

**LEVELLAND INDEPENDENT SCHOOL
DISTRICT**

REQUEST FOR QUALIFICATIONS

#2013-002

for

Architect/Engineer Services

Relating to

Potential Interior/Exterior

Remodeling & Renovation of LISD Facilities

The Board of Trustees of the Levelland ISD is requesting proposals for:

ARCHITECT/ENGINEER SERVICES

Relating to
Potential Interior/Exterior
Remodeling & Renovation of LISD Facilities
("Project")

Qualifications will be accepted until 10:00 am on July 9, 2012 to:

Levelland ISD
ATTN: Kelly Baggett, Interim Superintendent
704 11th Street
Levelland, TX 79336

All responses must be annotated with the following:

ARCHITECT/ENGINEER SERVICES; Possible Remodeling & Renovation of LISD Facilities
RFQ #2013-02

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

Questions regarding this qualifications package should be directed to:

Levelland ISD
ATTN: Kelly Baggett, Interim Superintendent
704 11th Street
Levelland, TX 79336
Ph: (806) 894-9628
Fax: (806) 894-2583
Email: kbaggett@esc17.net

QUESTIONNAIRE

ENGINEERING SERVICES

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 expertise and extensive experience in developing plans for Texas school districts or other public facilities with similar regulatory and legal requirements. The A/E need not have a local office. The A/E that will be involved in the design of the Project, however, should have experience in the Levelland area, and knowledge of local construction practices, procedures, regulations, soil and environmental conditions is required.

At a minimum, the Statement of Qualifications should contain the following:

1. Name of principal and firm.
2. Business address.
3. Contact individual, telephone and e-mail address.
4. Type of organization *i.e.* partnership, corporation, or individual.
5. General statement of qualifications.
6. History of firm and principals including:
 - Years in business---if less than five years, previous experience of principals is critical;
 - Years in business under present name’
 - Experience of business principals; and,
 - Past relationship with District.
7. Key personnel proposed to be assigned to project.
8. Registrations, licenses, and certifications.
9. General experience related to school district planning and construction; include a list and brief description of all major projects performed in the last three years.
10. Experience related to design of Texas school projects. Include a list and brief description of all such projects performed in the last five years. If the A/E proposed to perform the design of the project is not a firm with a local office, indicate the means in which it acquired experience in the Levelland area and knowledge of local construction practices, procedures, regulations, 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 arbitration proceedings.
12. Statement regarding the ability of the firm to provide the following:
 - Bank references;
 - Bonds;
 - Insurance certificates; and,
 - Audited financial statements.
13. Willingness to allow District to perform a credit check.
14. Statement of any potential conflicts of interest.

15. Affidavit of Non-collusion (available from District upon request).
16. Business references.
17. Preferred construction delivery method with explanation.

Interested firms are encouraged to submit their qualifications as soon as possible, but in no case later than the due date stated herein.

Inquires 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 by contacting Kelly Baggett, Interim 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 1, 2012
Deadline to receive RFQ's:	July 9, 2012
Notify Shortlisted Parties (if needed):	July 10, 2012
Board Interview/Rank Firms (if needed):	July 19, 2012
Begin Negotiations (Gov't Code 2254.004):	Immediately following selection by Board
Board Action on A/E Contract:	To be determined
Selected Party Notified:	Following Board approval of Contract

Unless fewer parties respond, the District intends to interview at least two firms from those responding to this solicitation. If in the District's discretion, however, one firm is able to demonstrate superior competence over all others, the District reserves the right to select a firm without conducting interviews.

Parties invited for an interview, if any, will be required to present during its Board interview comprehensive evidence of architectural/engineering services for a project of similar type and size that was performed within the past two years.

Final selection will be based upon the demonstrated competence and qualifications listed above, in comparison to the needs of the program, 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.

Any selected A/E will be required to execute a written contract with the District. Such contract will be in the form that meets any and all requirements of the final financing options and/or statutory requirements related to the Project including, but not limited to, the workers' compensation insurance noted in Levelland ISD Board Policy CV (EXHIBIT), as well as professional liability or errors and omissions insurance in the amount of at least \$1 million

for each occurrence, and the Prompt Payment Act, as set out in Texas Government Code §2251.

PROJECT SCOPE AND DESCRIPTION

The A/E's duties may include: develop Project design and specifications, assist the District with selection of a delivery method as set out by current Texas law, assist with advertising for bids/proposals, assist with evaluating the bids/proposals, produce construction documents, oversee and administer the Project, certify and authorize payments to contractor(s), etc.:

Scope of Services

This Request for Qualifications (RFQ) seeks an A/E to provide services including, but not limited to:

- Potential Interior/Exterior Remodeling & Renovation of Levelland ISD Facilities

In General

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

1. Achieve objectives of the District
2. Develop cost effective alternatives
3. Evaluate constructability
4. Foster a high level of quality in design
5. Assist in the resolution of issues
6. Identify critical design issues related to the site
7. Provide ongoing cost estimating
8. Full architectural/engineering services for the design and construction of remodeling & renovation of District facilities.

Construction Phase

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

WAIVER OF CLAIMS: BY TENDERING A RESPONSE TO THIS RFQ, THE RESPONDER 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 ARCHITECT/ENGINEER 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

WHEREAS, Texas Government Code §2254.004 further states that if a satisfactory contract cannot be negotiated with the most highly qualified provider, the entity must: (1) formally end negotiations with that provider; (2) select the next most highly qualified provider; and, (3) attempt to negotiate a contract with that provider at a fair and reasonable price; and

WHEREAS, the following firms submitted their Qualifications in response to the District's RFQ: (1) BGR Architects & Engineers; (2) Cadco Architects – Engineers, Inc.; (3) Grimes & Associates; and (4) Parkhill, Smith, & Cooper.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT, the recitals contained herein are adopted by the Board of Trustees of the District as findings of fact and operative provisions hereof; and,

IT IS FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that the most highly qualified Architect Firms be ranked as follows: (1) _____; (2) _____; and (3) _____; and (4) _____.

IT IS FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that the Interim Superintendent or his designee is authorized to negotiate, on the District's behalf, a contract with the highest ranking Architect Firm; and

IT IS FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that should the Interim Superintendent or his designee not be able to negotiate acceptable terms with the highest ranking firm, that person is authorized to formally end negotiations with the highest ranking firm and proceed to negotiate with the next highest ranking firm, and so on, until a contract with a firm that contains suitable terms can be presented to the Board for final approval; and

IT IS FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that the Interim Superintendent or his designee is authorized to engage the services of the District's lawyer to ensure that the District's legal interests are overseen during contract negotiations, and that the Interim Superintendent or his designee may take any and all action necessary to carry out the purposes of the Board as described by this Resolution.

PASSED, APPROVED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE LEVELLAND INDEPENDENT DISTRICT, HOCKLEY COUNTY, TEXAS, on the 19th day of July, 2012.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

