

River Road Independent School District
9500 US 287, North
Amarillo, TX 79108-1618



REQUEST FOR QUALIFICATIONS

for
Architectural/Engineering Services
Related to
District-Wide Roofing and HVAC
Repairs, Replacements, and Upgrades

The Board of Trustees of the River Road ISD is requesting proposals for:

ARCHITECT/ENGINEER SERVICES

Design and installation of repairs and improvements to roofs and
Design and replacement and improvement to HVAC systems
Throughout the River Road Independent School District

Qualifications will be accepted until 2:00pm on December 3, 2013 to:

**River Road ISD
ATTN: Mike Hodgson, Business Manager
9500 US 287, North
Amarillo, TX 79108-1618**

All responses must be annotated with the following:

**ARCHITECT/ENGINEER SERVICES; ROOF/HVAC PROJECT
RFQ #2013-01**

Please enclose ten (10) copies of your response with the appropriate annotation to the address above.

Questions regarding this qualifications package should be directed to:

**River Road ISD
ATTN: Mike Hodgson, Business Manager
9500 US 287, North
Amarillo, TX 79108-1618
Ph: (806) 381-7800
Fax: (806) 381-1357
Email: mike.hodgson@rrisd.net**

EVALUATION CRITERIA

The decision to select an architect or engineer (“A/E”) will be based on demonstrated competence as required by Texas Government code §2254.004. Each response shall be evaluated on the following criteria and weights:

<u>CRITERIA</u>	<u>AVAILABLE POINTS</u>
1. Reputation of the A/E or firm	0 – 20 points
2. Experience over the last five years assisting Districts with projects of similar size and scope	0 – 20 points
3. References	0 – 10 points
4. Resumes of key personnel	0 – 10 points
5. Location of the firm and ability to provide services in District	0 – 5 points
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	0 – 10 points
7. Past relationship with the District	0 – 5 points
8. Board impressions from response documents and interviews, if applicable	0 – 20 points
TOTAL	<hr/> 100 points

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 Amarillo area, and knowledge of local construction practices, codes, procedures, regulations, soil and environmental conditions is required.

At a minimum, the Statement of Qualifications should 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.* 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 and 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 roofing and HVAC projects in Texas. 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 Amarillo area and knowledge of local construction practices, codes, 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 mediation or arbitration proceedings, if any.
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. Business references.
16. 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. It is recommended that responding A/Es use an AIA B305, and supplement with the additional information requested.

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 Mike Hodgson, Business Manager. 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.

ANTICIPATED SELECTION SCHEDULE:

First Published Notice for RFQs:	November 14, 2013
Second Published Notice for RFQs:	November 19, 2013
Deadline to receive RFQ's:	December 3, 2013
Notify Shortlisted Parties (if needed):	December 4, 2013
Board Interview/Rank Firms (if needed):	December 10, 2013
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

The District may interview firms recommended by the River Road ISD administration from those responding to this solicitation, but the Board will determine the highest ranked A/E. 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 provide comprehensive evidence of architectural/engineering services for a project of similar type and size that was performed within the past three years.

All responses shall be evaluated and ranked on the criteria and weights identified above, and final selection will be based upon the A/E's demonstrated competence, 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 contract with the District within 45 days of being selected. The District may use an AIA contract, as modified and amended by the District. The form of the contract may depend upon the construction delivery method selected by the District. 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 the must provide workers' compensation insurance, as set out in District Policy CV (EXHIBIT).

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

PROJECT SCOPE AND DESCRIPTION

The A/E's duties may include: develop Project design and specifications for its roof and HVAC project, 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:

- Design, installation and repairs and improvements to roofs throughout the district
- Design and installation of replacements and improvements to the HVAC systems throughout the district

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 project
7. Provide ongoing cost estimating
8. Full architectural/engineering services for the design, installation, repair, replacement and improvements to roofing and HVAC systems throughout the school district, as needed

Construction Phase

The details of the construction phase services of the firm will be determined as the planning process progresses. It is currently anticipated that the architectural/engineering firm selected shall provide on-site representation during the construction phase as needed and directed by the District.

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 ARISE OUT OF THE ADMINISTRATION, EVALUATION, RECOMMENDATION OR SELECTION OF ANY RESPONSE SUBMITTED PURSUANT TO THIS RFQ.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

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Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007