



How to Modify an Approved HUB Subcontracting Plan

2023 PEPS Conference

Kimlinh Nguyen, *PEPS HOU Service Center Director*

Angelina Adame, *Contract Specialist*

December 5, 2023

Modify an approved HUB Subcontracting Plan (HSP)



What is an HSP?



Why update the HSP?



Required Documents

What is the HSP?



HUB Subcontracting Plan (HSP) QUICK CHECKLIST

Rev. 2/17

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified 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
 - GFE Method A (Attachment A) • Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a **continuous contract**¹ in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", 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 and Non-HUB vendors.
 - Section 2 c. - No
 - Section 2 d. - Yes
 - Section 4 • Affirmation
 - GFE Method A (Attachment A) • Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a **continuous contract**¹ in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", 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 and Non-HUB vendors.
 - Section 2 c. - No
 - Section 2 d. - No
 - Section 4 • Affirmation
 - GFE Method B (Attachment B) • Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), 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

¹**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, to include 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 CPS 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)

Rev. 2/17

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) §50.284 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,**
- **32.9 percent for all special trade construction contracts,**
- **23.7 percent for professional services contracts,**
- **26.0 percent for all other services contracts, and**
- **21.1 percent for commodities contracts.**

-- Agency Special Instructions/Additional Requirements --

In accordance with 34 TAC §50.285(6)(1)(D)(ii), 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 the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a **continuous contract**¹ in place for more than five (5) years 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: _____

Why is the change to HSP needed?



There is a change to the contract that impacts the HUB Goal.

- Business Changes
 - Company name change
 - Business Acquisition, Merger, or Dissolvement
- Change in scope including work allocation by the State
- Change in contract value
- Other changes to the HSP

(Any changes to the HSP are required as stated in TAC 34 Part 1 Rule §20.285 (i))



Required Documents



- Updated HSP form
- Form 2580 Change Request Form
 - <https://comptroller.texas.gov/>
- Supplement Agreement

HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

► If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified 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

HUB Subcontracting Plan (HSP) Change Request Form

Form 2580 (Rev. 09/20) Page 1 of 1

Contractor Name: _____ Contract Number: _____

STATE OF TEXAS § Contract No. _____
COUNTY OF TRAVIS §
CONTRACT FOR ENGINEERING SERVICES
SUPPLEMENTAL AGREEMENT NO.

There are 4 options available to complete.....



HUB Subcontracting Plan (HSP) QUICK CHECKLIST

Rev. 2/17

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified 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
 - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", 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 and Non-HUB vendors.
 - Section 2 c. - No
 - Section 2 d. - Yes
 - Section 4 - Affirmation
 - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", 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 and Non-HUB vendors.
 - Section 2 c. - No
 - Section 2 d. - No
 - Section 4 - Affirmation
 - GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), 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 services, to include 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) Rev. 2017

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) §20.284 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.
- 32.9 percent for all special trade construction contracts.
- 23.7 percent for professional services contracts.
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

-- Agency Special Instructions/Additional Requirements --

In accordance with 34 TAC §20.285(d)(1)(D)(ii), 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 the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract in place for more than five (5) years 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: ENGINEERING SOLUTIONS, LLC State of Texas VID #: 12315678910
Point of Contact: John Doe, P.E. Phone #: 123-456-7890
E-mail Address: JohnDoe@engineering.com Fax #: _____
b. Is your company a State of Texas certified HUB? - Yes - No
c. Requisition #: 801CT0000009999 Bid Open Date: 6/3/2021
(mm/dd/yyyy)

1

SECTION 1: RESPONDENT AND REQUISITION INFORMATION

a. Respondent (Company) Name: ENGINEERING SOLUTIONS, LLC State of Texas VID #: 12315678910
Point of Contact: John Doe, P.E. Phone #: 123-456-7890
E-mail Address: JohnDoe@engineering.com Fax #: _____
b. Is your company a State of Texas certified HUB? - Yes - No
c. Requisition #: 801CT0000009999 Bid Open Date: 6/3/2021
(mm/dd/yyyy)

Required Documents



Rev. 2017
 Enter your company's name here: ENGINEERING SOLUTIONS, LLC Requisition #: 601CT000009999

SECTION 2 RESPONDENT'S 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 contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §201.262, a "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, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)
- 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 continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.	Percentage of the contract expected to be subcontracted to non-HUBs.
1	15.1.1 Right of Way Surveys	15 %	%	%	%
2	15.2.1 Design Survey	5 %	%	5 %	%
3	15.3.1 Aerial Photogrammetry	2 %	%	%	%
4	15.3.2 Terrestrial Photogrammetry	3 %	%	6 %	%
5	15.3.3 Terrestrial LIDAR	%	%	5 %	%
6	15.3.4 Mobile and Airborne LIDAR	2.5 %	%	2.5 %	%
7	15.3.5 Horizontal and Vertical Control	3 %	%	%	%
8	15.5.1 State Land Surveying	%	%	1 %	%
9		%	%	%	%
10		%	%	%	%
11		%	%	%	%
12		%	%	%	%
13		%	%	%	%
14		%	%	%	%
15		%	%	%	%
Aggregate percentages of the contract expected to be subcontracted:		30.5 %	%	19.5 %	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/posting-and-purchasing/hub/forms.php>.)

- 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 do not have a continuous contract⁴ in place with for more than five (5) years, 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.)

⁴Continuous 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.

Rev. 2017
 Enter your company's name here: ENGINEERING SOLUTIONS, LLC Requisition #: 601CT000009999

- 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, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)
- 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 do not have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.	Percentage of the contract expected to be subcontracted to non-HUBs.
1	15.1.1 Right of Way Surveys	15 %	%	%	%
2	15.2.1 Design Survey	5 %	%	5 %	%

- 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 do not have a continuous contract⁴ in place with for more than five (5) years, 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.)



Original

Revised

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years	Percentage of the contract expected to be subcontracted to non-HUBs.
1	15.1.1 Right of Way Surveys	15 %	%	%
2	15.2.1 Design Survey	5 %	%	5 %
3	15.3.1 Aerial Photogrammetry	10 %	%	%
4	15.3.2 Terrestrial Photogrammetry	6 %	%	6 %
5	15.3.3 Terrestrial LiDAR	%	%	5 %
6	15.3.4 Mobile and Airborne LiDAR	2.5 %	%	2.5 %
7	15.3.5 Horizontal and Vertical Control	3 %	%	%
8	15.5.1 State Land Surveying	%	%	1 %
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		41.5 %	%	19.5 %

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years	Percentage of the contract expected to be subcontracted to non-HUBs.
1	15.1.1 Right of Way Surveys	15 %	%	%
2	15.2.1 Design Survey	5 %	%	5 %
3	15.3.1 Aerial Photogrammetry	2 %	%	%
4	15.3.2 Terrestrial Photogrammetry	3 %	%	6 %
5	15.3.3 Terrestrial LiDAR	%	%	5 %
6	15.3.4 Mobile and Airborne LiDAR	2.5 %	%	2.5 %
7	15.3.5 Horizontal and Vertical Control	3 %	%	%
8	15.5.1 State Land Surveying	%	%	1 %
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		30.5 %	%	19.5 %

Required Documents



Rev. 2/17

Enter your company's name here: ENGINEERING SOLUTIONS, LLC Requirement #: 601CT000009999

SECTION 3: SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

[Empty box for Section 3 justification]

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 I 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 <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.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.

John M. Doe JOHN M. DOE President 5/30/2023
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" 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.

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 I 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 <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.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.

John M. Doe JOHN M. DOE President 5/30/2023
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" 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.

Required Documents



Original

SECTION A-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 the attachment.

Item Number: 1 Description: 15.1.1 Right of Way Surveys

SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
The Land Surveyors, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1742273292900	\$ \$100,000.00	5 %
Roadway Engineering, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1261212981200	\$ \$200,000.00	10 %

Revised

SECTION A-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 the attachment.

Item Number: 1 Description: 15.1.1 Right of Way Surveys


SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
THE LAND SURVEYORS, INC.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	171717170000	\$ \$100,000.00	5 %
Roadway Engineering, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	121212121200	\$ \$40,000.00	2 %
ABC Engineering, LLC	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	123451234500	\$ \$160,000.00	8 %

Required Documents - Form 2580



 **HUB Subcontracting Plan (HSP)
Change Request Form** Form 2580
(Rev. 08/22)
Page 1 of 1

Contractor Name: Engineering Solutions, LLC Contract Number: _____

Section I (to be completed by prime contractor)

Complete if requesting approval to make any changes in subcontracting opportunities and/or subcontractors.

If at any time during the term of the contract, the prime contractor wants to make any changes to the approved HSP, such proposed changes must be received in writing for prior review and approval by TxDOT before the changes will be effective under the contract. The prime contractor must comply with provisions of the contract relating to developing and submitting a HSP change request in order to substitute/add a subcontracting opportunity and/or a subcontractor prior to any alternative under the original HSP.

When initiating a change to an HSP, the prime contractor is required to meet the good faith effort provisions of the HSP by submitting a revised HSP.

In the space below, please provide a detailed explanation indicating the change that will be made to the HSP, and why the change is being made. (Attach a revised HSP that shows the prime contractor made a good faith effort to meet the requirements of the HSP when making a change.)

Explanation for any item marked "No":

Prime Contractor Representative Name _____ Signature _____ Date _____

[Submit by E-mail](#) [Contact/Help](#)

Section II (to be completed by TxDOT)

I have reviewed and approved the prime contractor's explanation of changes and revised HSP based on the HSP requirements.

Comments

District/Division Representative _____ Signature _____ Date _____ [Submit by E-mail](#)

CIV Representative _____ Signature _____ Date _____ [Submit by E-mail](#)

When initiating a change to an HSP, the prime contractor is required to meet the good faith effort provisions of the HSP by submitting a revised HSP.

In the space below, please provide a detailed explanation indicating the change that will be made to the HSP, and why the change is being made. (Attach a revised HSP that shows the prime contractor made a good faith effort to meet the requirements of the HSP when making a change.)

Explanation for any item marked "No".

Required Documents - Form 2580



**HUB Subcontracting Plan (HSP)
Change Request Form**

Form 2580
(Rev. 07/20)
Page 1 of 1

Contractor Name: Engineering Solutions, LLC Contract Number: 36-xIDPxxxx

Section I (to be completed by prime contractor)

Complete if requesting approval to make any changes in subcontracting opportunities and/or subcontractors.

If at any time during the term of the contract, the prime contractor wants to make any changes to the approved HSP, such proposed changes must be received in writing for prior review and approval by TxDOT before the changes will be effective under the contract. The prime contractor must comply with provisions of the contract relating to developing and submitting a HSP change request in order to substitute/add a subcontracting opportunity and/or a subcontractor prior to any alternative under the original HSP.

When initiating a change to an HSP, the prime contractor is required to meet the good faith effort provisions of the HSP by submitting a revised HSP.

In the space below, please provide a detailed explanation indicating the change that will be made to the HSP, and why the change is being made. (Attach a revised HSP that shows the prime contractor made a good faith effort to meet the requirements of the HSP when making a change.)

Explanation for any item marked "No".

Engineering Solutions, LLC requests to reduce the total HUB percentage from 41.5% to 30.5%. The scope of the project has been changed, reducing the responsibilities of some of the Team HUB firms. The ABC Engineering, LLC has billed \$9,513.22 in fees as an active HUB but the remaining contract amount of \$19,648.30 will be billed after the HUB has been lost. Additionally, this supplement changes the scope to include additional railroad agreement and coordination, City of Texas water and sanitary design and coordination, and extension of time with an end date at Jan/2025 requiring additional management and coordination effort. The scope changes increase project duration and associated management and coordination efforts causing additional reduction in overall HUB participation. The new commitment goal = 30.5%

Prime Contractor Representative Name _____ Signature _____ Date _____

Section II (to be completed by TxDOT)

I have reviewed and approved the prime contractor's explanation of changes and revised HSP based on the HSP requirements.

Comments

District/Division Representative _____ Signature _____ Date _____

CIV Representative _____ Signature _____ Date _____

Engineering Solutions, LLC requests to reduce the total HUB percentage from 41.5% to 30.5%. The scope of the project has been changed, reducing the responsibilities of some of the Team HUB firms. The ABC Engineering, LLC has billed \$9,513.22 in fees as an active HUB but the remaining contract amount of \$19,648.30 will be billed after the HUB has been lost. Additionally, this supplement changes the scope to include additional railroad agreement and coordination, City of Texas water and sanitary design and coordination, and extension of time with an end date at Jan/2025 requiring additional management and coordination effort. The scope changes increase project duration and associated management and coordination efforts causing additional reduction in overall HUB participation. The new commitment goal = 30.5%

Warning

Prime Contractor Representative Name _____ Signature _____ Date _____

Section II (to be completed by TxDOT)

I have reviewed and approved the prime contractor's explanation of changes and revised HSP based on the HSP requirements.

Comments

District/Division Representative _____ Signature _____ Date _____

CIV Representative _____ Signature _____ Date _____

Submit by E-mail

Submit by E-mail

Required Documents - Supplemental Agreement (SA)



Contract No. _____

STATE OF TEXAS §
COUNTY OF TRAVIS §

**CONTRACT FOR ENGINEERING SERVICES
SUPPLEMENTAL AGREEMENT NO. _____**

THIS SUPPLEMENTAL AGREEMENT to contract for engineering services is made by and between the State of Texas acting by and through the Texas Department of Transportation, (the State), and _____ (the Engineer), and becomes effective when fully executed by both parties.

BACKGROUND

The State and the Engineer executed a contract on _____ concerning _____.

AGREEMENT

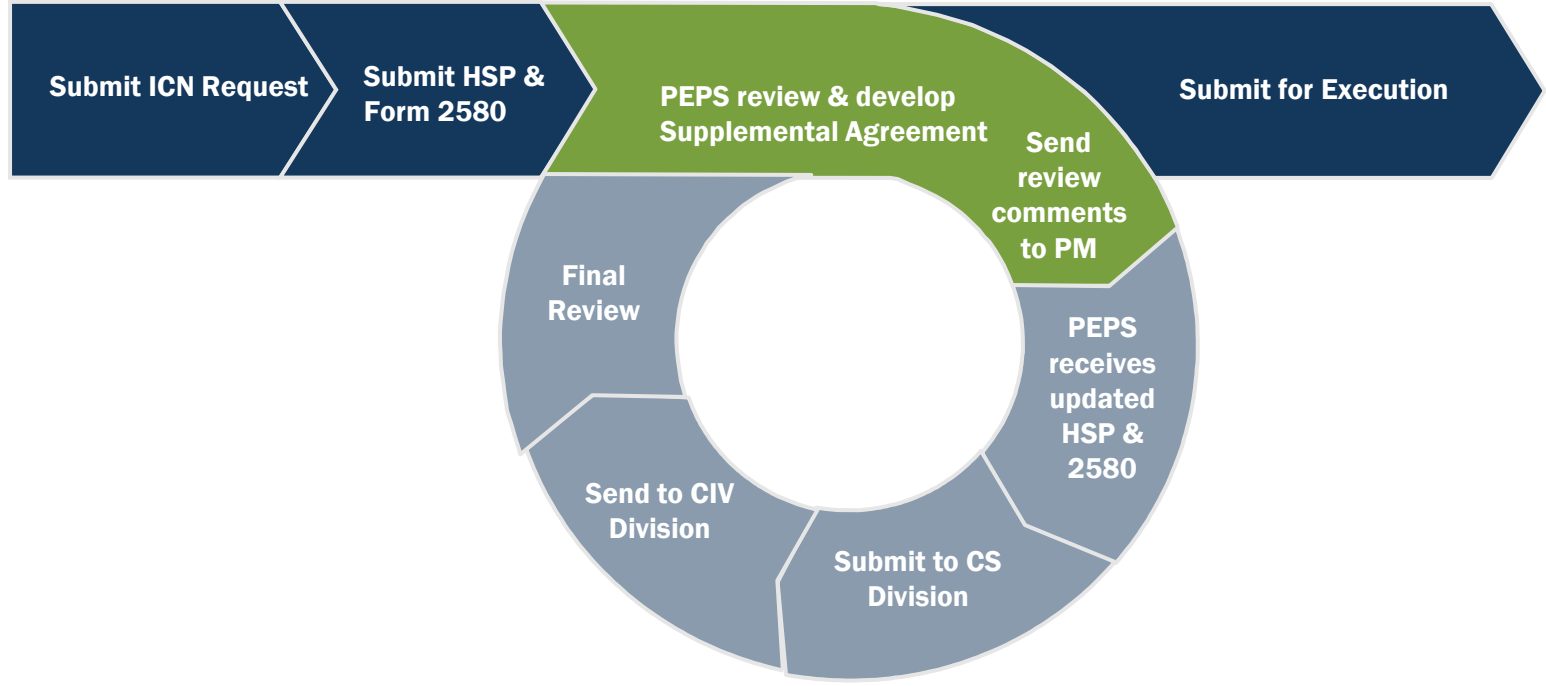
The State and the Engineer agree that the contract is amended as follows:

- I. Attachment _____ (Name of document) is deleted in its entirety and replaced with Attachment _____, which is attached to this supplemental agreement.
- II. Attachment _____ (Name of document) is amended by adding Attachment _____, which is attached to this supplemental agreement.
- III. Exhibit H-1 is deleted in its entirety and is replaced with a new Exhibit H-1.
- IV. The maximum amount payable under this contract is increased by \$ _____, from \$ _____ to \$ _____.
The increase in the maximum amount payable is for the purpose of funding the following additional work:
_____.
- V. The termination date is extended from _____ to _____.

All other provisions are unchanged and remain in full force and effect.

Each party is signing this Supplemental Agreement on the date stated under that party's signature.

THE ENGINEER	THE STATE OF TEXAS
_____ (Signature)	_____ (Signature)
_____ (Printed Name)	_____ (Printed Name)
_____ (Title)	_____ (Title)
_____ (Date)	_____ (Date)



Questions and Discussion



HELP #EndTheStreakTX

End the streak of daily deaths on Texas roadways.

[TxDOT.gov](https://www.txdot.gov) (Keyword: #EndTheStreakTX)



#EndTheStreakTX Toolkit






Kimlinh Nguyen, P.E.

PEPS Houston Service Center Director


 Kimlinh.Nguyen@txdot.gov

 (713)802-5799

Angelina Adame

Contract Specialist

 Angelina.Adame@txdot.gov

 (713)-802-5287