

BOARD OF TRUSTEES AGENDA

<input type="checkbox"/>	Workshop	<input checked="" type="checkbox"/>	Regular	<input type="checkbox"/>	Special
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(A) **Report Only** **Recognition**

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B) **Action Item** **GILBERTO GONZALEZ, SUPERINTENDENT OF SCHOOLS
ISMAEL MIJARES, DEPUTY SUPT. FOR BUSINESS AND FINANCE
ROLANDO SALINAS, DEPUTY SUPT. FOR DISTRICT OPERATIONS
LUIS VELEZ, PURCHASING DIRECTOR
PEDRO FELAN, FACILITIES AND MAINTENANCE DIRECTOR
RICHARD STRIEBER, LEGAL COUNSEL**

Presenter(s):

Briefly describe the action required.


CONSIDERATION AND POSSIBLE ACTION TO SELECT VENDOR BASED ON COMPETENCE AND QUALIFICATIONS FOR REQUEST FOR QUALIFICATIONS NO. 191711 FOR LICENSED ENGINEER PROFESSIONAL SERVICES.

(C) **Funding source: Identify the source of funds if any are required.**

BUDGETED FUNDS

(D) **Clarification: Explain any question or issues that might be raised regarding this item.**

SEE ATTACHED MEMORANDUM

To: Mr. Ismael Mijares, Deputy Superintendent for Business and Finance
From: Mr. Luis A. Vélez, Purchasing Director  Digitally signed by Luis Velez
Date: Wednesday, November 28, 2018 Date: 2018.12.04 00:14:17
Subject: Request for Qualifications No. 191711 for Licensed Engineer Professional Services -06'00'

As per Board Policy CV Legal, competitive bids shall not be solicited for professional services of any architect, landscape architect, land surveyor, professional engineer, or state-certified or state-licensed real estate appraiser. Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price (Gov't Code 2254.002, .003(a)).

In procuring architectural, engineering, or land-surveying services, the District shall:

1. First select the most highly qualified provider on the basis of demonstrated competence and qualifications; and
2. Then attempt to negotiate a contract with that provider at a fair and reasonable price.

If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land-surveying services, the District shall formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate a contract with that provider at a fair and reasonable price. The District shall continue this process until the parties enter into a contract.

Presenters will be allotted 10 minutes for their presentations for a total of 20 minutes between the 2 proposing vendors. The following are the proposing vendors for this Request for Qualifications:

1. Premier Engineering and Surveying
2. Big Red Dog Engineering
3. DBR Engineering Consultants (Response was received after the deadline)

Attached for your review is a copy of the published Request for Qualifications No. 191711 for Licensed Engineer Professional Services.

If you have any questions or need more information regarding this matter, please contact me at the purchasing department.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT



Marked for Excellence

REQUEST FOR QUALIFICATIONS 191711
LICENSED ENGINEER PROFESSIONAL SERVICES
DUE DATE: NOVEMBER 27, 2018 AT 10:00 A.M.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
EAGLE PASS, TEXAS

DEPARTMENT OF PURCHASING

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS NO. 191711
LICENSED ENGINEER PROFESSIONAL SERVICES**

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**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS NO. 191711
LICENSED ENGINEER PROFESSIONAL SERVICES**

A – EAGLE PASS INDEPENDENT SCHOOL DISTRICT SUPPLIED INFORMATION

1. Purpose of Solicitation

The Eagle Pass Independent School District (the District) is requesting Qualifications (RFQ) for the purpose of selecting an Engineering firm to provide professional services on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price pursuant to Texas Government Code Chapter 2254. Engineering services to the District will be from time to time and as needed by the District. Services shall primarily involve providing assistance to the District with issues relating to existing District facilities, sport courts, and roadways on and adjacent to District property. The District intends to award one (1) firm for engineering professional services. Any deviations to this shall be at the sole discretion of the District.

Qualifications shall be accepted by the District until **Tuesday, November 27, 2018 at 10:00 A.M., Local Time.**

Qualifications shall be delivered to 587 Madison St., Eagle Pass, TX 78852 and be clearly marked as follows:

Re: Request for Qualifications No. 191711 for Engineering Professional Services
Attention: Luis Vélez, Purchasing Director

2. Eagle Pass Independent School District Background

The Eagle Pass Independent School District is located in Eagle Pass, Texas, in the southwest Texas region approximately 150 miles southwest of San Antonio, Texas. The District has 23 schools and one alternative education program. The District schools are currently divided as follows: High Schools: 2, Middle Schools: 2, Elementary Schools: 15, Early Childhood schools: 4. The District has an approximate enrollment of 15,000 students and approximately 2,000 full-time employees.

3. Services Requested

Engineering services shall include but not be limited to:

1. Mechanical engineering
2. Structural engineering
3. Civil engineering
4. Energy engineering
5. Providing on-site supervision, inspection and full contact administration services by a Licensed Engineer of all district-wide construction and general maintenance projects as needed.

All services shall be performed in compliance with industry standards and all federal, state, and local laws, ordinances, and regulations. Engineers, architects, surveyors, and other professionals associated with project work must be licensed to work in Texas, with work subject to but not limited to the requirements set forth in Texas Occupations Code Chapter 1001 and 1051.

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
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4. Selection Process

- a. The District's School Board will be the sole judge of the suitability of the professional services offered, in its determination of successful qualifications. The successful firm will be the firm whose Statement of Qualifications are determined to be the most advantageous considering the evaluation factors included in this RFQ.
- b. The successful firm may be chosen by the District's School Board at its sole discretion based exclusively on review of the submitted response. At the District's School Board sole discretion, firms may be requested to develop detailed responses and/or interview prior to selection, augmenting the information provided in the submittal. Statements of Qualifications that do not meet the requirements included in this RFQ may be deemed non-responsive by the District.
- c. The District reserves the right to contact any individual, agencies, or employers listed in a statement of qualification, to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- d. The District reserves the right to conduct a review of records, systems, procedures, etc. of any entity selected for award. This may occur prior to, or subsequent to the award of an agreement. Misrepresentation of the proposer's ability to perform as stated in the statement of qualifications may result in cancellation of the agreement award.
- e. The District does not assert, assure, or guarantee that the selected firm, or any firm will be awarded work, and if so, how much, what type, or dollar value.
- f. While no additional projects have been identified, nor is there a guarantee that any will be, the District, at its sole discretion, reserves the right to contract with the awarded firm for additional projects not included in this solicitation. The original term of the contract shall end August 31, 2019 with the District's option to renew for one or two (2) twelve month periods (2019-2020 and 2020-2021 District fiscal years). Term renewals would contain all terms and conditions of the original contract, contingent upon availability of funds. The district, in accordance with the vendor, may extend this agreement on a monthly basis if needed.

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5. Evaluation Criteria

Criteria 1: Experience in projects of similar size, type and scope. (20 points)

Criteria 2: Specialized experience, qualifications, and technical competence of the firm as specifically indicated in the firm's response (20 points)

Criteria 3: Knowledge and experience working with Public Agency Procedures and requirements. (25 points)

Criteria 4: Location of the firm and availability of personnel. (15 points)

Criteria 5: Innovative, proven, cost-saving approaches to similar projects. (10 points)

Criteria 6: References and performance records with similar projects, as indicated by firm-provided and other references. (10 points)

MAXIMUM TOTAL IS 100 POINTS

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS NO. 191711
LICENSED ENGINEER PROFESSIONAL SERVICES**

6. Instructions to Respondents

a. Submission of Qualifications

Interested parties are instructed to carefully examine this entire RFQ. Firms interested in providing services for this project must provide written statements of qualifications in accordance with this solicitation. The District will notify the selected and non-selected firms in writing as to the results of the selection process. Any awards resulting from this RFQ will be in accordance with the procurement regulations and practices of the District.

b. Standard Format

In order to equitably evaluate each firm's ability to meet the professional services needs of the District, a standard format for all proposals is required. Only responses submitted in the prescribed format and using the provided forms will be considered and evaluated for contract award.

c. Late Responses

Responses received after the deadline will not be considered. Please note that Eagle Pass, Texas is considered a remote location by some delivery companies. Firms must allow adequate time for delivery, and not assume overnight delivery will reach the District prior to opening date and time. The District will not be responsible for misdirected submissions.

d. Questions/Clarifications

Requests for clarification of any part of this solicitation must be in writing and submitted to the District prior to November 6, 2018. Requests for clarification may be emailed to Mr. Luis Vélez, Purchasing Director at LVElez@eaglepassisd.net. Answers shall be provided to all known responders as a written addendum to the RFQ. It is the responder's responsibility to verify the issuance of Addenda in regard to this RFQ. Interpretations or clarifications in any other form, including oral statements, will not be binding on the District and should not be relied on in preparing Qualifications. No contacts with other District employees, officials, or board members are to be made by responding firms throughout the entire process without express permission from the District's Superintendent of Schools. Any unauthorized contact may result in disqualification of the firm.

e. Independent Contractor

It is expressly understood and agreed upon by the District and selected firm that the District is contracting with the successful vendor as an independent contractor. The parties hereto understand and agree that the District shall not be liable for any claims, which may be asserted by any third party occurring in connection with the services to be performed by the successful vendor under this contract, and that the successful vendor has no authority to respond to the District.

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f. EPISD's Reservation of Rights

The EPISD makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP and no such representation is intended or should be construed by the issuance of this RFQ. The District reserves the right to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposal and temporarily or permanently abandon the project. The District reserves the right to reject as nonresponsive any responses that do not contain the information requested in this RFQ. Additionally, the District reserves the right to reject any responses that are not organized and formatted as described in this RFQ. The District reserves the right to waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the District's best interest. The District may terminate the contract at its convenience with thirty (30) day advance written notice to the Vendor. In the event of such a termination by the District, the District shall be liable for the payment of all approved work performed prior to the termination.

g. Acceptance of Evaluation Methodology

By submitting its Qualifications in response to this RFQ, responding firm accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the District.

h. No Reimbursement for Costs

Interested firms acknowledge and accept that any costs incurred from the firm's participation in this RFQ shall be at the sole risk and responsibility of the firm.

i. Firm's terms and conditions

While the District expects respondents to adhere to their standard contract terms and conditions, the firms should identify any contract provisions that the firm takes exception to. Please include as part of your response any additional terms and conditions that your firm would include, particularly any the firm considers nonnegotiable. The District reserves the right to negotiate all elements that comprise the successful firm's response to ensure that the best possible consideration be afforded to all concerned.

j. Ownership of Documents

Any reports, specifications, blueprints, negatives or other documents prepared by the firm in the performance of its obligations under the contract shall be the exclusive property of the District, and all such materials shall be returned to the owner upon completion, termination, or cancellation of this contract. The firm shall not use, willingly allow, or cause such materials to be used for any purpose other than performance of all firm's obligations under the contract without the prior written consent of the District. Documents and materials developed by the firm under the contract shall be the property of the District; however, the firm may retain file copies, which cannot be used without prior written consent of the District.

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k. Responsibility for Claims and Liabilities

The District's review, approval, or acceptance of, or payment for, any services required shall not be construed to operate as a waiver by the District of any rights or of any cause of action arising out the contract. The firm shall be and remains liable to the District for the accuracy and competency of plans, specifications, or other documents or work and firm is responsible for to the District for any costs incurred resulting from any errors, acts or omissions in the performance of any services furnished.

l. Criminal Background Checks

Prior to commencement of any work under this contract, the contractor shall provide the District with a list of all contractor employees and subcontractor employees who have been arrested for, convicted of, or received deferred adjudication for any criminal conduct, except misdemeanor traffic violations. The contractor shall ensure that no worker with a criminal history performs work for the District without first notifying the District. The District reserves the right of first refusal to prohibit such persons from entering District premises.

- i. The contractor acknowledges and agrees that the District reserves the right to subject all persons entering the District premises to background screening checks prior to granting access to areas frequented by students. Background checks may require surrendering a driver's license or submitting fingerprints for inspection. If any of the contractor's employees, representatives or subcontractors refuse to submit to a background check, or if a background check reveals a criminal history, such persons may be refused access to District premises; however such refusal shall not relieve the contractor of its obligations as specified in this contract.

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B - RESPONDENT'S SUBMITTAL

1. Proposal Format

a. General Instructions

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements and an understanding of Owner's needs. Fax copies are not acceptable. For review and evaluation purposes, please provide the District with ten (10) copies of your qualifications.

b. Format

Qualifications shall be a maximum of fifty (50) printed pages. One (1) sheet of paper shall count as two (2) pages if printed front and back. If a sheet of paper is printed single sided it shall count as one (1) page. The cover, table of contents, and divider sheets do not count as printed pages. Submitting additional pages is reason for disqualification.

Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral or coil bindings. The minimum font size allowed is 12.

Additional attachments shall not be included with the Qualifications. Only the responses provided by the firm and the oral presentation, if applicable, will be used by the District for evaluation.

Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications. All pages of the submittal shall be sequentially numbered using Arabic numerals (1, 2, 3, etc.).

c. Statement of Qualifications Contents

a. Cover Sheet

Include the complete legal name of the proposing engineer, the location of the office which will have the responsibility for the services to be provided, and the name, address, telephone, facsimile number, and e-mail address of the primary authorized representative knowledgeable of the submittal.

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b. Overall Qualifications and Experience

State the overall qualifications and experience of the firm in the areas of providing professional services as indicated in the RFQ. Please provide state licensure levels, professional certifications, and practical experience relevant to the scope of work. If certain services must be provided through subcontractors or specialty firms, this must be documented by providing the names, qualifications and experience for the subcontractor or specialty firm.

Include a list of several comparable projects the firm has completed in the past five (5) years.

Provide the names, addresses and telephone numbers of references for three (3) projects completed in the past five (5) years, and the firm's permission to contact these and other known references to verify past performance.

- c. Provide an organization chart showing the names and responsibilities of key personnel.
- d. Disclose any current or former employees who are current or former employees of the District. Disclose any proposed personnel who are related to any current or former employees of the District.
- e. Firms may offer any other information relevant and unique to their staffing, experience, approach, etc.
- f. Firms must disclose any pending litigation rendered in conjunction with professional services.

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- g. A certificate of existing insurance coverage shall be submitted with the statement of qualifications as proof of insurability. The District shall have no responsibility of liability for such insurance coverage.

 - i. Provide general public liability insurance covering all duties, services, or work to be performed under the contract; insurance shall provide limits of \$500,000 each occurrence, \$500,000 products/completed operations aggregate, \$500,000 personal injury liability, \$50,000 property damage liability, \$5,000 medical payments coverage, \$1,000,000 policy aggregate.
 - ii. Required automobile liability insurance \$250,000 per person, \$500,000 per accident for bodily injury, and \$100,000 per accident for property damage.
 - iii. The contractor must also maintain Worker's Compensation insurance providing the statutory benefits for the State of Texas and employer's liability in the amount of \$500,000 for each person, \$500,000 in the aggregate and \$500,000 for each person for occupational disease.
 - iv. Each policy of required insurance shall provide for 30 days notice of cancellation to the District and shall name the District Board of Trustees as additional insured.

- h. Provide information on the Professional Liability insurance carried by the firm. Provide the information necessary to contact your Insurance Carrier.

 - i. List any claims your firm is currently involved in or party to within the last five (5) years.

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Non-Collusive Affidavit

The undersigned Proposer by signing and executing this Proposal certifies and represents to Eagle Pass Independent School District that Proposer has not offered, conferred or agreed to confer to any pecuniary benefit as defined by 1.07 (a) (6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this Proposal: the Proposer certifies and represents that the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipients decision, opinion, recommendation, vote or other exercise of discretion concerning this Proposal: the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any offer, trustee, agent or employee of the District concerning this Proposal on the basis of any consideration not authorized by law: the Proposer certifies and represents that Proposer has not received any information not available to other Proposers so as to give the undersigned a preferential advantage with respect to this Proposal: the Proposer certifies and represents that Proposer has not violated any federal, state or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future offer, confer or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in return for the person having exercised their persons official discretion, power or duty with respect to this Proposal: the Proposer certifies and represents that it has not now and will not in the future offer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in connection with information regarding this Proposal, the submission of this proposal, the award of this Proposal or the performance, delivery of sale pursuant to this Proposal.

Company Name

Printed name of authorized company representative

Title of authorized company representative

Signature of authorized company representative

Date

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

LIST OF COMPANIES RESPONDING TO REQUEST FOR QUALIFICATIONS 191711 FOR

LICENSED ENGINEER PROFESSIONAL SERVICES

1 BIG RED DOG ENGINEERING/CONSULTING

5710 W HAUSMAN ROAD
SUITE 115
CORPUS CHRISTI, TX 78413

2 PREMIER ENGINEERING SURVEYING

1302 CALLE DEL NORTE
SUITE 2
LAREDO, TX 78041

**BIG RED DOG
ENGINEERING/
CONSULTING
5710 W HAUSMAN
SUITE 115
SAN ANTONIO, TX
78249**

The board will select the most highly qualified provider. Price is not considered in making the initial selection (Board Policy CH Legal). The following criteria are provided to assist the Board. The board is not limited to these criteria when selecting the most highly qualified provider.

PRESENTING FIRM: BIG RED DOG ENGINEERING/CONSULTING

Criteria 1: Experience in projects of similar size, type and scope. (20 points)

Refer to page 4 and 6-10 of qualifications.

Criteria 2: Specialized experience, qualifications, and technical competence of the firm as specifically indicated in the firm's response (20 points)

Refer to page 3 and 4 of qualifications.

Criteria 3: Knowledge and experience working with Public Agency Procedures and requirements. (25 points)

Refer to page 3-4, 13-16 of qualifications.

Criteria 4: Location of the firm and availability of personnel. (15 points)

Refer to page 2 and 12 of qualifications.

Criteria 5: Innovative, proven, cost-saving approaches to similar projects. (10 points)

Refer to page 21-22 of qualifications.

Criteria 6: References and performance records with similar projects, as indicated by firm-provided and other references. (10 points)

Refer to page 11 of qualifications.

TOTAL POINTS: _____

**PREMIER ENGINEERING
SURVEYING
1302 CALLE DEL
NORTE, SUITE 2
LAREDO, TX 78041**

The board will select the most highly qualified provider. Price is not considered in making the initial selection (Board Policy CH Legal). The following criteria are provided to assist the Board. The board is not limited to these criteria when selecting the most highly qualified provider.

PRESENTING FIRM: PREMIER ENGINEERING SURVEYING

Criteria 1: Experience in projects of similar size, type and scope. (20 points)

Refer to page 4 and 5 of qualifications.

Criteria 2: Specialized experience, qualifications, and technical competence of the firm as specifically indicated in the firm's response (20 points)

Refer to pages 2-3 of qualifications.

Criteria 3: Knowledge and experience working with Public Agency Procedures and requirements. (25 points)

Refer to page 4-5 of qualifications.

Criteria 4: Location of the firm and availability of personnel. (15 points)

Refer to front cover, page 17-19 of qualifications.

Criteria 5: Innovative, proven, cost-saving approaches to similar projects. (10 points)

Refer to page 2- 5 and 25-28 of qualifications.

Criteria 6: References and performance records with similar projects, as indicated by firm-provided and other references. (10 points)

Refer to page 6 of qualifications.

TOTAL POINTS: _____