

Original Posting Date: **October 17, 2014**

**NOTICE OF INTENT TO CONTRACT  
FOR SPECIFIC DELIVERABLE CONTRACTS  
WITH STATE FUNDING**

**Caldwell County, Texas** intends to enter into specific deliverable contract(s) with prime providers pursuant to Texas Government Code, Chapter 2254.028, Subchapter A, and 43 Texas Administrative Code (TAC) §§9.30-9.43, to provide the following services.

**Solicitation Number: 2014-1001**

**Project Description and Work to be Performed:**

The selected prime provider(s) shall provide all preliminary engineering activities for the SH 130 Concession Funded Caldwell County Projects which shall include: the environmental clearance coordination and document; design survey and roadway design; construction survey; utility adjustment coordination; right of way (ROW) maps and documents; and construction phase design services and construction management.

The selected prime provider(s) shall prepare the engineering plans, specification, and estimates (PS&E) necessary for the development of the following projects:

**Project # 1**

The **Old Fentress Rd. / CR 217** project from SH 130 to FM 20 shall consist of the upgrade and repaving of the 2-lane county roadway (approximately 0.7 mile).

**Project # 2**

The **Westwood Rd. / CR 215** project from FM 20 to 2.1 miles southeast of FM 20 shall consist of the paving of the unpaved portion of the 2-lane county roadway (approximately 2.1 miles)

**Project # 3**

The **Schuelke Rd / CR 222** project from SH 21 to SH 130 shall consist of the upgrade and repaving of the 2-lane county roadway (approximately 6.2 miles).

**Project # 4**

The **Cherryville Parkway** project from SH 80 to 0.8 mile north of SH 80 shall consist of the paving of the unpaved portion of the 2-lane county roadway (approximately 0.8 mile).

For all four projects the prime provider(s) shall submit **60% PS&E** to Caldwell County and the TxDOT Bastrop Area Office for review.

The selected Provider(s) shall agree on the definition of 60% completion upon submission of the Project Development Schedule for the design activities. Furthermore, the prime provider(s) shall submit **completed PS&E** to Caldwell County no later than **March 31, 2015**.

For all four projects the prime provider(s) will be responsible for the coordination of the adjustments, removal, or relocations of utility facilities in accordance with applicable State laws, regulation, rules, policies, and procedures. The prime provider shall provide Caldwell County with written documentation from appropriate regulatory agency(ies) that identified environmental clearances have been obtained prior to advertisement for bids.

**Selection Requirements:**

The proposed team must demonstrate that a professional engineer and professional land surveyor registered or licensed in Texas will sign and seal the work to be performed on the contract.

For purposes of executing an engineering contract and doing work with Caldwell County, the prime provider must be registered with the Texas Board of Professional Engineers. If a joint venture is being considered, see the "Joint Venture Certification Requirements" section of this Notice for additional requirements.

The proposed **project manager** must be registered in the State of Texas by the Letter of Interest (LOI) due date shown in this Notice.

The selected prime provider(s) must perform a minimum of 30% of the actual contract work.

**Certification Requirements:**

**TxDOT Precertification requirements are not waived:**

TxDOT precertification requirements are not waived for the contract.

The prime provider's and subproviders' employees, who are proposed as task leaders, must be precertified by the deadline date and time for receiving the LOI for each of the advertised work categories listed in which those employees are intended to perform work.

**Annual Renewal Requirement:**

Annual renewal is governed by Section 9.41 of Title 43 in the Texas Administrative Code (TAC). The following is a summary of that requirement.

All precertified firms must complete the annual renewal process between January 1 and March 31 each year to maintain Active status for the firm. Active status is required for precertified prime providers and subproviders proposed for precertified work categories in the LOI. Active status for applicable firms must be obtained by the LOI due date

shown in this Notice.

Additional information on annual renewal for precertified firms is available on TxDOT's internet web site at:

<http://www.txdot.gov/business/consultants/precertification/renewal.html>

A list of Active precertified firms is available at:

<http://www.dot.state.tx.us/des/precert/precert1.htm>.

**State of Texas Historically Underutilized Business (HUB) Subcontracting Plan (HSP) Requirement:**

This is a state-funded professional services contract and it has been determined by TxDOT that there are probable subcontracting opportunities in the scope of work for this contract. The assigned HUB subcontracting goal for participation in the work to be performed under this contract is **23.6%** of the contract amount. Please see Attachment A to this NOI for TxDOT HUB requirements for this project.

**Disqualification of the LOI:**

Caldwell County will disqualify any LOI that is not received prior to the deadline date and time shown in this Notice.

**Joint Venture Certification Requirements:**

Caldwell County allows joint ventures. Submittal of a joint venture proposal is at the discretion of the provider. A joint venture is considered the prime. In order for a joint venture to be precertified, each firm included in the joint venture must be precertified unless precertification has been waived or a firm is performing only work identified by non-listed work categories. All joint venture parties must be clearly identified.

For purposes of executing an engineering contract and doing work with Caldwell County, each firm included in the joint venture must be registered with the Texas Board of Professional Engineers.

