the printed copy of the Qualifications on electronic media** (e.g., USB Drive [SFA’s preference], CD-ROM, or DVD-ROM) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or searchable Adobe .PDF files. Respondents shall divide the electronic copy into **THREE (3) separate electronic files**, one of which shall contain Respondent’s Qualifications, Exhibits A-D, and Exhibit F.

3.3.7 **Required Submittals**

**Failure to provide any of the following documents will result in disqualification of the response from further consideration**

A. Exhibit A – Execution of Offer
B. Exhibit B – Acknowledgement of Addenda, if any
C. Exhibit C – Non-Collusion Affidavit
D. Exhibit D -- HUB Subcontracting Plan
E. Statement of Qualifications addressing all items in Section 2
F. Full Color examples of deliverables for one (1) representative project as referenced in section 2.4.1. Digital Format only. Label as Exhibit F.

3.3.8 **Statement of Qualifications (Section 2) Response Format-UPDATES IN RED**

A. Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner’s needs

B. Qualifications shall be a MAXIMUM OF SIXTY-FIVE (65) PRINTED PAGES. The cover, table of contents, divider sheets, HUB Subcontracting Plan and Execution of Offer do not count as printed pages, and full color project example referenced in section 2.4.1 do not count as printed pages.

C. Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
D. Qualifications shall consist of answers to questions identified in Section 2 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, IT IS ESSENTIAL TO REFERENCE THE QUESTION NUMBER WITH THE CORRESPONDING ANSWER.

E. Separate and identify each criteria response to Section 2 of this RFQ by use of a divider sheet with an integral tab for ready reference.

F. Qualifications shall be printed on letter-size (8-1/2” x 11”) paper and unbound. DO NOT USE METAL-RING HARD COVER BINDERS.

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

H. Number all pages of the qualifications submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the HUB Subcontracting Plan.

3.6 PRESENTATIONS-UPDATES IN RED
This information is for presentations for informational purposes only. Finalist will receive specific instructions, including, but not limited to, the date, time, and location of presentations to be made.

A. If requested, presentations and interviews will be made to the Building and Grounds Committee of the SFA Board of Regents on July 21-23, 2019.

B. If your firm is selected as a finalist, the presentation should include:
   i. Understanding of the Project Requirements: Respondents should demonstrate understanding of the requirements and needs of the project by identifying project teams and factors that are unique to the project. The presentation should illustrate thoroughness in analyzing and investigating the scope of the project.

   ii. Approach and Method: Respondents should communicate effectively the team’s approach to the project; methods proposed for planning, designing and administration of the project. Specific emphasis should be placed on unique and successful approaches in past projects.

   iii. Ability to Provide Service: Respondents should demonstrate the team’s ability to meet the university’s required timetables, and to provide for the special or unique requirements of the project including a projected time-line of activities through project completion. Respondents should be prepared to discuss their ability to fulfill each particular project requirement, and to describe all other projects on which team members are currently involved.

C. Presentations should include the actual design professionals that will be assigned to the project.