

REQUEST FOR QUALIFICATIONS
for
Construction Manager-Agent Services

Solicitation Number	RFQ-2026-05
Project Title	Construction Manager-Agent
Issuing Agency	Borderplex Alliance Foundation
Agency Address	123 W. Mills Ave., Suite 320, El Paso, TX 79901
Issuance Date	July 7, 2026
Proposal Due Date	July 21, 2026, 5:00 p.m. Mountain Time
Proposal Submission Inbox	Construction Manager-Agent Qualification Submission
Point of Contact	contact@borderplexalliancefoundation.org (Attention: Monica Fernandez)
Questions Deadline	July 16, 2026, 10:00 p.m. Mountain Time
Site Visit	July 16, 2026 (See attachment 1)
Proposal Validity Period	120 calendar days from Proposal Due Date

This solicitation is issued for Construction Manager-Agent services pursuant to Texas Government Code §§ 2269.207 and 2254.004. The owner will select the most highly qualified provider on the basis of demonstrated competence and qualifications in the manner required by Texas Government Code § 2254.004. Late proposals will not be accepted.

Questions regarding this Request for Qualifications (RFQ or Proposal) must be submitted in writing. No oral interpretations will be made or be binding.

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Section 1: Introduction and Project Overview

I.1 Purpose

Borderplex Alliance Foundation ("Owner") is soliciting qualifications for a Construction Manager-Agent ("CM-Agent") for the StarTech Collaboration Center ("the Project") located in El Paso, Texas. This procurement is conducted pursuant to Texas Government Code Chapter 2269, Subchapter E (Sections 2269.201-208).

I.2 Project Background

The Project consists of commercial construction services supporting the delivery of two (2) program elements within an existing building located in El Paso, Texas.

Component A: Sensitive Compartmented Information Facility (SCIF)

Component A involves the construction of an open storage Sensitive Compartmented Information Facility (SCIF) compliant with Intelligence Community Directive (ICD) 705 and the National Industrial Security Program Operating Manual (NISPOM). The SCIF shall meet all applicable physical and technical security standards required for the processing, storage, and handling of Sensitive Compartmented Information (SCI).

Component B: CUI/ITAR Collaboration Space

Component B involves the construction of a Controlled Unclassified Information (CUI) and International Traffic in Arms Regulations (ITAR) compliant collaboration space. This space shall incorporate appropriate physical and administrative controls consistent with applicable CUI handling

requirements and ITAR access restrictions, including partitioned areas, badge-controlled access points, and infrastructure supporting strict access management.

1.3 Procurement Method

This solicitation is for Construction Manager-Agent services and is governed by Texas Government Code § 2269.207, which requires selection of a construction manager-agent in conformity with Texas Government Code § 2254.004. Accordingly, the Owner will evaluate and rank respondents based solely on demonstrated competence and qualifications. Proposals will be evaluated and ranked based on the criteria identified in Section 7 of this RFQ.

Section 2: Legal Authority and Compliance

2.1 Statutory Authority

This procurement is governed by Texas Government Code §§ 2269.207 and 2254.004. All proposals submitted in response to this RFQ shall comply with applicable Texas law.

2.2 Sealed Proposals Required

All proposals must be submitted as sealed proposals. Proposals received after the deadline specified on the cover page or submitted in any form other than sealed shall be rejected.

2.3 Right to Reject

The Owner reserves the right to reject any or all proposals, waive technicalities, and to accept the proposal deemed most advantageous to the Owner, subject to the evaluation criteria set forth herein.

2.4 Ethics and Conflicts of Interest

All offerors must disclose any actual or potential conflicts of interest, as required by applicable Texas law, including Texas Government Code Chapter 176. Offerors that currently perform, or have recently performed, design or construction services for this Project may be disqualified due to an actual or potential organizational conflict of interest (OCI).

Section 3: Procurement Schedule

All dates are subject to change. Any changes will be communicated via written addendum. Offerors are responsible for monitoring the Owner's procurement portal for addenda.

Event	Date
RFQ Issue Date	July 7, 2026
Site Visit	July 16, 2026, (see Attachment I)
Deadline to Submit Written Questions	July 16, 2026 (10:00 p.m. Mountain Time)
Owner's Response to Questions (Addendum)	July 17, 2026
Proposal Submission Deadline	July 21, 2026 (5:00 p.m. Mountain Time)
Evaluation Period	July 23 –24, 2026
Interviews / Oral Presentations (if required)	July 27-31, 2026
Contract Award (Estimated)	August 4, 2026

Section 4: Scope of Work

4.1 Overview

The CM-Agent shall serve as a member of the StarTech Tiger Team (Client, Contractor, CM-Agent and subconsultants & subcontractors) and function as a representative and advocate throughout the construction administration phase of the Project. In this role, the CM-Agent shall act in the Owner's best interests and shall maintain the Owner's confidence through transparent, timely, and professional communication. The specific services required are detailed in Sections 4.2 through 4.11 below.

The CM-Agent shall support the Project's compliance with ICD-705 requirements under the direction of the StarTech Site Security Manager (SSM) and in coordination with the Construction Surveillance Technicians (CSTs). The CM-Agent's role is advisory only; the CM-Agent is not responsible for enforcing ICD-705, issuing security infractions, or adjudicating violations.

4.2 Pre-Construction Conference

The CM-Agent will facilitate the pre-construction conference with the StarTech Tiger Team to discuss the operational aspects of the Project, including the Construction Administration procedures and processes as identified in the specifications and General Conditions to the Construction Contract.

4.3 Progress Meetings and Site Visits

The CM-Agent will visit the Project site during construction to attend combined progress meetings and site walkthroughs ("Site Visit") as often as is appropriate, in the CM-Agent's professional judgment, up to the extent specified in this section. The purpose of site walkthroughs is to become generally familiar with the progress and quality of the work and to determine whether the work is in conformance with the aesthetic design intent.

The CM-Agent's fee for Basic Services shall include:

1. Weekly Site Visit with the Client, StarTech Tiger Team, and Contractor during active construction (Additional independent site visits as CM-Agent considers appropriate)
2. Additional progress meetings if needed

If the CM-Agent observes work that does not conform to the Construction Documents, the CM-Agent will recommend that the Client reject it. The CM-Agent will also recommend inspection or testing the work if appropriate. The CM-Agent will provide a detailed schedule of meetings, site visits, and associated travel expenses as part of the confirmation of construction administration fees.

Due to the mandatory weekly site visit requirement, offerors must demonstrate the ability to be physically present at the El Paso, Texas project site on a weekly basis throughout active construction.

4.4 Communications During Construction

The Owner and Contractor will communicate with each other primarily through the CM-Agent. The CM-Agent will maintain logs of documents received, reviewed, and/or issued by the CM-Agent.

4.5 Requests for Information (RFIs)

Upon the Client's or Contractor's request for information, the CM-Agent will provide written or graphic interpretations and clarifications of the Construction Documents.

4.6 Bulletins

The CM-Agent will use Bulletins to:

1. Authorize minor changes in the Work

2. Issue supplemental instructions related to the Work
3. Confirm Field Orders
4. Request proposals for changes in the Work

4.7 Submittals

The CM-Agent will review and take appropriate action on Samples, Product Data, Shop Drawings, and other submittals that the Construction Documents require the Contractor to submit ("Submittals"), to determine whether those items and the Contractor's proposed methods of fabrication are generally consistent with the aesthetic design intent. The CM-Agent will act on Submittals within the time specified in a submittal schedule or otherwise within ten (10) business days absent urgent circumstances.

4.8 Changes to the Work

The CM-Agent may authorize minor changes in the Work when such changes are consistent with the aesthetic design intent and do not require an adjustment to the Project Budget or Schedule. The CM-Agent will assist the Client in reviewing both the appropriateness and the completeness of properly documented Change Order proposals submitted by the Contractor, including verifying that each proposed change is justified, aligned with the Construction Documents, and supported by adequate cost and schedule impact data. The CM-Agent will also assist the Client in issuing Change Order Directives requested by the Client. The Client will notify the CM-Agent promptly of any Client-approved changes that deviate from the Construction Documents.