All joint venture parties will be required to sign the contract and take equal 100% responsibility for the contract.

**Major Work Categories:**

The LOI must address the team's capabilities and experience in the following major work categories:

Roadway Design – 4.1.1, 4.2.1

Bridge Design – 5.1.1

Design and Construction Survey - 15.2.1

Environmental Documentation preparation – 2.14.1

Hydraulic Design and Analysis – 10.2.1

Signaling/Paving Marking – 8.1.1

Construction Management – 11.1.1

**Selection Criteria:**

Caldwell County will evaluate Letters of Interest using the following criteria, totaling **100%**

- Project understanding and approach (30%)
- The project manager's experience with similar projects (20%)
- Similar project-related experience of the task leaders responsible for the major work categories identified in this Notice (15%)
- Ability to meet project deadlines (20%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program (10%)
- The prime provider's QA/QC specifically for environmental services and documentation (5%)

**Selection Procedure:**

Providers selected for the short list are established using the team's Letter of Interest score. The short list of providers will be interviewed and the maximum points for the interview will be **25%**. Up to two prime providers may be selected based on a combination of the letter of interest score and the interview score, i.e. a maximum score of **125%**.

A Short List meeting with providers advancing to the short list will not be held.

Providers advancing to the short list will participate in an interview but will not be required to submit a written proposal. These providers will be sent an Interview and Contract Guide (ICG) containing instructions for the interview. The prime provider's project manager must be present for and participate in the interview or the provider will be dropped from further consideration.

The task leaders of the two major work categories (over 25%) identified in the LOI must attend the interview with the project manager. The project manager may invite an alternate, identified in the LOI organization chart under the same work category, to participate in the interview if a task leader is unable to attend because of an exclusion due to their participation in another interview.

To participate in the interview with the prime provider's project manager, the participant must be identified in the LOI organization chart.

Interviews will be evaluated, and the interview score will be the basis for the contract award.

The projects identified in this Notice will be assigned to the selected provider(s) based on the final ranking of providers by capabilities for each project at the completion of the evaluation process including the LOI and interview.

**The County will select the most qualified provider(s) and then enter into fee negotiations with the provider(s). If the County is not able to negotiate fair and reasonable fees with the provider(s) then the County will select the next most qualified provider to negotiate fair and reasonable fee for the project.**

**Letter of Interest Requirements:**

The Letter of Interest (LOI) is limited to ten (10) 8½ x 11 inch pages, single sided, using 12 pitch font size.

The LOI must be submitted with a single staple in the upper left-hand corner. No other binding will be accepted.

The LOI must include the following:

- **Solicitation Number 2014 - 1001**
- A. The name of the prime provider's project manager (who may be replaced during the selection and before contract execution only by another person proposed in the LOI from the prime provider, as approved by Caldwell County) and the names of the prime provider's and any subproviders' task leaders (who may be replaced during the selection and before contract execution only by another precertified person proposed in the LOI from the team, as approved by the Consultant Selection Committee) who will work on the contract. Under a joint venture agreement, one project manager must be identified to represent the joint venture.
- B. Information showing the team's project understanding and approach; the project manager's experience with similar projects; similar project-related experience of the task leaders responsible for the major work categories; any additional selection criteria; and other pertinent information addressed in this Notice. For each similar project referenced, identify either the project manager's or the task leader's specific role(s) and work contributed.
- C. An organization chart limited to one (1) 8 ½ x 11 page containing the names of the prime provider and any sub providers' task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, e-mail, telephone and fax numbers of the prime provider and all sub providers proposed for the team. The organization chart can be prepared with a font size of less than 12 pitch but no smaller than 8 pitch. The organization chart is not included in the ten page Letter of Interest (LOI), it is considered an Attachment.

**Remember:** To participate in the interview with the prime provider's project manager, the participant must be identified in the LOI, such as on the Organization Chart. The client reference attachment (see below) is limited to one page and must contain at least three client references for the prime provider's project manager. For TxDOT references include the name and region, district, or division. For non-TxDOT references include the name and address.

The client reference must be an individual who is, or was, actively involved in a contract for which the proposed project manager is, or was, responsible. The client reference, whether TxDOT or non-TxDOT, must have, or have had, a contract management role, such as project manager or work authorization manager, responsible for managing the proposed project manager's work.

The proposed project manager may use client references attained through project management experience obtained through a previous employer.

Also, if the proposed project manager was a sub-provider's project manager on a previous project, the prime provider's project manager for that project may be used as a client reference.

Also, it is understood that some proposed project managers may not have three client references. In this case, verify in the form of a statement that the proposed project manager does not have three client references as a result of limited assignments as a project manager.

Client references will be evaluated only if your firm is short-listed.

- Submit one original and eight copies of Letter(s) of Interest (LOI) with attachments. Each LOI must contain a complete set of attachments,

**Required Letter of Interest Attachments:**

The following documents/attachments are considered in addition to the maximum 10 pages allowed for the LOI. Please limit the number of attachment pages to a reasonable number.

- Cover letter
- The client reference page, personnel resumes, and description of previous projects.
- Verification in the form of a statement that the proposed team individuals are currently employed by either the prime provider or a sub provider.
- Verification in the form of a statement that the prime provider (firm or the joint venture members) is registered with the Texas Board of Professional Engineers. If not applicable to your firm, please provide an explanation

**Deadline Date and Time:**

A Letter of Interest notifying Caldwell County of the provider's interest in the contract(s) will be accepted by hand delivery to **Larry Roberson, Caldwell County Auditor, Caldwell County Courthouse, 110 S. Main St. Room 301, Lockhart, TX 78644.** A Letter of Interest notifying Caldwell County of the provider's interest in the contract(s) **will not** be accepted by fax or electronic mail.

**The provider is responsible for verifying that the Caldwell County contact person has received the LOI.**

**Letters of Interest must be received prior to 2:00 p.m. CT, on Wednesday, November 5, 2014. Any LOIs received after the deadline date and time shown above will not be considered**

**Proposed Payment Type:**

The proposed contract payment type is **hourly not-to exceed.**

Work Authorizations under these contracts will be issued in conformance with Caldwell County current procedures.

**Sole Caldwell County Agency Contact:**

**Questions regarding this Notice of intent must be submitted in writing (via email) to Larry Roberson, [larry.roberson@co.caldwell.tx.us](mailto:larry.roberson@co.caldwell.tx.us) to be considered. The deadline for submitting questions regarding this Notice of Intent is 2:00 PM on October 24, 2014. Significant and relevant questions and the official responses will be provided to prospective consultants by October 28, 2014. All prospective consultants should send an e-mail to Larry Roberson requesting to receive responses to submitted questions.**

**The Consultant Selection Committee members are: Judge Tom Bonn, Commissioner Alfredo Munoz, Vance Rodgers, Lockhart City Manager, John Cyrier, and Dwight Jeffrey, Caldwell County Road Administrator. No contact with the Consultant Selection Committee members relative to this project NOI is permitted prior to the interviews. Any unauthorized contact is grounds for rejection of the LOI.**

### I.3 Historically Underutilized Business Participation

In accordance with Texas Government Code [§2161.252](#), a proposal that **does not** contain a [HUB Subcontracting Plan](#) (HSP) is non-responsive and will be rejected without further evaluation. In addition, if the Department determines that the HSP was not developed in good faith, it will reject the proposal for failing to comply with material **RFP** specifications.

#### I.3.1 Introduction

The Department is committed to promoting full and equal business opportunities for businesses in state contracting in accordance with the goals specified in the State of Texas Disparity Study. The Department encourages the use of Historically Underutilized Businesses (HUBs) through race, ethnic and gender-neutral means.

Pursuant to [Texas Government Code §2161.181](#) and [§2161.182](#), and the Department's HUB policy and rules, the Department is required to make a good faith effort to increase HUB participation in its contracts. The Department may accomplish the goal of increased HUB participation by contracting directly with HUBs or indirectly through subcontracting opportunities.

#### I.3.2 Department's Administrative Rules

The Department has adopted the CPA's HUB rules as its own. The Department's HUB rules are located in [Title 37, Part 1, Chapter 1, Subchapter U, Rule §1.261](#) of the Texas Administrative Code, and the CPA rules are located in [Title 34, Part 1, Chapter 20, Subchapter B](#). If there are any discrepancies between the Department's administrative rules and this **RFP**, the rules shall take priority.

#### I.3.3 HUB Participation Goal

The CPA has established statewide HUB participation goals for different categories of contracts in [34 T.A.C. §20.13](#). In order to meet or exceed the HUB participation goals, the Department encourages outreach to certified HUBs. Contractors shall make a good faith effort to include certified HUBs in the procurement process.

This contract is classified as a **professional services** contract under the CPA rule, and therefore has a HUB Annual Procurement Utilization Goal of **23.6%** per fiscal year.

#### I.3.4 Required HUB Subcontracting Plan

In accordance with Government Code, Chapter 2161, Subchapter F, each state agency that considers entering into a contract with an expected value of \$100,000 or more over the life of the contract (including any renewals) shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract.

In accordance with [34 T.A.C. §20.14\(a\),\(1\),\(C\)](#) of the HUB Rules. State agencies may determine that subcontracting is probable for only a subset of the work expected to be performed or the funds to be expended under the contract. If an agency determines that subcontracting is probable on only a portion of a contract, it shall document its reasons in writing for the procurement file.

The Department has determined that subcontracting opportunities are probable for this **RFP**. As a result, the respondent must submit an HSP with its proposal. The HSP is required whether a respondent intends to subcontract or not.

In the HSP, a respondent must indicate whether it is a Texas certified HUB. Being a certified HUB does not exempt a respondent from completing the HSP requirement.



The Department shall review the documentation submitted by the respondent to determine if a good faith effort has been made, in accordance with solicitation and HSP requirements. During the good faith effort evaluation, The Department may, at its discretion, allow clarifications or enhancements to information submitted with the HSP.

