



THE UNIVERSITY OF TEXAS AT DALLAS PROCUREMENT DEPARTMENT
TEXAS AGENCY #738 | phone 972-883-2303 | www.utdallas.edu/procurement
REQUEST FOR QUALIFICATIONS RFQ # UTD20250513-TB

RFQ UTD20250513-TB

A/E Services for

UT Dallas Intermodal Transit Hub

ISSUE DATE: 5/22/2025

BID DUE DATE: Wednesday, June 12, 2025 at 2:00 P.M. CST
HUB DUE DATE: Wednesday, June 12, 2025 at 2:00 P.M. CST

Procurement Contact:

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SECTION 1 – GENERAL REQUIREMENTS

Introduction

The University of Texas at Dallas (UT Dallas) is an innovative institution in the heart of North Texas with national research university status.

Since its founding in 1969, UT Dallas has experienced steady growth in educational offerings to include 152 degree programs, with cutting-edge curricula serving a variety of undergraduate and graduate student interests.

The University continues its original commitment to providing some of the state's most-lauded science, business and engineering programs, and has also gained prominence for a breadth of educational paths, from speech pathology/audiology and neuroscience to criminology, arts, and technology. The wealth of learning resources available to UT Dallas students is the result of a concentrated effort to attract the top minds on both ends of the classroom relationship. Joining the faculty's Nobel laureate and six members of the National Academies are 576 tenured and tenure-track professors hailing from the world's best colleges, including Harvard, MIT, Cambridge and Columbia University. In addition, UT Dallas is home to numerous centers, labs and institutes that facilitate research and opportunities for hands-on learning.

Background, Overview and Goals

The University of Texas at Dallas ("Owner") is soliciting statements of qualifications ("Qualifications") from architect/engineer firms ("Respondents") for selection of the architect/engineer for **UT Dallas Intermodal Transit Hub Project**. This Request for Qualifications ("RFQ") provides Respondents with the information necessary to prepare and submit Qualifications for consideration by the University. The successful firm will provide professional services for the design of the **Intermodal Transit Hub at UTD**.

The goal is to select an architectural/engineering firm to develop the last mile micromobility transit solution benefiting students, staff, faculty, and visitors to campus from the Dallas Area Rapid Transit (DART) new Silver Line Station. The focus of this opportunity will include wayfinding and pedestrian amenities linking the light rail station with the main campus.

A selection committee will determine the short list of qualified firms selected for an on-site interview. Those selected will be asked to detail how they would proceed in providing design services for the project and to provide a timeline for completion. Final selection of the firm for Intermodal Transit Hub project will be based on a 'best value' basis. The University will be the sole judge of best value criteria.

SECTION 2 – EXECUTIVE SUMMARY

2.1 **MISSION STATEMENT:** The University of Texas at Dallas provides the State of Texas and the nation with excellent, innovative education and research. The University is committed to graduating well-rounded citizens whose education has prepared them for rewarding lives and productive careers in a constantly changing world; to continually improving educational and research programs in the arts and sciences, engineering, and management; and to assisting the commercialization of intellectual capital generated by students, staff, and faculty.

2.2 **PROJECT DESCRIPTION, SCOPE AND BUDGET:**

The University of Texas at Dallas (UT Dallas), is seeking proposals for Architectural & Engineering services supporting development and construction of the intermodal transit hub at the DART Silver Line UT Dallas Station.



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The Intermodal HUB is a federally funded administered by DART designed to enhance connectivity and accessibility around the DART Silver Line commuter rail station currently under construction at UT Dallas. This project will introduce a range of amenities to the area, which may include on-demand transit services, and other amenities providing riders with multiple transportation options from the station to their final destination on campus. Additional transit amenities such as wayfinding signage will also be included to improve the overall user experience.

The total project cost of the Intermodal HUB project is \$3,125,000. The University has secured \$2.5 million in Federal Transit Administration (FTA) funding through DART, augmented by a 20% local match of \$625,000. The projected construction cost limitation (CCL) for the project will be \$2.5 million.