4.9 Contractor's Payment Applications

The CM-Agent will review the Contractor's monthly payment applications and make recommendations to the Client regarding amounts due. The CM-Agent's approval of a payment application will represent to the Client that, to the best of the CM-Agent's knowledge, information, and belief, the work has progressed to the point indicated and is consistent with the aesthetic design intent.

If the CM-Agent is requested to issue Certificates for Payment, such certification will be made to the best of the CM-Agent's knowledge, information, and belief, based on documentation provided with the Contractor's payment applications and the CM-Agent's site observations, and will be subject to:

1. The CM-Agent's observation of the Work upon Substantial Completion
2. Results of subsequent tests and inspections
3. Correction of minor deviations from the Contract Documents prior to completion
4. Any qualifications expressed by the CM-Agent

4.10 Substantial Completion

Upon receipt of the Contractor's written representation that the work is substantially complete, along with the Contractor's punch list of items to be completed or corrected, the CM-Agent will conduct field reviews to observe whether the work is substantially complete. When the CM-Agent determines that the Work is substantially complete, the CM-Agent will issue the Certificate of Substantial Completion.

4.11 Final Completion and Project Close-Out

No later than thirty (30) days following Substantial Completion, upon the Contractor's and Client's request, the CM-Agent will conduct a field review to observe the Contractor's completed punch list items. When the CM-Agent believes that the Work has been completed per the Construction Documents, the CM-Agent will approve the Contractor's final payment application. Multiple or separate field reviews may be required.

Section 5: Minimum Qualifications

Proposals that do not demonstrate the following minimum qualifications shall be deemed non-responsive and will not be evaluated:

5.1 Experience

The CM-Agent must have a minimum of five (5) years of documented experience providing Construction Management related services on commercial or institutional construction projects of similar scope and scale.

5.2 Key Personnel

The proposed CM-Agent must have a minimum of seven (7) years of relevant professional experience in construction administration, project management, or related field.

5.3 References

The CM-Agent must provide a minimum of three (3) verifiable project references from clients for whom Construction Management services were performed within the past seven (7) years.

5.4 Insurance

The firm must be able to demonstrate the ability to obtain Professional Liability, General Liability, and Workers' Compensation insurance at the levels identified in the table below.

Coverage Type	Minimum Required Limit
Professional Liability	\$1,000,000 per claim / \$2,000,000 aggregate
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate Including products/completed operations, personal and advertising injury, and contractual liability
Workers' Compensation	The contractor MUST be a Workers Compensation subscriber carrying statutory coverage
Employer's Liability	\$1,000,000 per occurrence / \$1,000,000 disease each employee / \$1,000,000 disease policy limit
Automobile Liability	\$1,000,000 combined single limit (CSL) per occurrence Covering all owned, non-owned, and hired vehicles.

Section 6: Proposal Submission Requirements

6.1 Proposal Format and Organization

Proposals must be submitted as PDF documents, clearly labeled with the RFQ number and Tabs in the title of the document. Tab H – Fee Proposal MUST be submitted in a separate PDF document that is clearly labeled as “Tab H – Fee Proposal”. All Other Tabs will be located in consolidated into a single PDF. Failure to submit Tab H as a separate PDF will result in the proposal being disqualified and will not be evaluated.

Tab	Section Title	Page Limit
Tab A	Cover Letter and Executive Summary	2 pages
Tab B	Firm Qualifications and Experience	5 pages
Tab C	Key Personnel Qualifications and Resumes	1 page
Tab D	Relevant Project Experience (3–5 projects)	8 pages

Tab	Section Title	Page Limit
Tab E	Technical Approach and Methodology	6 pages
Tab F	Local Presence and Project Availability	3 pages
Tab G	References (Minimum 3)	No limit
Tab H	Required Certifications and Disclosures	No limit

Page limits are per Tab. Pages exceeding stated limits will not be evaluated. Standard 8.5"×11" format, minimum 11-point font, 1-inch margins.

6.2 Cover Letter (Tab A)

The cover letter must be signed by an authorized representative of the firm and must:

1. Identify the firm's legal name, address, primary contact, telephone, and email
2. Confirm the firm's intent to comply with all RFQ requirements
3. Acknowledge receipt of all addenda issued
4. State any exceptions taken to the RFQ terms and conditions

6.3 Firm Qualifications (Tab B)

Provide:

1. Company overview, years in business, and organizational structure
2. Description of the firm's experience with CM-Agent services
3. Any relevant certifications, professional memberships, or industry affiliations
4. Firm's DUNS/UEI number

6.4 Key Personnel Qualifications and Resumes (Tab C)

Identify all key personnel proposed for this Project, including the CM-Agent and any other personnel who will perform services under the contract. For each person provide: name, title, Industry licenses and certifications, years of experience, and a resume not exceeding two pages (**resumes do NOT count against the page limit**).

6.5 Relevant Project Experience (Tab D)

Provide information on a minimum of three (3) and a maximum of five (5) comparable projects completed within the last seven (7) years. For each project provide:

1. Project name and location
2. Owner's name and contact information (for reference verification)
3. Project type, size (square footage and/or construction value)
4. Description of services provided
5. Project schedule (start date, substantial completion date, final completion date)
6. Whether the project was delivered on schedule and within budget
7. The key personnel from the proposed team who worked on that project

Projects located in El Paso, Texas or the West Texas, as familiarity with local construction market conditions is a factor in the evaluation.

6.6 Technical Approach and Methodology (Tab E)

Provide a narrative describing the firm's proposed approach to performing the Scope of Work described in Section 4. This section should address:

1. How the firm will manage weekly site visits and maintain on-site presence throughout active construction (consideration will be given to more frequent site visits)
2. Communication protocols with the Owner, Contractor, and design team
3. Submittal and RFI management procedures
4. Change order and cost control methodology
5. Document control and recordkeeping systems
6. Approach to project closeout

6.7 Local Presence and Project Availability (Tab F)

Due to the nature of this Project, which requires mandatory weekly on-site presence in El Paso, Texas throughout active construction, offerors must demonstrate their ability to fulfill this requirement. This section must address:

1. The firm's physical office location(s) and proximity to the Project site in El Paso, Texas
2. The proposed CM-Agent's primary work location and commute/travel plan for weekly site visits
3. The firm's familiarity with the El Paso construction market, including local subcontractors, suppliers, material availability, and labor conditions
4. The firm's familiarity with local regulatory agencies, permitting authorities, and inspection processes in El Paso and El Paso County
5. The firm's ability to respond to project emergencies or Owner requests within a reasonable timeframe given proximity to the site
6. Any established relationships with local government entities (e.g., City of El Paso Development Services, El Paso Water Utilities, Texas Commission on Environmental Quality regional office) relevant to this Project.

This criterion is evaluated based on demonstrated operational capacity and project-specific availability, not solely on the firm's state of incorporation or business registration address. Firms without a current physical presence in the El Paso area may address how they plan to establish or maintain adequate local availability for the duration of the Project.

6.8 References (Tab G)

The CM-Agent must provide a minimum of three (3) verifiable project references from clients for whom Construction Management services were performed within the past seven (7) years.

6.9 Required Certifications and Disclosures (Tab H)

Each proposal must include the following completed forms:

1. Conflict of Interest Questionnaire (Texas Government Code Chapter 176, Form CIQ)
2. Debarment and Suspension Certification
3. Certificates of Insurance (evidence of insurability)
4. Acknowledgment of all addenda issued
5. Signature page executed by an authorized officer of the firm

6.10 Fee Information

Respondents may submit fee information in a separate PDF clearly marked “Fee Information” which may include the information on the attached Exhibit B (Fee Information Form). Fee information will not be reviewed, scored, ranked, or considered by the Evaluation Committee in determining the most highly qualified respondent. The Owner will first rank respondents solely on the basis of demonstrated competence and qualifications in accordance with Texas Government Code §§ 2269.207 and 2254.004. After the qualifications ranking is complete, the Owner may review fee information submitted by the highest-ranking respondent and use such information solely to assist in negotiating a contract at a fair and reasonable price.

Section 7: Evaluation Criteria and Scoring

7.1 Evaluation Overview

Proposals will be evaluated and ranked by an Evaluation Committee appointed by the Owner. Evaluation will be conducted in accordance with Texas Government Code 2269.207 and 2254.004. The Owner will evaluate proposals to identify the most highly qualified provider of services on the basis of demonstrated competence and qualifications.

All proposals that meet the minimum qualifications established in Section 5 will be evaluated. Proposals failing to meet minimum qualifications will be deemed non-responsive and will not receive further evaluation.

7.2 Scoring Criteria

#	Evaluation Criterion	Maximum Points
1	Firm Qualifications and Relevant Experience	25
2	Local Presence, Market Knowledge, and Project Availability	20
3	Qualifications and Experience of Key Personnel	25
4	Technical Approach and Methodology	15
5	Past Performance and Client References	15
TOTAL		100

7.3 Criterion Descriptions

Criterion 1: Firm Qualifications and Relevant Experience

Evaluated based on the firm's overall experience providing Construction Management services; the depth and relevance of the firm's project portfolio; Industry certifications held by the firm; and demonstrated expertise in managing construction projects of similar type, scale, and complexity. Firms with documented experience on projects in the El Paso/West Texas region or similarly complex regulatory environments will be viewed favorably.

Criterion 2: Local Presence, Market Knowledge, and Project Availability

Given the operational demands of this Project, specifically the mandatory weekly on-site presence requirement, this criterion evaluates the firm's demonstrated ability to fulfill those demands effectively and economically. Scoring considers:

1. Proximity of the firm's office or the proposed CM-Agent's primary location to the El Paso, Texas project site, and the feasibility of the firm's plan for weekly site visits without incurring disproportionate travel costs
2. Demonstrated familiarity with the El Paso construction market, including knowledge of local subcontractors, suppliers, prevailing labor conditions, and material availability in the West Texas / Borderplex region
3. Knowledge of and established working relationships with El Paso-area regulatory and permitting authorities, including the City of El Paso Development Services Department, El Paso County, and applicable state and regional agencies
4. Demonstrated ability to respond promptly to Owner requests and project emergencies given the firm's proximity and staffing in the El Paso area
5. Understanding of El Paso-specific construction conditions (climate, caliche soils, border region logistics, etc.) that may affect project delivery

Higher scores will be awarded to firms that can demonstrate operational readiness to perform on-site services in El Paso on a recurring weekly basis with minimal logistical friction, and that demonstrate substantive knowledge of local market and regulatory conditions. This criterion is based entirely on project-relevant operational factors and is applied equally to all offerors.

Criterion 3: Qualifications and Experience of Key Personnel

Evaluated based on the credentials and experience of the proposed CM-Agent and key team members; the individual's track record of performing Construction Management Services; continuity of proposed personnel throughout the project; and the ability to represent the Owner's interests effectively across the full scope of services described in Section 4.

Criterion 4: Technical Approach and Methodology

Evaluated based on the clarity and feasibility of the proposed approach to performing all required services; the firm's proposed systems for document control, submittal management, RFI tracking, and change order management; the firm's methodology for conducting and reporting on weekly site visits (frequency of visits will be taken into consideration); and the overall quality and thoughtfulness of the work plan.

Criterion 5: Past Performance and Client References

Evaluated based on the quality of client references provided; the firm's track record of delivering projects on schedule and within budget; client satisfaction and any evidence of repeat engagements; and any documented performance issues or contract disputes.

7.4 Evaluation Process

The owner will evaluate qualifications submissions based on the criteria stated in this RFQ. No fee or pricing information will be considered during the evaluation and ranking process. After completing its qualifications evaluation, the Owner will rank respondents on the basis of demonstrated competence and qualifications.

Section 8: Selection Process

8.1 Negotiations

In accordance with Texas Government Code §§ 2269.207 and 2254.004, the Owner will request fee information from, and attempt to negotiate a contract with, the most highly-qualified respondent at a fair and reasonable price. If the Owner cannot negotiate a satisfactory contract with the highest-ranked respondent, the Owner will formally end negotiations with that respondent and proceed to negotiate with the next most highly qualified respondent. This process will continue until a contract is executed or the Owner elects to cancel the solicitation.

Section 9: General Terms and Conditions

9.1 Addenda

The Owner reserves the right to amend this RFQ at any time prior to the proposal submission deadline by written addendum. All addenda will be posted to <https://www.borderplexalliancefoundation.org/> and will be incorporated into the RFQ. Offerors are responsible for checking for addenda. Proposals must acknowledge all addenda.

9.2 Questions and Clarifications

All questions regarding this RFQ must be submitted in writing to contact@borderplexalliancefoundation.org (Attention: Monica Fernandez) no later than July 16, 2026, at 10:00 p.m. Mountain Time. No oral interpretations of this RFQ will be made or be binding. Only written responses issued as addenda are binding.

9.3 Costs of Proposal Preparation

The Owner assumes no liability for any costs incurred by offerors in preparing or submitting proposals in response to this RFQ. Proposal preparation costs are solely the responsibility of the offeror.

9.4 Ownership of Proposals

All proposals submitted become the property of the Owner and will not be returned.

9.5 Confidentiality

Proposals are subject to the Texas Public Information Act (Texas Government Code Chapter 552). Offerors claiming that certain information in their proposal is confidential or exempt from disclosure must clearly mark such information and provide a brief legal basis for the claimed exemption. The Owner makes no guarantee regarding the confidentiality of any proposal content. The Owner will comply with applicable law in responding to any public information request.

9.6 No Guaranteed Work

This RFQ and any resulting contract do not guarantee any specific volume or value of work. The scope, schedule, and fee will be negotiated and defined in the executed contract.

9.7 Contract Requirements

The selected Agent will be required to execute the standard services contract. Key contract terms include but are not limited to the scope of services; compensation and reimbursables; insurance requirements; indemnification; limitation of liability; ownership of documents; termination provisions;

and dispute resolution. Any exceptions to the standard contract must be identified in the proposal and will be considered during negotiations.

9.8 Equal Opportunity

The selected firm must comply with all applicable federal and state equal opportunity employment laws and regulations.

Exhibit A

Summary Scope of Services Checklist

Service Area	Included in Basic Services
Pre-Construction Conference	Yes
Weekly Progress Meetings and Site Visits	Yes
Communications Management and Document Logging	Yes
Requests for Information (RFI) Response	Yes
Bulletins (Minor Changes, Supplemental Instructions, Field Orders)	Yes
Submittal Review (Samples, Product Data, Shop Drawings)	Yes
Change Order Review and Authorization of Minor Changes	Yes
Contractor Payment Application Review and Certification	Yes
Substantial Completion Observation and Certificate	Yes
Final Completion Observation and Close-Out	Yes

Exhibit B
Fee Information Form

Part 1: Basic Services Fee Itemization

Service Category	Lump Sum / NTE Fee	Estimated Hours	Hourly Rate (if applicable)
Pre-Construction Conference	\$		
Site Visits (Basic Services)	\$		
Communications / Document Management	\$		
RFI Management	\$		
Bulletin Preparation	\$		
Submittal Review	\$		
Change Order Review	\$		
Payment Application Review / Certification	\$		
Substantial Completion Observation	\$		
Final Completion / Close-Out	\$		
TOTAL BASIC SERVICES FEE	\$		

Part 2: Hourly Rates for Additional / Supplemental Services

Personnel Title	Hourly Rate
CM-Agent	\$

Part 3: Reimbursable Expenses

Reimbursable expenses will be invoiced at actual cost / actual cost plus ____% markup. Estimated reimbursable budget for Basic Services: \$_____. The following items are considered reimbursable: (provide a list of reimbursable expense categories, e.g., mileage, airfare, lodging, per diem, reproduction/printing, courier/overnight delivery, permit fees paid on Owner's behalf, etc.).

Part 4: Assumptions and Exclusions

The following assumptions and/or exclusions underlie this Fee Information Form: (List assumptions/exclusions and attach additional pages as necessary).

Part 5: Certification and Signature

The undersigned, an authorized officer of the Firm, hereby certifies that the fee information contained in this proposal is accurate and complete and that the Firm has read and agrees to all terms and conditions of the foregoing proposal.

Firm Name:

Authorized Signature:

Printed Name:

Title:

Date: