

CLARENDON INDEPENDENT SCHOOL DISTRICT

416 S. Allen

Clarendon, TX 79226



REQUEST FOR QUALIFICATIONS

2018-01

for

Architect/Engineer Services

Related to Security Improvement Projects

The Board of Trustees of the Clarendon ISD is requesting qualifications for:

ARCHITECT/ENGINEER SERVICES

For:

Security Improvement Projects, including:
Design and contract administration for construction, renovation and installation of school security improvements at various school facilities
by the construction manager-agent delivery method

Qualifications will be accepted until 1:00 p.m. on July 12, 2018 to:

**Clarendon ISD
ATTN: Mike Norrell, Superintendent
416 S. Allen
Clarendon, TX 79226**

All responses must be annotated with the following:

**SECURITY IMPROVEMENT PROJECTS
ARCHITECT/ENGINEER SERVICES
RFQ #2018-01**

Please enclose one (1) original and three (3) copies of your response with the appropriate annotation to the address above.

Questions regarding this qualifications package should be directed to:

**Clarendon ISD
ATTN: Mike Norrell, Superintendent
416 S. Allen
Clarendon, TX 79226
Ph: (806) 874-2062
Fax: (806) 874-2579
Email: norrell.mike@clarendonisd.net**

EVALUATION CRITERIA AND WEIGHTS

The decision to select an architect or engineer (“A/E”) will be based on demonstrated competence as required by Texas Government Code § 2254.004. Among other things, respondents shall be evaluated on the following criteria:

<u>CRITERIA</u>	
1.	Reputation of the A/E or firm
2.	Experience over the last five years assisting Districts with new construction and renovation projects of similar size, scope and use of the construction manager-agent delivery method
3.	References
4.	Resumes of key personnel
5.	Location of the firm and ability to provide services in District
6.	Claims or suits filed against the A/E or firm in past 5 years for professional negligence, if any, and the disposition of such claims, if any
7.	Past relationship with the District
8.	Responsive documents and interviews, if any

QUESTIONNAIRE
ARCHITECT/ENGINEERING SERVICES

TIME IS OF THE ESSENCE. The District intends to rank and select A/E firms no later than July 16, 2018 and to approve the contract with the selected A/E by August 13, 2018. The A/E who contracts with the District for the services set out herein must be capable of beginning work with the District immediately on the Project.

All interested and qualified architects/engineers (“A/E”) are invited to submit a statement of their competence and qualifications, consisting of the following:

GENERAL QUALIFICATIONS

The A/E should have experience with assessing school district facilities and prioritizing school needs, working with school districts through the construction manager-agent delivery method, and have expertise with cost estimating, planning and designing, and administering construction projects for Texas school districts or other public facilities with similar regulatory and legal requirements. A/E will be involved with the initial assessment, cost estimate, and development of preliminary concept drawings relating to the District’s Security Improvement Projects (the “Projects”), and upon approval of the design concept, in the full design and administration of such Project. The A/E need not have a local office, but experience in the Clarendon, Texas area and knowledge of local construction practices, codes, procedures, regulations, soil and environmental conditions is required.

At a minimum the Response to the Request for Qualifications (“RFQ”) must contain the following:

1. Name of A/E and firm
2. Business address
3. Contact individual, telephone and e-mail address
4. Type of organization, i.e., sole proprietorship, partnership or corporation
5. General statement of qualifications
6. History of firm and principals including
 - Years in business – if less than 5 years, previous experience of principals is critical
 - Years in business under present name
 - Experience of business principals
 - Past relationship with District and scope of engagement
7. Key personnel proposed to be assigned to project
8. Registrations, licenses, and certifications
9. General experience and experience related to school district construction/renovation projects, facilities assessment, project planning and construction; include a list and brief description of all major projects performed in the last five years
10. Experience related to renovation and design of Texas school buildings. Include a list and brief description of school renovation projects performed in the last five years. If the A/E is not a firm with a local office, indicate the means in which it acquired experience in the Donley County, Texas area and knowledge of local construction practices, codes, procedures, regulations, soil and environmental conditions. Also indicate the means by which a non-local A/E firm will communicate and collaborate with the School District and community in the design and administration of the Project given the distance from the A/E’s office to the District.

