



**HUCKABAY INDEPENDENT SCHOOL DISTRICT  
REQUEST FOR QUALIFICATIONS (RFQ)**

**DESIGN-BUILD FIRMS FOR HUCKABAY ISD  
CAMPUS IMPROVEMENT PROJECTS,  
OLD AG SHOP CLASSROOM RENOVATION**

**Huckabay Independent School District  
Office of Superintendent of Schools**

**200 County Road 421  
Stephenville, Texas 76401  
Tel: (254) 968-5274**

**JANUARY 2026**

## INSTRUCTIONS TO RESPONDENTS

### SECTION I – INTRODUCTION

- 1.1 Huckabay Independent School District (the “District” or “HISD”) is soliciting responses to this Request for Qualifications (“RFQ”) related to the anticipated selection of a Design-Build Firm for the renovation of the old ag shop into classroom space (the “Project”), located at 200 County Road 421, Stephenville, Texas 76401. Additional Project details are included on the attached Exhibit A and drawings of the Project are included on Exhibit B, attached hereto and incorporated herein.
- 1.2 Point of Contact/Restriction on Communication. The District designates the following person as its representative and point of contact for this RFQ:

Wes Corzine  
Superintendent of Schools  
200 County Road 421  
Stephenville, Texas 76401  
(254) 968-5274  
wcorzine@hisd.us

Respondents shall restrict all contact with the District and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the District's Representative specified above by email. Do not contact members of the Board of Trustees or other employees of the Huckabay Independent School District. Contact with any of these prohibited individuals after issuance of the RFQ, and before selection is made, may result in disqualification of your Statement of Qualifications.

### SECTION II – RESPONSE REQUIREMENTS AND DEADLINES

- 2.1 Responses are to include the information requested in the Questionnaire that follows, in the sequence and format prescribed. Elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired.
- 2.2 Eight (8) copies of Responses to this RFQ are to be submitted in a sealed envelope, clearly marked with “**STATEMENT OF QUALIFICATIONS FOR DESIGN-BUILD SERVICES FOR THE HUCKABAY INDEPENDENT SCHOOL DISTRICT**” to:

Huckabay ISD  
Office of the Superintendent of Schools  
Attn: Wes Corzine  
200 County Road 421  
Stephenville, Texas 76401

- 2.3 Deadline for Submission. Responses to this RFQ are due no later than:

**February 5, 2026 at 4:00 p.m.**

**No fax or other forms of electronic transmissions will be accepted for consideration. Statements of Qualifications received after the published deadline will not be accepted or considered.**

- 2.4 Questions concerning this RFQ shall be directed to the representative designated in Section 1.2 above. Any answers to said questions will be provided to all of the entities/firms who are known to have obtained this RFQ by notification or by posting the questions and answers on the Huckabay Independent School District's website: [www.hisd.us](http://www.hisd.us). It is the sole responsibility of each respondent to periodically check the above website to see if any updates or addenda to this RFQ have been posted. The submission of a response to this RFQ shall constitute a waiver of any complaint that the respondent did not receive notice of or a copy of any such updates or addenda.

### **SECTION III – SELECTION PROCESS/SELECTION CRITERIA**

- 3.1 Selection of a design-build firm shall be made in accordance with Texas Government Code §§ 2269.307 & 2269.308. Following the process set forth in § 2269.307, HISD shall first seek responses to this RFQ addressing certain factors, including but not limited to (1) the qualifications of the firm, (2) the experience of the firm, (3) the technical competence of the firm, (4) the firm's capability to perform the requested work, and (4) the past performance of the firm and the members of the firm in similar projects. No cost-related or price-related factors may be considered by the District in this initial response.
- 3.2 Following the District's review of the initial responses, HISD shall select up to five (5) firms to submit proposals containing additional information, including, but not limited to (1) demonstrated competence and qualifications, (2) considerations of the safety and long-term durability of the Project, (3) the feasibility of implementing the Project, as proposed, (4) the ability of the firm to meet schedules, and (5) costing methodology. As outlined in Texas Government Code § 2269.307(e), "costing methodology" refers to the following: (1) policies on subcontractor markup; (2) definition of general conditions; (3) range of cost for general conditions; (4) policies on retainage; (5) policies on contingencies; (6) discount for prompt payment; and (7) expected staffing for administrative duties. Following its review of such additional information, the District may conduct interviews with the selected firms prior to making the final selection. HISD shall evaluate the additional information provided and select the firm on the basis of the selection criteria set forth herein and on the results of the interviews, if any.
- 3.3 HISD shall select the firm that submits the proposal offering the best value for the District on the basis of the published criteria and on its ranking evaluations. HISD will first attempt to negotiate a satisfactory contract with the selected firm. If a satisfactory contract cannot be negotiated with the selected firm, HISD will formally end negotiations with the firm in writing and proceed to attempt to negotiate a satisfactory contract with the next firm based upon the selection ranking. Not later than the seventh

(7th) day after a contract is awarded to the selected firm, HISD shall make the rankings public. Texas Government Code § 2269.308.

- 3.4 If HISD elects to interview some of the responding firms, such firms will be notified as to the time and place for the interview. There is to be no contact by the firm or its agent with members of the Board of Trustees prior to an interview. The submission of any firm or agent that contacts any member of the Board of Trustees in violation of this section shall be automatically rejected.
- 3.5 Interviews, if desired by HISD, will be conducted the week of February 9, 2026. HISD will notify any firm it wishes to interview no later than February 9, 2023. Interviews will be held at Huckabay Independent School District, 200 County Road 421, Stephenville, Texas 76401.
- 3.6 The intent is to finalize selections as soon as possible after following the process set forth in this Section III, including the receipt of all necessary information. By submitting a response to this RFQ, the respondent agrees to waive any and all claims against HISD arising out of or in connection with the administration, evaluation, or recommendation of any response to this RFQ.
- 3.7 The selected offeror shall be required to provide to HISD a completed Form 1295, "Certificate of Interested Parties," to HISD and shall be required to satisfy all 1295 disclosure requirements prior to the District's execution of the contract between the parties.
- 3.8 **Selection Criteria.** HISD shall utilize the following criteria in its evaluation of the initial responses to this RFQ:
  - 3.8.1 experience in similar design-build projects 20 pts.
  - 3.8.2 technical competence 15 pts.
  - 3.8.3 capability to perform 15 pts.
  - 3.8.4 successful performance of comparable projects 30 pts.
  - 3.8.5 past relationship with the District 10 pts.
  - 3.8.6 reputation of the firm's work 10 pts.

#### **SECTION IV – SCOPE OF SERVICES**

- 4.1 The scope of work for design-build services, for the Huckabay ISD Classroom Renovation Building, as requested in this RFQ, is as follows:
  - 4.1.1 Provide Design-Build services related to the partial renovation of an existing pre-engineered building. The proposed building area of renovation is approximately 4,585 SF located on our existing campus just west of the main school and administration building. There are utilities (electricity, water, sewer) on the property. The project will involve some demolition of concrete floors and minor interior demolition. The new construction consists primarily of new interior classroom walls and ceilings, doors, windows, plumbing, HVAC and Electrical. New

construction also includes new Men's and Women's toilets and Accessible Ramp and Stairs.

The proposed facility shall include the following spaces and functions:

- 2 – Classrooms (Approximately 700 sf each)
- 1 – Lab Room (Approximately 1000 sf)
- 1 – Janitor Closet (Approximately 36 sf)
- 1 = Utility Room (Approximately 18 sf)
- 1 = Electrical Room (Approximately 18 sf)
- 2 – Toilets (Men and Women w/Lockers) (Approximately 400 sf)
- 1 – Accessible Ramp & Steps (Approximately 400 sf)

## **SECTION V – INSURANCE**

The selected provider will be required to provide and maintain certain insurance coverages and limits of coverage, including, but not limited to, Commercial General Liability, Automobile Liability, Professional Liability, and Workers' Compensation Insurance, as applicable to the Scope of Services requested herein, as well as any additional insurance coverage required by applicable law.

## **SECTION VI – INDEPENDENT CONTRACTOR**

Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with the contract that is awarded, shall be deemed to be independent contractor(s), responsible for their respective acts or omissions, and that District shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third-parties, that it has such authority.

## **SECTION VII – CRIMINAL BACKGROUND CHECKS**

The selected provider agrees, prior to the execution of the awarded contract, to provide assurance to the District that all employees and subcontractors of the provider *who are likely to or will have contact with students* have passed a criminal history background check current within the last year and shall certify that no such employees or subcontractors have any felony convictions. The selected provider shall have a continuing duty to annually update the assurance/certification to HISD, as well as each time a new employee or subcontractor is employed.

## **SECTION VIII – REQUIRED FORMS**

Each respondent shall be required to complete and submit each of the following attached forms with its Statement of Qualifications/Response:

1. Authorized Offer Form.
2. Felony Conviction Notice.
3. Certification by Corporate Offeror.
4. Conflict of Interest Questionnaire.

**Huckabay INDEPENDENT SCHOOL DISTRICT  
REQUEST FOR QUALIFICATIONS QUESTIONNAIRE**

**DESIGN-BUILD SERVICES FOR CAMPUS IMPROVEMENT PROJECTS**

**Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental material providing additional information may be attached and limited to no more than four (4) pages, but the information requested below is to be provided in this format.**

**A. Firm Profile**

**1. Firm Information:**

Name of Firm:

Address of Principal Office:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Form of business organization: (Corporation, Partnership, Individual, Joint Venture, etc.):

Year Founded:

Primary individual to contact:

Primary contact E-mail:

**2. Type of Business Organization**

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, please provide: Date of incorporation, state of incorporation and list all officers of the corporation.

- 2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership: (if applicable); Names of general partners.
- 2.5 If your organization is individually owned answer the following: Date of organization, name of owner.
- 2.6 If the form of your organization is other than those listed above, describe it and name the principals.
- 2.7 Has any owner or manager of your organization been convicted of a felony? If so, please describe. (Publicly held corporations need not answer this question.)
- 2.8 Is your organization and its principals, in good standing with all state or federal governmental regulatory agencies, including the Internal Revenue Service?

- 2.9 How long has your organization operated under its current Tax Identification Number?

**3. Business Licensing**

- 3.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.
- 3.2 List jurisdictions in which your organization's partnership or trade name is on file.

**4. Financial Information**

- 4.1 Please provide the most recent financial statement (audited preferred) with bank references.
- 4.2 Please provide one original certificate of insurance evidencing your firm's current professional liability insurance coverage.

**B. Firm Experience**

**1. Firm Experience**

- 1.1 List the categories of professional services that your organization normally provides with its own forces.
- 1.2 Identify projects of similar size and scope designed and built by your firm.



- 1.3 Claims and suits. (If the answer to any of the questions below is yes, please attach details.)
- 1.3.1 List any and all claims, suits, and/or causes of action that have been filed against your firm in the last five years?
- 1.3.2 Has your firm ever failed to complete work or been terminated after a contract was awarded to it?
- 1.3.3 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?
- 1.3.4 Has your firm filed any lawsuits or requested arbitration with regard to any design or construction contract within the last five years?
- 1.4 Within the last five years, has any officer or principal of your firm ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

- 1.5 Current work: List the projects your firm has under contract, giving the name and location of the project, owner, contract amount, percent complete, and scheduled completion date. Indicate the construction delivery method for the project.
- 1.6 Please describe your firm's work over the last five years: List all projects (particularly Educational Facilities) designed by your firm. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner, and indicate the construction delivery method therefor. Provide name, phone, and fax number of contact for owner of each project for reference purposes.
- 1.7 Describe your firm's experience, if any, with Huckabay Independent School District.
- 1.8 Describe contributions by the firm or firm's personnel to educational programs, publications, and professional organizations related to public education and public works construction projects.
- 1.9 List design awards received by the firm. Identify project, award, awarding entity, and date received.

**C. Personnel**

**1. Personnel**

- 1.1 Identify the key personnel who you anticipate will work on the Project if your firm is selected. Define their roles, and provide a resume for each. The resume should describe experience relevant to the Project.
- 1.2 Describe the firm's personnel and procedures during the contract administration/construction phase.
- 1.3 Identify the licensed professional architects and engineers within your firm who are licensed by the State of Texas.
- 1.4 Has any complaint been filed with the State of Texas against any principal of your firm or anyone identified in response to Section 1.1? (If the answer is yes, please attach details.)

**D. Process**

**1. Work Process**

- 1.1 Describe briefly in written and/or graphic form the work process and schedule the firm proposes to realize HISD's scope, budget, and schedule objectives.
- 1.2 Describe the manner in which the firm will work with HISD to define the program, create the design, and implement the Project. Provide a recent example of a project relevant to the Project, if applicable.
- 1.3 Describe how the firm documents the design for presentation to the Board and community. Provide a relevant illustrative example.
- 1.4 Describe the firm's approach to contract documents and how quality and coordination is assured.

**2. Concepts for working with Owners.**

- 2.1 Describe your organization's concepts for working in a team relationship with an owner during the design and construction of major projects.
- 2.2 How does your firm work with owners to establish a projected construction budget and/or timeline for a project during the design phase?

**E. References**

**1. References**

1.1 List as references a minimum of three previous clients for whom the firm provided services relevant to those required for the Project. For each, list the reference's name, institution, position (or contact person if reference is an institution), phone/fax number, and list those projects for which the firm provided services to that reference.

1.2 HISD reserves the right to contact as references the owners listed in items B.1.5, B.1.6, and E.1.1 herein regarding your firm's services.

Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

## **AUTHORIZED OFFER FORM**

TO: Huckabay ISD

I, or we, the duly authorized undersigned, having carefully read the Request for Qualifications for the Project, do hereby agree to enter into a contract with Huckabay ISD by tendering this offer to perform the work required and/or provide the product(s) or services specified in this solicitation.

I, or we, also certify the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

**Date:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**Firm's Address:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**EIN #:** \_\_\_\_\_

**Huckabay ISD  
200 County Road 421  
Stephenville, Texas 76401**

**FELONY CONVICTION NOTICE**

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code § 44.034, as amended. Following is an example of a felony conviction notice:

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

Complete only one of the three below: A or B or C.

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

**Official:** \_\_\_\_\_  
**Print Authorized Company Official's Name**

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

**Signature of Authorized Company Official:**  
\_\_\_\_\_

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

**Signature of Authorized 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 Authorized Company Official:** \_\_\_\_\_

**CERTIFICATION BY CORPORATE OFFEROR  
TO HUCKABAY ISD**

**IF OFFEROR IS A CORPORATION, THE FOLLOWING CERTIFICATE SHOULD BE  
EXECUTED AND INCLUDED AS PART OF PROPOSAL FORM/PROPOSAL FORM.**

**OFFEROR:** \_\_\_\_\_  
(Name of Corporation)

**I, certify that I am the Secretary of** \_\_\_\_\_  
(Name of Corporation)

**the Corporation named as OFFEROR herein above; that**

\_\_\_\_\_  
(Name of person who completed proposal document)

**who signed the foregoing proposal on behalf of the corporation offeror is the authorized  
person that is acting as**

\_\_\_\_\_  
(Title/Position of person signing proposal/offer document within the corporation)

**of the said Corporation; that said proposal/offer was duly signed for and on behalf of said  
corporation by authority of its governing body, and is within the scope of its corporate  
powers.**

CORPORATE SEAL

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE



## **Notice to Vendors: Conflict of Interest Disclosure Statements**

### **Texas Local Government Code, Chapter 176**

Vendors are required to file a Conflict of Interest Questionnaire (Form CIQ) with the District **if an employment or business relationship or family relationship exists** between the vendor and a local government officer ("LGO") of the District or a family member of the LGO. **THERE ARE POTENTIAL CRIMINAL PENALTIES FOR FAILURE TO COMPLY WITH TEX. LOCAL GOVT. CODE CHAPTER 176.** Certain terms used herein are defined in Chapter 176. Vendors are encouraged to review and become familiar with all disclosure requirements of Chapter 176 and Form CIQ. The information contained herein is for information purposes only and shall not be construed as legal advice. "Vendor" means a person who enters or seeks to enter into a contract with a local governmental entity. The term includes an agent (including an employee) of a vendor.

**A vendor is required to file a completed Form CIQ if the vendor has a business relationship with Huckabay ISD (the "District") and:**

1. has an employment or other business relationship with a Local Government Officer ("LGO") of the District, or a family member of the LGO;
2. has given a LGO of the District, or a family member of the LGO, one or more gifts that have the aggregate value of more than \$100 in the 12-month period specified in Loc. Govt. Code Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
3. has a family relationship with a LGO of the District.

**Form CIQ must be filed with the appropriate District records administrator:**

1. Not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the District; or
- (B) submits to the District an application, response to a request for proposals or bids, correspondence, or other writing related to a potential contract with the District; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a LGO, or a family member of the LGO;
- (B) that the vendor has given one or more gifts described above; or
- (C) of a family relationship with an LGO.

2. The vendor also shall file an updated completed questionnaire (Form CIQ) not later than the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in the questionnaire in complete or inaccurate

**Local Government Officers (LGOs) of the Huckabay Independent School District, as of January 5, 2026, include:**

1. **Members of the HISD Board of Trustees:** Cody Pike, Brett Thetford, Cindy Shipman, Neil Culpepper, Betty Peterson, Lance Brooks, A.J. Squyres
2. **Superintendent of Schools:** Wes Corzine
3. **An agent (including an employee) of HISD who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.**

If you are required to file a Conflict of Interest Questionnaire (Form CIQ), send the completed form to Wes Corzine, Huckabay Independent School District, 200 County Road 421, Stephenville, Texas 76401.

**EXHIBIT “A”**  
**PROJECT DESCRIPTION**  
**HUCKABAY ISD OLD AG SHOP CLASSROOM RENOVATIONS**

The scope of work for design-build services, for the Huckabay ISD Classroom Renovation Building, as requested in this RFQ, is as follows:

Provide Design-Build services related to the partial renovation of an existing pre-engineered building. The proposed building area of renovation is approximately 4,585 SF located on our existing campus just west of the main school and administration building. There are utilities (electricity, water, sewer) on the property. The project will involve some demolition of concrete floors and minor interior demolition. The new construction consists primarily of new interior classroom walls and ceilings, doors, windows, plumbing, HVAC and Electrical. New construction also includes new Men’s and Women’s toilets and Accessible Ramp and Stairs.

The proposed facility shall include the following spaces and functions:

- 2 – Classrooms (Approximately 600 sf each)
- 1 – Lab Room (Approximately 1000 sf)
- 1 – Janitor Closet (Approximately 36 sf)
- 1 = Utility Room (Approximately 18 sf)
- 1 = Electrical Room (Approximately 18 sf)
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