The selected firm will assist the Owner in development of a program that provides a comprehensive approach to addressing the “final mile” of travel from the Silver Line Station to UT Dallas campus destinations. Following programming, the project architect will develop a set of construction documents and support the Owner in bidding and selection of a qualified general contractor using the Competitive Sealed Proposal (CSP) project delivery method. Construction administration services are also desired during construction of the various components of the Intermodal HUB.

PROJECT PLANNING SCHEDULE: Key project planning schedule milestones are:

Issue Request for Qualifications	05/22/25
Last Day to Submit Questions	06/05/25
Closing Date	06/12/25
Notice of Award	06/30/25
Commence Services	07/03/25
Owner approves Schematic Design Documents	08/14/25
Owner approves Design Development Documents	09/25/25
Owner approves Construction Documents	11/13/25
Owner issues Notice to Proceed for Construction	12/19/25
Owner accepts Substantial Completion of Construction	08/31/26

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Part One: Statement of Interest

Provide a statement of interest for the project including a narrative describing the prime firm’s unique qualifications with Intermodal HUB/ micromobility projects.

Provide a history and important statistics about the prime firm.

Provide a statement about the availability and commitment of the prime firm and its principal(s) and key professionals to undertake a project.

Part Two: Prime Firm

Provide resumes giving the experience and expertise of the principal(s) 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.



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Describe the proposed project assignments and lines of authority and communication for principal(s) 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.

For each project listed in response to Part Four, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. (Note: Key personnel must be committed to this project for its duration unless excused by the University.)

Part Three: Project Team

Provide an organizational chart showing the roles of the prime firm and each consultant firm or individual.

If the Prime Firm is from out of town, The University of Texas at Dallas Administration desires participation of a local architectural firm in the development of this document. For each consultant firm or individual that the Prime Firm proposes:

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

Part Four: Representative Projects

List a maximum of five projects for which the Prime Firm provided or is providing professional services which are most related to this campus master planning effort. List the projects in priority order, with the most related project listed first. Provide the following information for each project listed:

- Campus "Name" and Location.
- Owner's name.
- Owner's representative who served as the day-to-day liaison during planning of the project, and the Owner representative's telephone number.
- Dates that the planning began and was completed.
- Description of professional services Prime Firm provided for the project.
- Project manager (individual responsible to the client for the overall success of the project).
- Names of consultant firms and their areas of expertise.

Provide example pages from a master planning document that was prepared by your firm that best represents your capabilities. A complete master plan document is not necessary, only sample pages.

Part Five: Best Practices

Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards into the document.

Part Six: Additional Information

Provide any additional information that the Prime Firm believes may better describe its qualifications and/or be of benefit to the University.

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SECTION 4 - FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 Proposals should be submitted in Bonfire only. No hard copies will be accepted.
- 4.1.3 Qualifications shall be a MAXIMUM of fifty (50) pages. The covers, table of contents and divider sheets do not count as pages. The HUB Subcontracting Plan does not count against this limitation.
- 4.1.4 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.
- 4.1.5 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 4.1.6 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.7 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.8 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the Owner's best interest.
- 4.1.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.
- 4.1.10 All questions must be submitted through Bonfire by the specified Questions Due Date. Inquiries submitted through other means or after the deadline will not be considered.

4.2 TABLE OF CONTENTS:

- 4.2.1 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications, as well as any separate attachments. Supplementary information not required by 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 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the HUB Subcontracting Plan.

4.4 HUB SUBCONTRACTING PLAN SUBMITTAL:



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4.5.1 Submit the HUB Subcontracting Plan **in a separate attachment apart from the submittal of qualifications.**

SECTION 5 - ATTACHMENTS TO THE RFQ

- 5.1 Attachment #1 - Draft Agreement Between the University of Texas at Dallas, Owner, and Project Architect/Engineer
- 5.2 Attachment #2 - Policy on Historically Underutilized Businesses-HSP
- 5.3 Appendix A: Debarment Certification
- 5.4 Appendix B: Lobbying Certification
- 5.5 Appendix C: Required FTA Clauses and Compliance Documentation
- 5.6 Appendix D: Required 2 CFR 200 Clauses and Other Required State Clauses
- 5.7 Appendix E: Prohibited Telecommunications and Video Surveillance Services or Equipment Certification