11. List and explain all claims and litigations involving the firm in the last 5 years, including mediation or arbitration proceedings, if any.
12. Statement regarding the ability of the firm to provide the following, if so requested by the District:
 - Bank references
 - Insurance certificates
 - Audited financial statements
13. Statement of any potential conflicts of interest
14. Business references, particularly other school projects
15. Philosophy and experience utilizing the construction manager-agent delivery method

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date stated herein. It is recommended that responding A/Es use an AIA B305, and supplement with the additional information requested.

TERMS AND CONDITIONS

A/E shall be responsible for any cost incurred in the preparation of qualifications and participation in the evaluation process, including all legal expenses incurred by A/E in reviewing this RFQ and sample contract documents contained herein. There is no expressed or implied obligation by the District to reimburse any individual or firm for any costs incurred in preparing or submitting qualifications, for providing additional information when requested by the District, or for participating in any selection demonstration/interviews, including contract negotiations.

This RFQ and any resulting award(s) shall be interpreted within the laws of the State of Texas. Venue for any legal action filed relative to this RFQ or any resulting contract shall be in the appropriate state district court in Donley County, Texas.

In the event that any one or more of the provisions contained in this RFQ (or resulting contract) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this RFQ (or any resulting contract) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

The District reserves the right to cancel any contract resulting from this RFQ at any time, for any reason (or for no reason) with prior written notice to A/E(s). A/E may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the A/E shall be deemed to be delivered when sent via email or US Postal service by registered or certified mail, return receipt requested, postage prepaid, and addressed to the A/E's email and U.S. mail address appearing on the face of its response to this RFQ (or as subsequently revised or changed). Any compensation due the A/E will be limited to services performed and accepted by the District prior to the date of such termination.

INQUIRIES AND INTERPRETATIONS

Responses to inquires which directly affect an interpretation or change to this RFQ will be issued in writing by the District as an addendum and faxed or e-mailed to all parties recorded by the District as having expressed their interest in the RFQ and have contacted Mike Norrell, Superintendent. All such

addenda issued by the District prior to the time that qualifications are received shall be considered part of the RFQ.

Only those inquiries to which the District replies by written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

SELECTION SCHEDULE

Second Published Notice for RFQs:	July 5, 2018
Deadline to receive RFQ's:	July 12, 2018
Notify Shortlisted Parties (if needed):	July 13, 2018
Rank Firms/Board Interview (if needed):	July 16, 2018
Selected Party Notified and Begin Negotiations (Gov't Code 2254.004):	Immediately following selection
Board Action on A/E Contract:	August 13, 2018

The Board of Trustees may interview firms evaluated and recommended by the Clarendon ISD administration from those responding to this solicitation, but the Board will determine the highest ranked A/E. If in the Board's discretion, however, one firm is able to demonstrate superior competence over all others, the Board reserves the right to select and rank firms on the responses submitted without conducting interviews.

Parties invited for an interview, if any, may be required to provide comprehensive evidence of engineering/architectural services for projects of similar type and size that was performed within the past five (5) years.

All responses shall be evaluated and ranked on the criteria identified above, and final selection will be based upon the A/E's demonstrated competence in comparison to the needs of the District, the quality of the documents provided, and factors that any entity would consider in selecting an A/E in compliance with Texas Government Code Chapter 2254.

TIME IS OF THE ESSENCE. Any selected A/E will be required to execute a contract with the District within 7 days of being selected. The District has designated the construction manager-agent delivery method for this Project, and intends to use AIA contract B132-2009, as modified and amended by the District, in the form attached to this RFQ. This is the form agreement approved by the Board. Any objection or deviation to the contract or contract amendments must be submitted with A/E's Response and will require subsequent Board approval. Material deviations, as determined by the Board, will not be considered.

The Firm selected for final consideration will be notified when Board selects and ranks A/Es.

INSURANCE

The A/E selected shall maintain professional liability or errors and omissions insurance in the amount of at least \$1 million for each occurrence, and must provide workers' compensation insurance, as required by the Texas Labor Code. The District reserves the right to require additional coverage, as needed, depending on the size and scope of a particular project.

PROJECT SCOPE AND DESCRIPTION

The A/E's duties may include: assessing current school facilities for construction of security vestibules and related security features at the following campuses: High School, Jr. High, Elementary. Duties will include prioritizing facility needs, construction cost estimating, planning, programming, designing, facility construction/renovation, assisting with advertising for bids/proposals, assisting with evaluating the bids/proposals, producing construction documents, overseeing the project, authorizing payments to contractor(s), etc. The A/E selected will be required to include related disciplines necessary to address all design needs of the work (*i.e.*, electrical, plumbing, HVAC, civil, equipment, etc.).

Scope of Services

This RFQ seeks an A/E to provide services relating to facility assessment, cost estimating and preliminary design concept, full design for construction and renovation of school facilities including, but not limited to:

- Project discovery, preliminary programming and cost estimating to determine the scope of possible security improvements to District facilities; and,
- Completion of programming, design and construction administration of such Security Improvement Projects.

In General

As part of the planning process the A/E, in coordination with District staff, shall:

1. Facilitate construction cost estimates
2. Develop cost effective alternatives
3. Evaluate constructability
4. Foster a high level of quality in design
5. Identify critical design issues related to the site and to the District's mission and assist in resolution of such issues, as needed
6. Provide ongoing cost estimating
7. Provide full architectural/engineering services for the design, and administration of construction and renovation of District facilities

Construction Phase

The details of the construction phase services of the firm will be determined as the planning process progresses.

CONFLICT OF INTEREST. Effective January 1, 2006, any person or entity, as well as agents of such persons, who contracts or seeks to contract with the Owner for the sale or purchase of property, goods, or services are required to file a Conflict of Interest Questionnaire with the Owner. A Conflict of Interest questionnaire and affidavit are included in this RFQ. The completed forms must be returned as part of your Response.

NO ISRAEL BOYCOTT CERTIFICATION. The 85th Texas Legislature enacted House Bill 89 (codified in chapter 2270 of the Texas Government Code). As of September 1, 2017, state law requires written certification by a for-profit company before it enters a contract with a local government (*i.e.*, a school district) that verifies that the company does not boycott Israel and will not boycott Israel during the term of the contract. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial

relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR A FOREIGN TERRORIST ORGANIZATION. In accordance with Texas Government Code, Chapter 2252, Subchapter F, Owner is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By submitting a Response to this RFQ, D/B certifies to Owner that it is not a listed company under any of those Texas Government Code provisions, and thereby voluntarily and knowingly acknowledges and agrees that any contract resulting from its Response shall be null and void should facts arise leading the Owner to believe that the D/B was a listed company at the time of this procurement.

CERTIFICATE OF INTERESTED PARTIES

Effective January 1, 2016, Texas governmental entities must comply with the “Disclosure of Interested Parties” mandated by Texas HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, all contracts requiring an action or vote by the governing body of the entity or agency before the contract may be signed (regardless of the dollar amount) or has a value of at least \$1 million will require the on-line completion of Form 1295 “Certificate of Interested Parties,” per Texas Government Code § 2252.908. Form 1295 is also required for any and all contract amendments, extensions or renewals. Therefore, A/E will be required to create, electronically file, and present such Form 1295 to the District using the Texas Ethics Commission’s online filing application at final execution of any contract with the District.

WAIVER OF CLAIMS: BY TENDERING A RESPONSE TO THE DISTRICT’S RFQ, THE A/E ACKNOWLEDGES THAT IT HAS READ AND FULLY UNDERSTANDS THE REQUIREMENTS FOR SUBMITTING A RESPONSE AND THE PROCESS USED BY THE DISTRICT FOR SELECTING THE BEST A/E FOR THE DISTRICT ON DEMONSTRATED COMPETENCE. FURTHER, BY SUBMITTING A RESPONSE, THE RESPONDER FULLY, VOLUNTARILY AND UNDERSTANDINGLY WAIVES AND RELEASES ANY AND ALL CLAIMS AGAINST THE DISTRICT AND ANY OF ITS TRUSTEES, OFFICERS, AGENTS AND/OR EMPLOYEES THAT COULD ARISE OUT OF THE ADMINISTRATION, EVALUATION, RECOMMENDATION OR SELECTION OF ANY RESPONSE SUBMITTED PURSUANT TO THE DISTRICT’S RFQ.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

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Signature of vendor doing business with the governmental entity

Date