

REQUEST FOR QUALIFICATIONS
(RFQ)

NOTICE TO FIRMS

PROJECT: HIGH SCHOOL GYM EXPANSION PROJECT 2019-2020

SCOPE OF WORK

1. In compliance with Government Code 2254.004, Presidio Independent School District ("PISD") is seeking to retain a qualified architectural (a "Consultant") to provide architectural services for the construction of the Project ("Consultant Services").

2. Consultant must be a Texas Registered Professional Architect firm. The document attached and any follow up questions will be used to select the most highly qualified provider of Architectural Services on the basis of demonstrated competence and qualifications. PISD shall consider the following in determining demonstrated competence and qualifications and to whom the contract may be awarded for the Consultant Services:

Phase I

- Firm Qualifications, Background and Experience related to Architectural and Related Professional Services — 20 points
- Proposed key Firm personnel to be assigned to PISD - 10 points
- Financial Qualifications of Firm — 10 points
- Services provided by Firm/Related Professional Services/Consultants — 10 points
- Previous and current experience in School Districts for Architectural and Related Professional services/References — 25 points
- Experience in working in the region of Presidio — 15 points
- Management Plan and Methodology to provide services requested — 10 points

Phase II

PISD will attempt to negotiate with the first selected most highly qualified Consultant for the Project at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the first selected most highly qualified Consultant, PISD will select the next most highly qualified Consultant and attempt to negotiate an agreement at a fair and reasonable price. This process will continue until a Consultant is selected and contract entered into in accordance with Government Code 2254.004 or until the PISD decides against entering into a contract. The professional fees under the contract must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations and may not exceed any maximum provided by law.

3. After PISD Board of Trustees approval for the Project and the firm, the awarded firm will work with the PISD Maintenance and Facility Director.

4. Timetable: Advertisement: Newspaper, District Website

Deadline for Submittals: July 31, 2020

5. Contact between firms and PISD personnel, or officials during the RFQ process or evaluation process is prohibited. Any attempt by firms during the RFQ process to contact PISD personnel or officials may result in disqualification. All communications shall go through the Maintenance and Facility Director during this RFQ process.
6. We must receive your response to this RFQ — on or before July 31, 2020, 2:00 p.m. at the PISD BUSINESS MANAGER’S OFFICE, 701 E. Market Street, Presidio, Texas 79845. RFQ responses received after this time and date will not be considered. The PISD is not responsible for unmarked or improperly marked RFQ responses. The PISD is not responsible for responses delivered after the scheduled deadline due to the external or internal mail system. The time and date recorded in the Business Manager’s Office shall be the official time of receipt. **The PISD will accept fax responses at 432-229-4228.**
7. Responses must be submitted utilizing the attached qualification statement document as a guide/outline for submission.
8. If mailed or delivered, one original and one (1) copy of the RFQ must be sealed in an envelope clearly marked on the outside with the Project name.
9. PISD reserves the right to accept or reject any or all of the RFQ responses submitted, waive minor technicalities, and accept the firm that is determined to meet the demonstrated competency and qualifications to perform the Consultant Services.
10. The PISD reserves the right to use and duplicate as often as necessary any material that is submitted by the awarded firm.
11. Prospective firm accepts full responsibility for adhering to any criminal history requirements under state law, including but not limited to Texas Education Code Section 22.0834. At no time shall firm or firm's employees, agents or subcontractors have unsupervised contact with students.
12. If firm is awarded a contract, the PISD shall have the right to terminate for default all or any part of the contract if firm breaches any of the terms herein, or any of the terms in the contract, or if the firm becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which the PISD may have under the contract or in law or equity, specifically including, but not limited to, the right to collect for damages or demand specific performance. The PISD has the right to terminate the contract for convenience, without penalty, if the PISD fails to appropriate funds or provide for an annual renewal of a contract, following delivery of notice to the firm specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.
13. The PISD shall not be liable for non-funding of a contract.

14. It is the policy of the PISD not to discriminate on the basis of sex, disability, race, color, or national origin in its educational programs and/or activities, nor in its employment practices.

15. By signing this RFQ the firm certifies and warrants that:

a. The firm has not paid, or agreed to pay, any person or entity, other than firm's bona fide employees, a fee, percentage, commission or brokerage resulting from the award of any contract resulting from this RFQ. For breach or violation of this warranty, the PISD shall have the right in addition to any other right or rights to cancel and/or terminate a resulting contract without liability and to deduct or otherwise recover the full amount of such fee, percentage, commission or brokerage.

16. The PISD is not responsible for any firm's errors or omissions.

17. If a firm believes that an RFQ, offer, or specification contains information that should be withheld from public disclosure, a conspicuous statement advising PISD of the alleged confidentiality must be attached and noted on page one and on each and every page believed to contain confidential information. PISD is bound by the Texas Public Information Act and shall in no event be liable to any firm for release of information in accordance with the Texas Public Information Act.