If the Department determines that the respondent's HSP was not developed in good faith, the HSP will be considered non-responsive and will be rejected as a material failure to comply with the advertised specifications. The reasons for rejection shall be recorded in the procurement file.

### **I.3.5 CPA Centralized Master Bidder's List**

Respondents may search for HUB subcontractors in the CPA's Centralized Master Bidders List (CMBL) HUB Directory, which is located on the CPA's website at <http://www2.cpa.state.tx.us/cmb/cmbhub.html>. For this procurement, the Department has identified the following class and item codes for potential subcontracting opportunities:

***NIGP Class/Item Code:***

***906-46: Design Services: Highway, streets, roads***

***925-49: Engineering Services: Highway and street***

***925-13: Bridge Engineering Services***

***905-10: Surveys, Aerial***

***925-86: Land Surveyor Services***

***925-35: Environmental Engineering Services***

***925-92: Analysis and Professional Engineering Services, Value***

***968-61: Marking Services, Pavement***

***925-44: Engineering Services: Construction Management, Scheduling, Cost Estimation***

Respondents are not required to use, nor limited to using, the class and item codes identified above, and may identify other areas for subcontracting.

The Department does not endorse, recommend nor attest to the capabilities of any company or individual listed on the CPA's CMBL. The list of certified HUBs is subject to change, so respondents are encouraged to refer to the CMBL often to find the most current listing of HUBs.

### **I.3.6 HUB Subcontracting Procedures – If a Respondent Intends to Subcontract**

An HSP must demonstrate that the respondent made a good faith effort to comply with the Department's HUB policies and procedures. The following subparts outline the items that the Department will review in determining whether an HSP meets the good faith effort standard. A respondent that intends to subcontract must complete the HSP to document its good faith efforts.

#### **I.3.6.1 Identify Subcontracting Areas and Divide Them into Reasonable Lots**

A respondent should first identify each area of the contract work it intends to subcontract. Then, to maximize HUB participation, it should divide the contract work into reasonable lots or portions, to the extent consistent with prudent industry practices.

### **I.3.6.2 Notify Potential HUB Subcontractors**

The HSP must demonstrate that the respondent made a good faith effort to subcontract with HUBs. The respondent's good faith efforts shall be shown through utilization of all methods in conformance with the development and submission of the HSP and by complying with the following steps:

**I.3.6.2.1** Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices. The respondent must determine which portions of work, including goods and services, will be subcontracted.

**I.3.6.2.2** Use the appropriate method(s) to demonstrate good faith effort. The respondent can use either method(s) 1, 2, 3, or 4:

### **I.3.6.3 Method 1: Respondent Intends to Subcontract with only HUBs:**

The respondent must identify in the HSP the HUBs that will be utilized and submit written documentation that confirms **100%** of all available subcontracting opportunities will be performed by one or more HUBs; **or**,

### **I.3.6.4 Method 2: Respondent Intends to Subcontract with HUB Protégé(s):**

The respondent must identify in the HSP the HUB protégé(s) that will be utilized and should:

- Include a fully executed copy of the Mentor Protégé Agreement, which must be registered with the CPA prior to submission to the Department, and
- Identify areas of the HSP that will be performed by the protégé.

The Department will accept a Mentor Protégé Agreement that has been entered into by a respondent (mentor) and a certified HUB (protégé) in accordance with [Texas Government Code §2161.065](#). When a respondent proposes to subcontract with a protégé(s), it does not need to provide notice to three (3) HUB vendors for that subcontracted area.

Participation in the Mentor Protégé Program, along with the submission of a protégé as a subcontractor in an HSP, constitutes a good faith effort for the particular area subcontracted to the protégé; **or**,

### **I.3.6.5 Method 3: Respondent Intends to Subcontract with HUBs and Non-HUBs (Meet or Exceed the Goal):**

The respondent must identify in the HSP and submit written documentation that one or more HUB subcontractors will be utilized; and that the aggregate expected percentage of subcontracts with HUBs will meet or exceed the goal specified in this solicitation. When utilizing this method, only HUB subcontractors that has existing contracts with the respondent for five years or less may be used to comply with the good faith effort requirements.

When the aggregate expected percentage of subcontracts with HUBs meets or exceeds the goal specified in this solicitation, respondents may also use non-HUB subcontractors; **or**,

### **I.3.6.6 Method 4: Respondent Intends to Subcontract with HUBs and Non-HUBs (Does Not Meet or Exceed the Goal):**

The respondent must identify in the HSP and submit documentation regarding both of the following requirements:

- written notification to minority or women trade organizations or development centers to assist in identifying potential HUBs of the subcontracting opportunities the respondent intends to subcontract.

Respondents must give minority or women trade organizations or development centers at least seven (7) working days prior to submission of the respondent's response for dissemination of the subcontracting opportunities to their members. A list of minority and women trade organizations is located on the CPA's website under the [Minority and Women Organization link](#).

- written notification to at least three (3) HUB businesses of the subcontracting opportunities that the respondent intends to subcontract. The written notice must be sent to potential HUB subcontractors prior to submitting proposals and must include:
  - a description of the scope of work to be subcontracted,
  - information regarding the location to review project plans or specifications,
  - information about bonding and insurance requirements,
  - required qualifications and other contract requirements, and
  - a description of how the subcontractor can contact the respondent.

Respondents must give potential HUB subcontractors a reasonable amount of time to respond to the notice, at least seven (7) working days prior to submission of the respondent's response unless circumstances require a different time period, which is determined by the agency and documented in the contract file;

Respondents must also use the CMBL, the HUB Directory, and Internet resources when searching for HUB subcontractors. Respondents may rely on the services of contractor groups; local, state and federal business assistance offices; and other organizations that provide assistance in identifying qualified applicants for the HUB program.

### **I.3.6.7 Written Justification of the Selection Process**

The Department will make a determination if a good faith effort was made by the respondent in the development of the required HSP. One or more of the methods identified in the previous sections may be applicable to the respondent's good faith efforts in developing and submission of the HSP. The Department may require the respondent to submit additional documentation explaining how the respondent made a good faith effort in accordance with the solicitation.

A respondent must provide written justification of its selection process if it chooses a non-HUB subcontractor. The justification should demonstrate that the respondent negotiated in good faith with qualified HUB bidders, and did not reject qualified HUBs who were the best value responsive bidders.

### **I.3.7 Method 5: Respondent Does Not Intend to Subcontract**

When the respondent plans to complete all contract requirements with its own equipment, supplies, materials and/or employees, it is still required to complete an HSP.

The respondent must complete the “Self Performance Justification” portion of the HSP, and attest that it does not intend to subcontract for any goods or services, including the class and item codes identified in Section I.3.5. In addition, the respondent must identify the sections of the proposal that describe how it will complete the Scope of Work using its own resources or provide a statement explaining how it will complete the Scope of Work using its own resources. The respondent must agree to comply with the following if requested by the Department:

- provide evidence of sufficient respondent staffing to meet the **RFP** requirements,
- provide monthly payroll records showing the respondent staff fully dedicated to the contract,
- allow the Department to conduct an onsite review of company headquarters or work site where services are to be performed, and,
- provide documentation proving employment of qualified personnel holding the necessary licenses and certificates required to perform the Scope of Work.

### **I.3.8 Post-award HSP Requirements**

The HSP shall be reviewed and evaluated prior to contract award and, if accepted, the finalized HSP will become part of the contract with the successful respondent(s).

After contract award, the Department will coordinate a post-award meeting with the successful respondent to discuss HSP reporting requirements. The contractor must maintain business records documenting compliance with the HSP, and must submit monthly subcontract reports to the Department by completing the HUB “[Prime Contractor Progress Assessment Report](#).” This monthly report is required as a condition for payment to report to the agency the identity and the amount paid to all subcontractors.

As a condition of award the Contractor is required to send notification to all selected subcontractors as identified in the accepted/approved HSP. In addition, a copy of the notification must be provided to the agency’s Contract Manager and/or HUB Program Office within 10 days of the contract award.

During the term of the contract, if the parties in the contract amend the contract to include a change to the scope of work or add additional funding, the Department will evaluate to determine the probability of additional subcontracting opportunities. When applicable, the Contractor must submit an HSP change request for the Department’s review. The requirements for an HSP change request will be covered in the post-award meeting.

When making a change to an HSP, the Contractor will obtain prior written approval from the Department before making any changes to the HSP. Proposed changes must comply with the HUB Program good faith effort requirements relating to the development and submission of a HSP.

If the contractor decides to subcontract any part of the contract after the award, it must follow the good faith effort procedures outlined in Section I.3.6 of this **RFP** (e.g., divide work into reasonable lots, notify at least three (3) vendors per subcontracted area, provide written justification of the selection process, or participate in the Mentor Protégé Program).

For this reason, the Department encourages respondents to identify, as part of their HSP, multiple subcontractors who are able to perform the work in each area the respondent plans to subcontract. Selecting additional subcontractors may help the selected contractor make changes to its original HSP, when needed, and will allow the Department to approve any necessary changes expeditiously.

Failure to meet the HSP and post-award requirements will constitute a breach of contract, and will be subject to remedial actions. The Department may also report noncompliance to the CPA in accordance with the provisions of the Vendor Performance and Debarment Program ([see 34 T.A.C. §20.108 relating to Debarment](#)) and ([see 34 T.A.C. §20.105 relating to Procedures for Investigations and Debarment](#)).



# HUB Subcontracting Plan (HSP) Quick Checklist

Rev 02/12

**Method 1 – If all (100%) of your subcontracting opportunities will be performed using only HUB vendors, complete:**

- Section 1 - Respondent and Requisition Information
- Section 2 a. – Yes, I will be subcontracting portions of the contract
- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors
- Section 2 c. – Yes
- Section 4 – Affirmation
- HSP GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity

**Method 2 – If any of your subcontracting opportunities will be performed using HUB protégés, complete:**

- Section 1 - Respondent and Requisition Information
- Section 2 a. – Yes, I will be subcontracting portions of the contract
- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB protégés (Skip Section 2 c and 2 d)
- Section 4 – Affirmation
- HSP GFE Method B (Attachment B) – Complete Section B-1, Section B-2, and B-4 only for each HUB Protégé subcontracting opportunity as applicable.

**Method 3 – If you are subcontracting with HUB vendors and Non- HUB vendors, and the aggregate percentage of the contract you will subcontract with a Texas certified HUBs, with which you have a continuous contract\* in place with for five (5) years or less, meets or exceeds the HUB goal, complete:**

- Section 1 - Respondent and Requisition Information
- Section 2 a. – Yes, I will be subcontracting portions of the contract
- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors and Non HUB vendors
- Section 2 c. – No
- Section 2 d. – Yes
- Section 4 – Affirmation
- HSP GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity

**Method 4 – If you are subcontracting with HUB vendors and/or Non- HUB vendors, and the aggregate percentage of the contract you will subcontract with a Texas certified HUBs, with which you have a continuous contract\* in place with for five (5) years or less, does not meet or exceed the HUB Goal, complete:**

- Section 1 - Respondent and Requisition Information
- Section 2 a. – Yes, I will be subcontracting portions of the contract
- Section 2 b. – List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to HUB vendors and Non HUB vendors
- Section 2 c. – No
- Section 2 d. – No
- Section 4 – Affirmation
- HSP GFE Method B (Attachment B) – Complete this attachment for each subcontracting opportunity

**Method 5 – If you are not subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., equipment, supplies, materials, and/or employees), complete:**

- Section 1 – Respondent and Requisition Information
- Section 2 a. – No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources
- Section 3 – Self Performing Justification
- Section 4 – Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



# HUB SUBCONTRACTING PLAN (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- **11.2 percent for heavy construction other than building contracts,**
- **21.1 percent for all building construction, including general contractors and operative builders contracts,**
- **32.7 percent for all special trade construction contracts,**
- **23.6 percent for professional services contracts,**
- **24.6 percent for all other services contracts, and**
- **21 percent for commodities contracts.**

### - - Agency Special Instructions/Additional Requirements - -

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

## SECTION 1 RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_
- b. Is your company a State of Texas certified HUB?  - Yes  - No
- c. Requisition #: \_\_\_\_\_ Bid Open Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(mm/dd/yyyy)

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

## SECTION 2 SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b, of this SECTION and continue to Item c of this SECTION.)

- **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If **No**, continue to SECTION 3.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>five (5) years or less</u> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to non-HUBs .
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>)

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

- **Yes** (If **Yes**, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

- **No** (If **No**, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the **aggregate expected percentage** of the contract you will subcontract with Texas certified HUBs with which you have a continuous contract\* in place with for five (5) years or less **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".

- **Yes** (If **Yes**, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

- **No** (If **No**, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.





**SECTION 3 SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)**

Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- **Yes** (If **Yes**, in the space provided below **list the specific page(s)/section(s)** of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
- **No** (If **No**, in the space provided below **explain how** your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

**SECTION 4 AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date

- REMINDER:** ➤ If you responded "**Yes**" to **SECTION 2, Items c or d**, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "**No**" to **SECTION 2, Items c and d**, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b.



# HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here: _____	Requisition #: _____
---------------------------------------	----------------------

**IMPORTANT:** If you responded “No” to SECTION 2, Items c and d of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment-B.doc>

## SECTION B-1 SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing this attachment.

Item #: \_\_\_\_\_ Description: \_\_\_\_\_

## SECTION B-2 MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, to continue to SECTION B-4.)
- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

## SECTION B-3 NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and minority or women trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and minority or women trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the minority or women trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>. HUB Status code “A” signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company’s Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VID #	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
		/ /	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		/ /	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		/ /	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more minority or women trade organizations or development centers to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to minority or women trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>
- d. List two (2) the minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
	/ /	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
	/ /	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

# HSP Good Faith Effort - Method B (Attachment B) *Cont.*

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION B-4 SUBCONTRACTOR SELECTION**

a. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas Certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas Certified HUB	VID # <small>(Required if Texas Certified HUB)</small>	Approximate Dollar Amount	Expected Percentage of Contract
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

b. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is **not** a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

\_\_\_\_\_

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

# HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in **Section B** has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more minority/women trade organizations or development centers at least seven (7) working days prior to submitting its bid response to the contracting agency.

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in **Section C, Item 2**, reply no later than the date and time identified in **Section C, Item 1**. Submit your response to the point-of-contact referenced in **Section A**.

Section A	PRIME CONTRACTOR'S INFORMATION	
Company Name:	_____	State of Texas VID #: _____
Point-of-Contact:	_____	Phone #: _____
E-mail Address:	_____	Fax #: _____

Section B	CONTRACTING STATE AGENCY AND REQUISITION INFORMATION	
Agency Name:	_____	
Point-of-Contact:	_____	Phone #: _____
Requisition #:	_____	Bid Open Date: _____

Section C	SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION	
1. <b>Potential Subcontractor's Bid Response Due Date:</b>	<p><b>Our firm must receive your bid response to this subcontracting opportunity no later than 5:00 P.M., Central Daylight Time on:</b> _____ (Date)</p> <p>In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to <u>at least three (3)</u> Texas certified HUBs, and allow the HUBs <u>at least seven (7) working days</u> to respond to the notice prior to submitting our bid response to the contracting agency. In addition, we must provide the same notice to <u>two (2)</u> or more minority/women trade organizations or development centers <u>at least seven (7) working days</u> prior to submitting our bid response to the contracting agency.</p> <p><i>(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)</i></p>	
2. <b>Subcontracting Opportunity Scope of Work:</b>		
3. <b>Required Qualifications:</b> <input type="checkbox"/> - Not Applicable		
4. <b>Bonding/Insurance Requirements:</b> <input type="checkbox"/> - Not Applicable		
5. <b>Location to review plans/specifications:</b> <input type="checkbox"/> - Not Applicable		



# HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report

**This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.**

Contract/Requisition Number: \_\_\_\_\_ Date of Award: \_\_\_\_\_ Object Code: \_\_\_\_\_  
(mm/dd/yyyy) (Agency Use Only)

Contracting Agency/University Name: Texas Department of Transportation

Contract Administrator Name: \_\_\_\_\_

Contractor (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reporting (Month) Period: \_\_\_\_\_ Total Amount Paid this Reporting Period to Contractor: \$ \_\_\_\_\_

## ***Report HUB and Non-HUB subcontractor information***

Subcontractor's Name	Subcontractor's VID or HUB Certificate Number	*Texas Certified HUB? (Yes or No)	Total Contract \$ Amount from HSP with Subcontractor	Total \$ Amount Paid This Reporting Period to Subcontractor	Total Contract \$ Amount Paid to Date to Subcontractor	Object Code (Agency Use Only)
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
<b>TOTALS:</b>			\$	\$	\$	

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Prime contractors can verify subcontractor HUB certification status on-line at <http://www2.cpa.state.tx.us/cmb1/cmb1hub.html>

**MINORITY/WOMEN TRADE  
ORGANIZATIONS/DEVELOPMENT CENTERS  
Texas Department of Transportation HUB Program**

ORGANIZATION	MAILING ADDRESS	PHONE	FAX	EMAIL
Black Contractors Association – Dallas/Fort Worth	1409 S. Lamar Street, Suite 251, Dallas, TX 75215	214-485-0483	214-485-0467	<a href="mailto:info@blackcontractors.org">info@blackcontractors.org</a> , <a href="mailto:rjgipson@blackcontractors.org">rjgipson@blackcontractors.org</a>
Capital City African American Chamber of Commerce	5407 North IH-35, Suite 304, Austin, TX 78723	512-459-1181	512-459-1183	<a href="mailto:ceo@capcitychamber.org">ceo@capcitychamber.org</a>
Dallas Black Chamber of Commerce	2838 Martin Luther King Jr. Boulevard, Dallas, TX 75215	214-421-5200	214-421-5510	<a href="mailto:chum@dbcc.org">chum@dbcc.org</a> , <a href="mailto:cro@dbcc.org">cro@dbcc.org</a> , <a href="mailto:rgates@dbcc.org">rgates@dbcc.org</a>
DFW Minority Supplier Development Council	2710 North Stemmons Freeway, North Tower, Suite 900, Dallas, TX 75207-2212	214-630-0747	214-637-2241	<a href="mailto:rafia@dfwmsdc.com">rafia@dfwmsdc.com</a> , <a href="mailto:sourcing@dfwmsdc.com">sourcing@dfwmsdc.com</a>
Dallas Hispanic Chamber of Commerce	4622 Maple Avenue, Suite. 207, Dallas, TX 75219	214-521-6007	214-520-1687	<a href="mailto:maribel@gdhcc.com">maribel@gdhcc.com</a>
El Paso Hispanic Chamber of Commerce	2401 E. Missouri St., El Paso, TX 79903	915-566-4066	915-566-9714	<a href="mailto:treed@ephcc.org">treed@ephcc.org</a>
Fort Worth Metropolitan Black Chamber of Commerce	1150 South Freeway, Suite 211, Fort Worth, TX 76104	817-871-6538	817-332-6438	<a href="mailto:bbolden@fwmbcc.org">bbolden@fwmbcc.org</a>
Golden Triangle Minority Business Council		409-962-8530	409-722-5402	<a href="mailto:Hatcher.beverly@gtmbc.com">Hatcher.beverly@gtmbc.com</a>
Greater Houston Business Procurement Forum	17071/2 South Post Oak Blvd., PMB 273, Houston, TX 77056	832-216-2185	713-436-8333	<a href="mailto:milton@houstonbiz.org">milton@houstonbiz.org</a>
Hispanic Contractors Association - Houston	7 Parker Road, Houston, TX 77076	832-883-5078	Use email	<a href="mailto:randymagdaleno@yahoo.com">randymagdaleno@yahoo.com</a>
Hispanic Contractors Association –San Antonio	8300 Pat Booker, RM 233 Live Oak, San Antonio, TX 78233	210-444-1100	210-444-1101	<a href="mailto:admin@hcadesa.org">admin@hcadesa.org</a> ,
Hispanic Contractors Association – Regional	2210 W. Illinois Avenue, Dallas, TX 75224-1636	972-786-0909	972-786-0910	<a href="mailto:raul@regionalhca.org">raul@regionalhca.org</a>
Houston Hispanic Chamber of Commerce	1801 Main Street, Suite 890, Houston, TX 77002	713-644-7070	713-644-7377	<a href="mailto:mvelasquez@houstonhispanicchamber.com">mvelasquez@houstonhispanicchamber.com</a> <a href="mailto:jmancilla@houstonhispanicchamber.com">jmancilla@houstonhispanicchamber.com</a> ; <a href="mailto:info@houstonhispanicchamber.com">info@houstonhispanicchamber.com</a>
Houston Minority Supplier Development Council	Three Riverway, Suite 555, Houston, TX 77056	713-271-7805	713-271-9770	<a href="mailto:angela.freeman@hmsdc.org">angela.freeman@hmsdc.org</a> , <a href="mailto:terry.williams@hmsdc.com">terry.williams@hmsdc.com</a>
National Association of Minority Contractors Inc.–Houston	3825 Dacoma St., Houston, TX. 77092	713-843-3791	713-843-3701	<a href="mailto:info@namctexas.org">info@namctexas.org</a>
Regional Hispanic Contractors Association (RHCA)		972-786-0909	972-786-0910	<a href="mailto:Julio@regionalhca.org">Julio@regionalhca.org</a>
San Antonio Hispanic Chamber of Commerce	200 East Grayson, Suite 203, San Antonio, TX 78215	210-225-0462	210-225-2485	<a href="mailto:adrianm@sahcc.org">adrianm@sahcc.org</a>
Southwest Minority Supplier Development Council	912 Bastrop Highway, Ste. 101, Austin, TX 78741 3463 Magic Dr., #300, San Antonio, TX 78229	512-386-8766 210-659-2160	512-386-8988 Use email	<a href="mailto:jenniger@smsdc.org">jenniger@smsdc.org</a> , <a href="mailto:eva@smsdc.org">eva@smsdc.org</a>
Texas Asian Chamber of Commerce	P.O. Box 26918, Austin, TX 78755	512-485-1090	Use email	<a href="mailto:txasianchamber@gmail.com">txasianchamber@gmail.com</a>
Texas Association of African American Chambers of Commerce (TAAACC)	P.O. Box 13064, Austin, TX 78711-3064	512-535-5610	Use email	<a href="mailto:taaacc179@yahoo.com">taaacc179@yahoo.com</a>
Texas Association of Historically Underutilized Businesses	P.O. Box 684726, Austin, TX 78768-4726		915-5857751, 512-288-9121	<a href="mailto:info@texashubs.org">info@texashubs.org</a> , <a href="mailto:rmata@tgsaustin.com">rmata@tgsaustin.com</a>
Texas Association of Mexican American Chambers of Commerce (TAMACC)	3000 South IH-35, Suite 305, Austin, TX 78704	512-444-5727	512-444-4929	<a href="mailto:panton@tamacc.org">panton@tamacc.org</a>
Tri-County Black Chamber of Commerce	P.O. Box 88376, Houston, TX 77288	832-875-3977	713-218-051 713-839-7329	<a href="mailto:procurement@tcbcc.org">procurement@tcbcc.org</a>



**MINORITY/WOMEN TRADE  
ORGANIZATIONS/DEVELOPMENT CENTERS**  
*Texas Department of Transportation HUB Program*

U.S. Hispanic Contractors Association de Austin	319 Congress Ave., Ste 250 Austin, TX 78723	512-922-0507	Use email	<a href="mailto:info@ushca-austin.com">info@ushca-austin.com</a>
U.S. Pan Asian American Chamber of Commerce – SW		682-367-1393	817-469-9485	<a href="mailto:gmcdermott@uspaacc-sw.org">gmcdermott@uspaacc-sw.org</a>
Women’s Business Council - Southwest	2201 North Collins, Suite 158, Arlington, TX 76011	817-299-0566	Use email	<a href="mailto:asteele@wbcsouthwest.org">asteele@wbcsouthwest.org</a>
Women’s Business Enterprise Alliance (WBEA)	4100 Westheimer Rd., Ste 260, Houston, TX 77027	713-681-9232	713-681-9242	<a href="mailto:bids@wbea-texas.org">bids@wbea-texas.org</a>
Women Contractors Association (WCA)	10807 Jones Rd, PMB 164, Houston, TX 77065	713-807-9977	713-807-9917	<a href="mailto:director@womencontractors.org">director@womencontractors.org</a>