

Request for Qualifications for Architectural Services

IRAAN-SHEFFIELD ISD

Scope of Work:

Initial assignment will be to evaluate and recommend facility upgrades including but not limited to field house, maintenance, transportation, bus barn, metal shop and wood shop; transportation upgrades including but not limited to route buses and other transportation needs; and technology upgrades including but not limited to network servers, switches and routers and other technology needs.

Submission:

Responding architects are to submit three (3) copies of your firm's response to this RFQ to:

Iraan-Sheffield ISD
Attn: Michael Meek, Superintendent
100 S. Farr St
Iraan, Texas 79744

Questions:

Questions should be directed only to: Michael Meek, Superintendent via email to Michael.Meek@isisd.net. Responding architects are not to have any communication with anyone else associated with Iraan-Sheffield ISD until after the District has contracted for the architectural services pertaining to this RFQ. The deadline for questions is April 23, 2018. Answers to architects' questions will be distributed via email (to all respondents) and posted on the Iraan-Sheffield ISD website under Administration/Business Office/RFQ.

Deadline:

Responses to this RFQ must be delivered to the above address by no later than 4:00 p.m. on April 30, 2018. No responses will be accepted after that time, and any responses received after that time will be returned to the responder without being opened.

Schedule:

April 23, 2018	Deadline for questions from architects pertaining to this RFQ.
April 30, 2018	RFQ responses are due by no later than 4:00 p.m. on this date.
May 1, 2018	District will begin its review and evaluation.
May 7, 2018	District will announce shortlist and contact firms to schedule interviews.
May 14, 2018	Architect presentation/interviews will be conducted at District office.

[Timeline subject to change at the discretion of Iraan-Sheffield ISD]

Selection Criteria:

K-12 Experience of the Firm – 30%
Firm Member's Qualifications & Experience – 30%
Client References – 30%
Office Location – 10%

Form of Response:

Architect responders shall provide the information in the RFQ Questions section below in the order listed. Submissions shall be secured or bound in a manner that permits the material to lay flat when open.

RFQ QUESTIONS

All of the following information shall be provided:

1. GENERAL INFORMATION

Date

Firm Name

Address

City, State, Zip Code

Website

Contact Person(s) – limited to two persons per respondent firm

Contact No. 1:

Name

Title

Telephone

Email

Contact No. 2:

Name

Title

Telephone

Email

State your firm's type of organization.

Sole Proprietorship (individual)

Partnership

Corporation

Professional Corporation

Joint Venture

Other (explain)

Number of offices and locations.

2. QUALIFICATION STATEMENT

In a 100 word or less statement, please describe what makes your firm uniquely qualified to perform architectural services to Iraan-Sheffield ISD, including any superior qualities.

3. FIRM BACKGROUND AND STAFF

- a. State the year your present firm was established.
- b. State the number of years your firm has been designing K-12 projects.
- c. Provide the name of your firm's parent company, if any, and its address.
- d. List former company name(s), if any, and year(s) established.
- e. List changes in firm ownership.
- f. Identify the location of the branch/office for the employees that would produce this work.
- g. State the current number of employees in the branch/office that would produce this work.

- h. State the total number of employees in the firm (all office locations).
- i. Comment on your firm's staff level over the last five years.
- j. State the number of persons employed in the following positions, and if applicable, distinguish the number of each in the branch/office that would produce this work:
 - Registered Architects
 - Registered Professional Engineers
 - Architectural-Interns working toward license
 - CAD Drafters
 - BIM Operators
 - Administrators
- k. List your firm's principals, number of years with the firm, and architectural registration numbers.
- l. Who will be your designated representative assigned to Iraan-Sheffield ISD?
- m. Who is the senior member of the firm that will be assigned to Iraan-Sheffield ISD?
Provide a professional resume for each of the key personnel on your proposed project team. Provide name, title, registration number, number of years with your firm, and number of years of K-12 design experience. A description of their K-12 design experience would also be helpful.

4. PROFESSIONAL SERVICES PROVIDED BY FIRM

- a. Indicate which services listed below are provided by your firm. Indicate whether you provide it with in-house personnel or through an outside consultant. Also indicate whether each is included in Basic Services or available for an additional fee.

Professional Service	Provided Yes/No	In-house or Outside Consultant	Basic Services or Additional Services
Facility condition assessment			
Site selection consulting			
Accessibility/ADA assessment			
Feasibility studies			
Master planning			
Bond planning			
Architectural design			
Interior design			
Acoustical evaluation and design			
Produce new plans of existing facilities			
Energy audits			
Life safety system design			
Technology infrastructure design			
Landscape design			
Building Information Modeling (BIM)			
LEED, CHPS, Sustainable Design			
Other:			

- b. Would your Basic Services include providing the District with a complete Educational Specification/Program in bound document form? (Yes/No)
- c. Consultants. List firms you would consider using as consultants for the following areas (if applicable to this scope of work), how long you have worked with each, and comment on each

firm's K-12 experience. With each consultant indicate whether or not they produce their work in BIM (yes or no), how many years they have been doing so, and what percentage of their projects are produced in BIM.

- Civil Engineering
- Structural Engineering
- Mechanical/Electrical/Plumbing Engineering
- Acoustical Design
- Landscape and Irrigation Design
- Food Service Design
- Other (explain)

- d. Describe the process through which your firm will work with the District to produce the work pertaining to this RFQ.
- e. Bond Planning.
Describe the bond planning services your firm would provide. List all school district clients for whom your firm has provided bond planning services in the last five years. Include the following:
 - Name of school district
 - Contact person, title, and phone number
 - Description of service provided
 - Bond amount(s), election date(s), and whether the measure(s) passed or failed.
- f. Describe any other advantages offered by your firm that would be of benefit to the District.

5. EXPERIENCE PROFILE

- a. List the total number of projects* for the last five years, including additions and renovations.
*This list may include projects that are not completed as long as they are currently in design or under construction.

Project Type	New Construction	Addition/Renovation
Elementary and intermediate schools		
Middle schools, junior high, 9th grade centers		
High schools		
Administration/district/support facilities		
Athletic facilities/gyms/field houses/stadiums		
Auditoriums		
Specialized educational facilities (list any type of educational facility not listed above)		
Other (specify)		

- b. For each of the last five years, state the number of your firm's K-12 projects COMPLETED (construction substantially complete in that year) and the total construction dollars for those completed projects (a single total of construction dollars per year) for each year.

6. RELEVANT PROJECTS

- a. Provide the following information on five to eight completed K-12 projects that represent your firm's work and services over the last five years.

- Name of project/school
- Name of school district
- Contact person, title, and phone
- Contractor or CM
- Project size
- Construction cost
- Project description

7. CURRENT CLIENTS AND WORKLOAD

- a. State the number of school districts your firm has provided services for in the last five years.
- b. Comment on your firm's current workload, commitments, and your capacity to manage the work of this RFQ at this time.
- c. Provide the following information on your five current school district clients with whom you have the most work under contract (in terms of construction cost).

- District
- Contact person's title, phone, and email address
- Name and brief description of all recent projects completed in the last 12 months and each current project and the phase it is in.

8. TECHNOLOGY CAPABILITIES

- a. Describe the technology expertise and experience your firm offers.
- b. Computer Aided Design/Drafting (CADD): Would 100% of the construction documents be on CADD? If not, explain.
- c. Building Information Modeling (BIM):
 1. Does your firm currently design projects in BIM (Yes/No)? If not, put "NA" on the following questions.
 2. What percentage of your projects are produced in BIM?
 3. Briefly describe the features and benefits of BIM to your firm and your clients.
 4. Provide examples of images of a few of your BIM documents with descriptions of the beneficial feature shown in each.
- d. At the conclusion of the project, would your firm provide the District with drawings, specifications, CAD files, etc., for the District's use? If produced in BIM, would you also provide the BIM model to the District?
- e. Would your firm grant to the District the license to reproduce any and all documents, including drawings, specifications, CAD files, and BIM model, for purposes of future maintenance of the building, future alterations to the building, or future additions to the building by another architect, assuming the architect for the addition/renovation would be liable for his addition/renovation?

9. FINANCIAL STABILITY

- a. Comment on your firm's financial stability.
- b. Provide contact information on your primary banking reference.

10. PROFESSIONAL LIABILITY INSURANCE

- a. Comment on your firm's professional liability insurance and your commercial general liability insurance. Provide insurance company contact information.
- b. Describe limits per claim, annual aggregate, and deductible.
- c. Has your firm had any claims asserted against you within the last five years?
- d. If yes, provide details of each claim.

11. APPLICATION SIGNATURE and LEGAL FORMS

- a. 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 proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the Executive Director for Business Services.
- b. The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow the District to contact references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this RFQ Response has been completed with no collaboration with other firms competing on the same project.
 - Signature of Architect
 - Printed Name and Title
 - Name of Architectural Firm
 - Date
- c. Complete the following forms and include in this section:
 - Conflict of Interest Questionnaire
 - Felony Conviction Notice

12. ADDITIONAL INFORMATION (optional)

It is unnecessary to provide additional information; however, the respondent may include material or a brochure that would provide additional pertinent information about your firm relevant to this RFQ.

TERMS AND CONDITIONS CERTIFICATION

Issuance of this RFQ does not commit the District to award any Architect or pay any costs incurred in the preparation of a response to this request.

The District may ask respondents to send a representative for an oral interview prior to a formal selection. The District will not be liable for any costs incurred by the proposer in connection with such an interview.

The District reserves the right to waive any formality related hereto.

By submitting a response to this RFQ, each respondent agrees to waive any and all claims it has or may have against the school district and its trustees, employees and officers, including, but not limited to, those arising out of or in connection with the administration, evaluation, or recommendation of any response or proposal; waiver of any requirements under this RFQ, or the Contract Documents; acceptance or rejection of any response or proposal; and award of a contract.

By my signature below, I warrant that I am authorized to sign on behalf of my organization, and that I have read, understand, and agree with all the terms of this Request for Qualifications.

Name of Proposer

Date

Signature

**ATTACHMENT A
FELONY CONVICTION NOTIFICATION**

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION
PLEASE COMPLETE THE INFORMATION BELOW

I, undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED):

A. My firm is publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____