**REQUEST FOR INFORMATION/QUALIFICATION STATEMENT
FOR ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES
OUTLINE/GUIDELINE DOCUMENT**

1. GENERAL INFORMATION

Firm

Name

Address

City

State

Zip

Contact Person(s) — limited to two persons per firm

Contact No.:

Name

Title

Telephone

Fax

Internet/E-mail address

Type of organization:

- Sole proprietorship (individual) Partnership
 Professional corporation Corporation
 Joint venture Limited liability company

2. QUALIFICATION STATEMENT

Attach a completed AIA Document B305 Qualification Statement. In the event that the submitting firm has multiple offices, submit one (1) B305 for the office nearest the District, and a separate B305 providing the information for the collective company. In the event that one or more firms are submitting via joint venture, each participating firm shall furnish a B305, and shall include an organization chart identifying the specific role of each member of each firm participating in every aspect of the project.

In a 200 word or less statement, please describe what makes your firm uniquely qualified to perform the Consultant Services, including any superior qualities:

3. FIRM BACKGROUND AND STAFF

Year present firm established

Name of parent company, if any

Address

List principals of firm

Former company name(s), if any, and year(s) established:

Name Year

Name Year

Name Year

Who will be your designated project representative assigned to YISD?

Provide - attach resume of designated project representative proposed and any other key personnel and their responsibilities. Indicate the education and professional licensing of each person as it relates to the services requested

Who is the senior member of the firm to be assigned to PISD?
Provide — attach resume of proposed senior member.

Number of employees with firm (all office locations):

Architects, Engineers, Draftsmen, Administrators,
Interns Others

Number of employees with firm locally:

Architects, Engineers, Draftsmen, Administrators,
Interns Others

4. FINANCIAL INFORMATION

Firm will provide the a Dunn and Bradstreet number to facilitate the PISD in locating the appropriate reports for review. In addition, firms may provide other financial documents which provide evidence of financial stability. Firms **choosing** to submit audited financial statements should provide audited financial statements including income statement, balance sheets and statements of changes for three (3) most recently completed fiscal years. If audited financial statements are not available, provide evidence of the level of third party review of the financial

statements. Firms may also provide documenting source(s) and levels of financing (e.g. a letter from financial institution describing a relationship with the Firm).

Dunn and Bradstreet number:

5. PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY YOUR FIRM IN-HOUSE

Please check all services applicable to your firm:

Architectural Planning
Construction Administration Services
Electrical Engineering
Structural Engineering
Geotechnical Services
Acoustical Engineering Design
Mechanical Engineering
Civil Engineering
Master Planning
Interior Design
Roofing Consulting
TAS
Inspection/Consulting
Landscape Architecture
Building Conditions Assessment
Cost Estimating Information
Technology Design
Audio/Visual Design
Fixtures, Furniture, Equipment Design

Other Professional Services your firm provides:

If your firm does not provide the professional services listed below, who would your firm propose as a consultant for the following areas and how long have you worked with these consultants?

- A. Structural:
- B. Mechanical:
- C. Landscaping:
- D. Acoustical:
- E. Civil:
- F. Electrical:

- G. Plumbing
- H. Kitchen:
- I. Aquatic:
- J. Technology/ Information Technology Network Infrastructure:
- K. Testing and Balance:
- L. Materials Testing:
- M. Furniture Fixtures and Equipment:
- N. Other:

Summarize services that are provided to the owner as part of your firm's basic services proposed:

6. PROFESSIONAL LIABILITY INSURANCE

Describe limits per project

Describe limits in aggregate

Describe deductible

Have you had any claims asserted against you within the last five years?

If yes, provide details of each claim.

7. EXPERIENCE PROFILE

List the total number of gymnasium projects your firm has designed in whole or in part in the last 10 years, including renovations and additions:

State number of firm's school projects and school construction dollars for each of the following years:

2019	\$	2017	\$
2018	\$	2016	\$

List the school districts for which your firm has performed Consultant Services in the previous five (5) years.

The list shall include, in this order, one project per letter-sized page that contains the following information:

- Name of School District
- Owner Contact

Name of Project
Project Budget
Final Construction Cost
Description of Project
Project Architect/Manager

8. PROJECT REFERENCES

Provide your firm's five (5) **most recent completed projects** and five (5) specific projects performed for school districts where the work was completed.

A. DISTRICT NAME:

Contact person/Title:

Phone number:

Project Description:

Original Contract Sum:

Dollar Value of Construction at Completion of Project:

Date of Construction Contract:

Date of Substantial Completion:

Project Architect/Engineer/Manager:

General Contractor/General Contractor Contact:

9. CURRENT CLIENTS

Please list three of your current school district clients whose projects reflect the scope of your present workload.

Projects

District

Contact person/title

Phone number

Project description

10. APPLICATION SIGNATURE:

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its RFQ response with the media in any form, electronic or printed, and elected or appointed official or officers of the PISD, or any employee, agent or other representative of the PISD, except as specifically authorized herein.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow PISD to check references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

SIGNATURE OF FIRM'S CONTACT PERSON

Name: (Print or Type)

Title:

Date: