



**Request for Qualifications
20RFQ107
Design Services for LASA, Lamar, Covington,
McCallum and House Park**

Date	Event
February 25, 2020 March 3, 2020	Advertise/Issue Dates
March 10, 2020	Pre-Proposal Conference at 10AM 4000 S. IH 35 Frontage Road, Austin Texas 78704, 4 th Floor
March 23, 2020	Questions and Answers Due by 5:00 PM
March 26, 2020	Questions and Answers and final addendum posted on our website
April 2, 2020	RFQ opening / due date at 2:00 pm CST
May 18, 2020	AISD Board Meeting for review/approval

Deliver Sealed Proposals to:

**Austin ISD
Contract and Procurement
4000 S IH35 Frontage Road, 4th Floor
Austin, Texas 78704**

PLEASE PLAN TIME TO PARK

Contract and Procurement Contact:

Sara Hildebrandt Gaspar
sara.hildebrandtgaspar@austinisd.org

HUB Coordinator Contact

Gerald Green
gerald.green@austinisd.org

- Questions must be submitted via e-mail to the contact person listed above.
In the e-mail subject line, type: *Questions 20RFQ107 Design Services for LASA, Lamar, Covington, McCallum and House Park*
- Q & A and Addenda will be posted on our website: www.austinisd.org/cp/bids
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
 - One (1) hard copy marked “original” – include signed “required” forms
 - One (1) digital copy on a flash drive – include signed “required” forms
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with **name and address of the Offeror and the RFQ number and Title above.**

Section 1

The solicitation consists of the following documents and all addenda that may be issued:

Request for Qualifications

Exhibit “A” – Prospectus

- Attachment 1 – Liberal Arts and Science Academy (LASA)
- Attachment 2 – Lamar Middle School
- Attachment 3 – Covington Middle School
- Attachment 4 – McCallum High School
- Attachment 5 – House Park Stadium

Exhibit “B” –Agreement Between Owner and Architect/Engineer

The Austin Independent School District (AISD) intends to select architectural/engineering consultants for each of the projects noted in the Prospectus (Exhibit “A”) on the basis of demonstrated competence and qualifications. In order to be considered for selection, firms proposing to be considered must fully complete the forms included in this Request for Qualifications (RFQ). Please follow the submission checklist listed below.

Tab #	Section	Submitted
1	General Information	<input type="checkbox"/>
2	References	<input type="checkbox"/>
3	Projects	<input type="checkbox"/>
4	Workload	<input type="checkbox"/>
5	Organization Chart	<input type="checkbox"/>
6	Miscellaneous <ul style="list-style-type: none">• Cost Control• Construction Administration• Accelerated Schedule• Energy/Utility Conservation and Sustainability	<input type="checkbox"/>
7	Other Forms <ul style="list-style-type: none">• Authorization Form• Statement of Interest• Disclosure Form• Felony Conviction Notice• Suspension and Debarment Certification	<input type="checkbox"/>
8	HUB Compliance Documents	<input type="checkbox"/>

Statements of Qualification must be received by AISD no later than **2:00 P.M. on April 2, 2020**, at the following location:

Austin Independent School District
Contract and Procurement Services
4000 S IH 35 Frontage Road, 4th Floor
Austin, Texas 78704

An AISD Selection Panel will evaluate all Statements of Qualifications with the anticipation of making recommendations to the Superintendent. The AISD Board of Trustees will take action on the recommendation during a regularly scheduled Board meeting. Respondents will be evaluated based on the following selection criteria and weighted value for each criterion (collectively, “Selection Criteria”)

Selection Criteria	Weighted Value
General Information	20%
References	5%
Projects	30%
Workload	10%
Organization Chart	10%
Miscellaneous	25%

Each Statement of Qualifications submitted by a Respondent must contain the documents listed on the submission checklist. Failure to submit and/or complete required documents may result in Respondent being deemed non-responsive. Consistent with state law and district policy, this RFQ does not commit the district to award a contract. The district reserves the right to accept or reject any or all proposals and/or award in whole or in part any proposal if the district determines it is in the best interest of the district to do so.

Each Statement of Qualifications must not exceed fifty (50) pages in length.

AISD will conduct a pre-submission conference to allow questions to be asked related to the RFQ. This pre-submission conference is an opportunity for design professionals to meet and discuss sub-consultant and teaming possibilities and Historically Underutilized Business opportunities in preparation of their responses.

This is a one-step solicitation and no interviews will be conducted.

Attached is the AISD Agreement between Owner and Architect/Engineer (Exhibit “B”). It includes various insurance provisions, including professional liability coverage, and related requirements. Article II of the Agreement includes provisions related to fees. AISD would like to remind all potential respondents that fees are **not** part of the District’s A/E selection process. However, please note that AISD intends to negotiate fees based on scope of work and expected effort as opposed to a fixed percentage.

In the event any project for which your firm will involve roofing design, including roofing replacement, repairs, penetrations, curbs or supports for mechanical or other equipment, or the project will affect the roof in any way, you will need to include a roofing consultant in your response. Include a complete resume for the individual(s) performing the roofing design, including a detailed description of their qualifications, experience and credentials.

AISD encourages full participation in all phases of procurement activities and shall afford a full and fair opportunity to all vendors to compete for District contracts. Historically Underutilized Businesses are businesses in which at least 51 percent of the ownership and management is by minority group members or women, or in the case of a publicly owned business, at least 51 percent of the stock is owned and managed by minority group members or women in all phases of the procurement.

Responding firms are advised to determine if they are required under Chapter 176 of the Texas Local Government Code to file a completed conflict of interest questionnaire with AISD. If completion of the questionnaire is required, the Conflict of Interest Questionnaire (Form CIQ) should be completed and submitted online at: <https://www.austinisd.org/cp/cis>

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Texas Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

After the AISD Board of Trustees selects the Offeror, the successful Offeror will be required to complete an electronic Form 1295 ("Form 1295") on the Texas Ethics Commission website at https://http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and submit the completed and executed Form 1295, including the certification of filing, to AISD prior to entering into a contract with AISD in accordance with this statute. Additional information is available on the Texas Ethics Commission website at www.ethics.state.tx.us. Submission of a response to this Request for Proposals indicates the responding firm's acceptance and intended compliance with these requirements.

Compliance with Gov't Code 552.372: The requirements of the Texas Public Information Act, Chapter 552 of the Texas Government Code, Subchapter J, may apply to this bid or contract if it is valued at more than \$1 million. The contractor or vendor agrees the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter, including the preservation of all "contracting information" (as defined in 552.003) and the provision, upon request of the governmental entity with whom you are contracting, of all contracting information. Contracting information includes, but is not limited to, records, communications and other documents related to the bid process, contract, payments, receipts, scope of work/services, and performance.

The responding firms, or their agents, shall undertake no activities, actions, or contacts to promote or advertise their RFQ submissions to the AISD Board of Trustees, Superintendent, central office administrators, administering committees, members of the Construction Management Department staff and/or members of the Selection Panel. Violation of this provision will be grounds for disqualification of the responding firm.

Authorized communications are to be with the designated AISD contact person as indicated on page 1 of the RFQ. Any substantive clarification or revision of the RFQ will be made only by RFQ Addendum in accordance with Section 2.

Responding firms shall not be eligible to be considered for this solicitation if the responding firms, or their agents, engaged in or attempted to engage in prohibited communications.

Section 2

Any questions or concerns regarding this Request for Proposals must be directed to the "Contact Person" as follows:

Sara Hildebrandt Gaspar
Contract and Procurement Services
Austin Independent School District
Phone: (512) 414-3052
E-mail: sara.hildebrandtgaspar@austinisd.org

Only questions submitted via email during the RFI (Request for Information) period will be answered by addendum and will be binding.

AISD specifically requires that responding firms restrict all contact and questions regarding this Request for Qualifications to the Contact Person.

Any changes to this RFQ will be provided in the form of a written addendum to this RFQ. Such addendum will be disseminated to potential respondents by publication on AISD's web site as follows: <https://www.austinisd.org/cp/bids> and AISD's online planroom at: www.planroom.millerids.com.

It is the obligation of each responding firm to make sure prior to submitting a response, that it has received all Addenda in connection with this RFQ. Each firm must print, date and sign the coversheet of each addendum published and submit the signed coversheets with their response to confirm acknowledgement of receipt of addenda.

Only those responses to inquiries which are made by formal written Addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect, and shall not be binding on AISD. The responding firm must acknowledge receipt of all Addenda in its submittal. However, each responding firm will be bound by the terms of all Addenda, and its submittal will be construed to include the information contained in the Addenda, whether or not the responding firm has received them or acknowledged receipt.

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TAB 1 – GENERAL INFORMATION

NAME OF FIRM: _____

BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

TYPE OF ORGANIZATION: (Individual, Partnership, Corporation, Association)

NUMBER OF YEARS FIRM IN BUSINESS: ____

Give a brief history of your firm, including date established, record of growth, type of work, and any specialties.

What do you believe is **unique** about your firm's potential contribution to AISD facilities?

If you want to attach a brochure or other printed material, which describes your firm's services, organization, and examples of your school projects you may do so, but it is not required.

1.	Principals:	Texas Architect/Engineer Registration No.:
	_____	_____
	_____	_____
	_____	_____

2. Full-Time Employees (minimum 32-hours/week):

No. of Registered Architects, excluding Principals: ____

No. of Registered Engineers, excluding Principals (by type):

_____	_____
_____	_____
_____	_____

No. of Drafters/CAD Operators: _____

No. of Clerical Employees: _____

3. Part-Time Employees (minimum 16-hour/week, by type):

_____	_____
_____	_____
_____	_____
_____	_____

4. Include a resume for each principal and associate with your firm. Please feel free to provide professional citations (both nominations and actual awards).

5. Services Proposed:

Services	Performed by Your Firm	Performed by Sub-Consultant (firm name)
Architectural:	<input type="radio"/>	<input type="radio"/> _____
Structural:	<input type="radio"/>	<input type="radio"/> _____
Mechanical:	<input type="radio"/>	<input type="radio"/> _____
Electrical:	<input type="radio"/>	<input type="radio"/> _____
Civil:	<input type="radio"/>	<input type="radio"/> _____
Other:	<input type="radio"/>	<input type="radio"/> _____

6. Professional Liability Insurance

Have any claims been made against your firm for errors and omissions in the past five (5) years?

Yes ☐ No ☐

If so, what was the dispensation of the claim or claims?

TAB 2 –
REFERENCES

Provide three references for representative building projects for which Architectural/Engineering Services were performed in the last eight (8) years, beginning with projects in Austin and/or a school district (K-12) if available.

1. Project: _____

Scope of Project: _____

Services Performed: _____

Client: _____

Contact person: _____

Telephone Number: _____ Email: _____

2. Project: _____

Scope of Project: _____

Services Performed: _____

Client: _____

Contact person: _____

Telephone Number: _____ Email: _____

3. Project: _____

Scope of Project: _____

Services Performed: _____

Client: _____

Contact person: _____

Telephone Number: _____ Email: _____

TAB 3 –
PROJECTS

Provide six (6) representative building projects for which Architectural/Engineering Services were performed in the last eight (8) years, beginning with projects in Austin and/or a school district (K-12) if available. If project was done by a principal/partner/employee while at another firm, clearly note in “Services Performed”.

1. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Construction Cost: _____ Date Construction Complete: _____

Client: _____

Contact Person: _____ Telephone Number: _____

2. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Construction Cost: _____ Date Construction Complete: _____

Client: _____

Contact Person: _____ Telephone Number: _____

3. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Construction Cost: _____ Date Construction Complete: _____

Client: _____

Contact Person: _____ Telephone Number: _____

4. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Construction Cost: _____ Date Construction Complete: _____

Client: _____

Contact Person: _____ Telephone Number: _____

5. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Construction Cost: _____ Date Construction Complete: _____

Client: _____

Contact Person: _____ Telephone Number: _____

6. Project: _____

Scope of Project: _____

Services Performed: _____

Number of Change Orders: _____

Describe: _____

Construction Cost: _____ Date Construction Complete: _____

Client: _____

Contact Person: _____ Telephone Number: _____

TAB 4 –
WORKLOAD

List current workload (five largest projects):

<u>Project Name/Type</u>	<u>Constr. Cost</u>	<u>% Completed</u>	<u>Est. Compl. Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List remaining workload (combined):

Number of Projects: _____ Total Construction Cost: _____

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Tab 5 – Organization Chart

Provide proposed organization chart for completing AISD project work.

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Tab 6 – Miscellaneous

1. Cost Control

Explain the method used by your firm to arrive at anticipated construction cost and provide reasons for using the method. Provide applicable examples of project cost containment, budget management, and value engineering efforts:

2. Construction Administration

Explain your construction administration procedures.

3. Accelerated Schedule

Explain the methods and management techniques you use to accomplish an aggressive schedule for design and construction. Provide examples of successful projects with comparable stringent schedules.

4. Energy/Utility Conservation and Sustainability

Provide a summary of your energy and utility conservation and sustainability related design experience.

Tab 7 – Other Forms

Provide completed Authorization Form, Statement of Interest, Felony Conviction Notice Form and Suspension and Debarment Certification Form.

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AUTHORIZATION FORM

The foregoing is true and correct. The Austin Independent School District, or any authorized representative of the Austin Independent School District, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information about our firm's services, financial condition, and any other information, which the Austin Independent School District might determine as being desirable.

Firm: _____

By: _____

Title: _____

Date: _____

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STATEMENT OF INTEREST

AISD reserves the right to award each project to the most qualified respondent. Please provide your signature for each project your firm is expressing interest in.

Liberal Arts and Science Academy (LASA)

By: _____

Title: _____

Date: _____

Lamar Middle School

By: _____

Title: _____

Date: _____

Covington Middle School

By: _____

Title: _____

Date: _____

McCallum High School

By: _____

Title: _____

Date: _____

House Park Stadium

By: _____

Title: _____

Date: _____

FELONY CONVICTION NOTICE FORM

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code §44.034.

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

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.

VENDOR’S NAME: _____

AUTHORIZED COMPANY OFFICIAL’S NAME: _____

A. My firm is a 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): _____

(Attach additional sheet if necessary)

Details of Conviction(s): _____

(attach additional sheet if necessary)

Signature of Company Official: _____

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SUSPENSION AND DEBARMENT CERTIFICATION

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 and all non-procurement transactions (e.g., subawards to subrecipients).

Contractors receiving individual awards of \$25,000 or more and all subrecipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

Before an award of \$25,000 or more can be made by your firm, you must certify that your organization and its principals are not suspended or debarred by a federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

VENDOR'S NAME: _____

Signature of Company Official: _____

Date Signed: _____

Printed name of company official signing above: _____

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Tab 8 – HUB Compliance Documents

See separate HUB documents for 20RFQ107.

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The following 2017 Bond Projects will be implemented using the Competitive Sealed Proposal construction delivery method:

- **Project Name: Renovations at Eastside to Receive LASA**
(For project data, see Attachment 1 – LASA)
Construction Budget: **\$2,500,000.00**
- **Project Name: Academic Reinvention at Lamar Middle School**
(For project data, see Attachment 2 – Lamar MS)
Construction Budget: **\$4,892,228.00**
- **Project Name: Academic Reinvention at Covington Middle School**
(For project data, see Attachment 3 – Covington MS)
Construction Budget: **\$1,051,182.00**
- **Project Name: Academic Reinvention at McCallum High School**
(For project data, see Attachment 4 – McCallum HS)
Construction Budget: **\$2,659,078.00**
- **Project Name: Critical Repairs at House Park**
(For project data, see Attachment 5 – House Park)
Construction Budget: **\$4,196,336.00**

**ATTACHMENT ONE
PROJECT DATA**

20-0006-LASA: Renovations at Eastside to receive LASA

School Project Description Summary

The comprehensive project planned for LASA HS in the 2017 Bond Program is the renovation of the existing Eastside Memorial ECHS campus (former Johnston Campus; future LASA campus), to move LASA HS students during Summer 2021 to their permanent campus. This project will include the FF&E design package needed for the move of approximately 1,300 LASA HS students to a facility with a student capacity of approx. 1,600 students.

The anticipated construction project at the current Eastside Memorial ECHS campus will use the CSP procurement delivery method for the construction services. A Master Plan for the entire campus that is currently being developed, along with the new Education Specifications (Ed Specs) and Project Design Manual (PDM), will inform the choices for every major design decision. The total construction budget for the LASA HS project is estimated to be \$2,500,000.

Documents Provided by AISD

Associated documents that may be accessed and printed are on the AISD website at:

[Design Information](#)

[2017 Educational Specifications \(Ed Specs\)](#)

[AISD FCA Documents](#)

- AISD Project Development Manual (PDM)
- Facility Master Plan

ATTACHMENT TWO PROJECT DATA

20-0008-LAMAR: Academic Reinvention at Lamar Middle School

School Project Description Summary

The project planned for Lamar MS in the 2017 Bond Program is the renovation and/or addition to the Fine Arts department, including Art, Music, Theater and Dance. A Master Plan for the entire campus that is currently being developed, along with the new Education Specifications (Ed Specs) and Project Design Manual (PDM), will inform the scope, programming and major design decisions. The total construction budget for the project is estimated to be \$4,892,228. The anticipated construction project will use the CSP procurement delivery method for the construction services.

Documents Provided by AISD

Associated documents that may be accessed and printed are on the AISD website at:

[Design Information](#)

[2017 Educational Specifications \(Ed Specs\)](#)

[AISD FCA Documents](#)

- AISD Project Development Manual (PDM)
- Facility Master Plan

ATTACHMENT THREE

PROJECT DATA

20-0007-COVTN: Academic Reinvention at Covington Middle School

School Project Description Summary

The project planned for Covington MS in the 2017 Bond Program is the renovation and/or addition to the Fine Arts department, including Art, Music, Theater and Dance. A Master Plan for the entire campus that is currently being developed, along with the new Education Specifications (Ed Specs) and Project Design Manual (PDM), will inform the scope, programming and major design decisions. The total construction budget for the project is estimated to be \$1,051,182. The anticipated construction project will use the CSP procurement delivery method for the construction services.

Documents Provided by AISD

Associated documents that may be accessed and printed are on the AISD website at:

[Design Information](#)

[2017 Educational Specifications \(Ed Specs\)](#)

[AISD FCA Documents](#)

- AISD Project Development Manual (PDM)
- Facility Master Plan

**ATTACHMENT FOUR
PROJECT DATA**

20-0010-MCCAL: Academic Reinvention at McCallum High School

School Project Description Summary

The project planned for McCallum HS in the 2017 Bond Program is the renovation and/or addition to the Fine Arts department, including Art, Music, Theater and Dance. A Master Plan for the entire campus that is currently being developed, along with the new Education Specifications (Ed Specs) and Project Design Manual (PDM), will inform the scope, programming and major design decisions. The total construction budget for the project is estimated to be \$2,659,078. The anticipated construction project will use the CSP procurement delivery method for the construction services.

Associated documents that may be accessed and printed are on the AISD website at:

[Design Information](#)

[2017 Educational Specifications \(Ed Specs\)](#)

[AISD FCA Documents](#)

- AISD Project Development Manual (PDM)
- Facility Master Plan

ATTACHMENT FIVE PROJECT DATA

21-0034-HSEPK: Critical Repairs at House Park

School Project Description Summary

The project planned for House Park in the 2017 Bond Program is repairs and improvements to the press box (ADA included), concessions and restrooms. The existing FCA report, outlines the overall deficiencies. It is assumed that the design team will evaluate the site, and the FCA report, to determine the final scope. The total construction budget for the project is estimated to be \$4,196,336. The anticipated construction project will use the CSP procurement delivery method for the construction services.

Documents Provided by AISD

Associated documents that may be accessed and printed are on the AISD website at:

[Design Information](#)

[2017 Educational Specifications \(Ed Specs\)](#)

[AISD FCA Documents](#)

- AISD Project Development Manual (PDM)
- Facility Master Plan

Exhibit “B” –Agreement Between Owner and Architect/Engineer

See separate published document.