



**Request for Qualifications  
20RFQ122  
Facility Condition and  
Educational Suitability Assessments**

Date	Event
April 16, 2020 April 23, 2020	Advertise/Issue Date
April 23, 2020 2:00 PM CST	Virtual Pre-proposal conference – Please see additional instructions
April 24, 2020 5:00PM. CST	Due Date for Vendor Questions
April 29, 2020	Questions and Answers and final addendum posted on Contract & Procurement Services' Website
May 5, 2020 2:00PM CST	RFQ Due Date and Time – Please see additional submission instructions
May 8, 2020 5:00PM CST	Step 2 Notifications sent to shortlisted firm(s)
May 11, 2020	Interview(s) with shortlisted firm(s)
June 22, 2020	AISD Board meeting for Review/Approval

**Deliver Electronic Proposals to:**

[sara.hildebrandtgaspar@austinisd.org](mailto:sara.hildebrandtgaspar@austinisd.org)

By 2:00PM CST on May 5, 2020

Using the Subject Line  
"20RFQ122 Submission –  
CONFIDENTIAL"

**Contact Person:**

Sara Hildebrandt Gaspar  
Contract & Procurement Services  
[sara.hildebrandtgaspar@austinisd.org](mailto:sara.hildebrandtgaspar@austinisd.org)

**HUB Coordinator Contact**

Melfi Penn  
[melfi.penn@austinisd.org](mailto:melfi.penn@austinisd.org)

- Question and Answer Protocol: Proposers seeking clarification or have questions pertaining to this RFQ must submit questions in writing to Sara Hildebrandt Gaspar, Senior Procurement Specialist, via email at [sara.hildebrandtgaspar@austinisd.org](mailto:sara.hildebrandtgaspar@austinisd.org) no later than April 24, 2020 by 5:00PM CST. Failure to follow above stated protocol may result in disqualification from procurement process.

In the e-mail subject line, type: *Questions 20RFQ122, Facility Condition and Educational Suitability Assessment*

- Q & A and all Addenda will be posted on our website: [www.austinisd.org/cp/bids](http://www.austinisd.org/cp/bids)
- Please read the instructions regarding the virtual pre-proposal conference and electronic submissions on the following page.

- **VIRTUAL PRE-PROPOSAL CONFERENCE:**

AISD Procurement will be hosting a virtual pre-proposal conference on April 23, 2020 at 2:00 PM CST via Zoom. To join this meeting, click the link below or copy and paste into your browser, and follow the instructions from Zoom using the meeting ID and password provided:

Join Zoom Meeting

<https://zoom.us/j/310841391?pwd=RVNGVXB0Q1oxUFVMT0F6aFFyQUxkZz09>

Meeting ID: 310 841 391

Password: 0EPAwN

- **ELECTRONIC SUBMISSION:**

Due to COVID-19 precautions and to prevent the spread of COVID-19, and in an effort to provide ongoing support and services for Austin ISD, the District has decided to accept proposals for 20RFQ122 via email to [sara.hildebrandtgaspar@austinisd.org](mailto:sara.hildebrandtgaspar@austinisd.org) no later than May 5, 2020 at 2:00PM CST. To ensure a fair and transparent process, all Proposals submitted via email will not be opened until AFTER May 5, 2020 at 2:00PM CST. To assist ensure a fair and transparent process, Vendors **must** place the following information in the subject line of the email containing their submission: **“20RFQ122 Submission – CONFIDENTIAL”**

Proposals submitted via email should not exceed 20MB. If you believe your attachment is more than 20MB, please zip the file or separate it into two (2) attachments.

Proposals submitted via email must still be signed and all forms acknowledged and submitted with emailed response.

- If you have any questions about the virtual and electronic measures implemented as a precaution to COVID-19, please submit them in writing to [sara.hildebrandtgaspar@austinisd.org](mailto:sara.hildebrandtgaspar@austinisd.org) following the Question and Answer Protocol outlined above.

## **Section 1**

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

### **Request for Qualifications**

#### **Exhibit “A” – Prospectus**

- Facility Condition and Suitability Assessment

#### **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"><li>• Facility Condition Assessment Methodology</li><li>• Cost Estimating for FCIs</li><li>• Educational Suitability Assessment Methodology</li><li>• Communication</li></ul>	<input type="checkbox"/>
7	Other Forms <ul style="list-style-type: none"><li>• Authorization Form</li><li>• Felony Conviction Notice</li><li>• Suspension and Debarment Certification</li></ul>	<input type="checkbox"/>
8	Signed Addenda Coversheets	<input type="checkbox"/>
9	HUB Compliance Documents (A) Submitted with proposal (B) To be submitted to <a href="mailto:proconteam@austinisd.org">proconteam@austinisd.org</a> by 5/6 2:00PM CST	(A) <input type="checkbox"/> (B) <input type="checkbox"/>

Statements of Qualification must be received by AISD no later than **2:00 P.M. on May 5, 2020**. Please follow the electronic submission protocol outlined previously.

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”)

**Step 1 – 100 points**

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

**Step 2 – Interview – 20 Points**

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 two-step solicitation and interviews will be conducted on May 11, 2020.

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](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](http://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](mailto: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](http://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?

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

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Services Performed: \_\_\_\_\_

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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. Facility Condition Assessment Methodology

Explain the method used by your firm to accurately assess facilities, incorporating existing information, staff interviews, facility site visits, and community feedback. Provide applicable examples of similar efforts in the past:

2. Cost Estimating for FCIs

Explain the methods used to estimate costs and produce accurate FCIs during this process.

3. Educational Suitability Assessment Methodology

Explain your methodology to work with AISD's academic leadership to create an educational suitability methodology, and how it will be executed campus by campus.

4. Communications

Explain your approach to communicating the assessment process and results to both technical and non-technical stakeholders.

**Tab 7 – Other Forms**

Provide completed Authorization Form, 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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## 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**

The Austin Independent School District (AISD) HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in District-wide procurements. The District encourages the use of certified firms on all procurements whenever possible. When AISD considers entering into a contract estimated at \$50,000 or more, the HUB Program will determine whether subcontracting opportunities are probable before publishing the solicitation.

**Statement of Probability:** The AISD HUB Program has identified the anticipated scopes of work for the design phase and has determined that subcontracting opportunities are probable. **The following goals will apply for this solicitation:**

<b>African American (AA)</b>	<b>1.9%</b>
<b>Asian/Native American (A/NA)</b>	<b>7.4%</b>
<b>Hispanic (H)</b>	<b>9.4%</b>
<b>Women (WBE)</b>	<b>9.8%</b>

Therefore, all proposers are required to follow the HUB Compliance Guidelines included in this solicitation and complete the Statement of Responsibility (SOR), HUB Utilization Report – HUR (HUBATT 1) and Compliance Checklist (HUBATT 1A). All inquiries should be directed to Melfi Penn by email at [melfi.penn@austinisd.org](mailto:melfi.penn@austinisd.org).

You may submit the required HUB documents with your Statement of Qualifications on May 5<sup>th</sup>, 2020 at 2:00PM, or you may submit them up to 24 hours later to [proconteam@austinisd.org](mailto:proconteam@austinisd.org)

Required HUB documents for 20RFQ122 have been published as separate files.

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## Exhibit “A”

# Facility Condition and Educational Suitability Assessment

### Scope of Work:

#### A. GENERAL INFORMATION

A.1 **Introduction:** AISD is seeking a qualified professional consultant to perform a comprehensive facility condition and educational suitability assessment for all AISD facilities.

A.2 **Background:** In order to appropriately include consideration of present and anticipated future facility condition and suitability in its facility-related planning, AISD intends to update and integrate its current computer-aided facility management (CAFM) system facility condition module, maintained by the AISD FCA and Service Center. The assessment will cover all of AISD’s facilities, including 129 school campuses, and 16 districtwide and special facilities, totaling approximately 13 million gross square feet.

A.3 **Scope of Work:** The scope of work is presently contemplated to generally include the following:

1. The development of a cost model of each AISD structure to include each of the major components of the structure as currently established by AISD to be expressed by partial cost and/or percentage of the total cost of the structure. A current replacement value for the structure would also be developed. Projected costs are to be based on a recognized standard acceptable to AISD and/or AISD historical costs.
2. Each component of every structure and all other non-building site improvements such as utilities, paving, etc. will be assessed to determine their current condition and suitability from which prioritized repairs and replacements are to be identified, recommended, and priced. Repairs and replacements are to be in conformance with AISD standards, and estimated costs to be based on recognized standards acceptable to AISD. A forecast regarding the extent of the remaining useful life of each component will be provided
3. Assessments are to be provided regarding any accessibility requirements that may be needed for compliance with ADA & Texas Accessibility Standards, including recommended improvements with cost estimates. Existing ADA assessment requirements, as currently known, are maintained by AISD and will be made available.

4. Assessments are to be provided regarding the existing adequacy of certain spaces of selected schools related to current AISD requirements for such spaces. AISD's most recent Educational Specifications for elementary schools, middle schools and high schools, will be the standards for comparisons to existing conditions, and the documenting of deficiencies in space square footage and educational special attributes will be the anticipated outcome.
5. Assistance will be provided to AISD in the development of facility condition data and collection standards.
6. Assistance will be provided to AISD in the development of a tool and strategy to assess the educational suitability of the built environment at each campus to support the delivery of a 21<sup>st</sup> century education to students, as defined by AISD during preliminary development.
7. An educational suitability assessment model shall be used as a second, "subjective", scoring related to the suitability of certain spaces, building exteriors, and sites. Respondent shall clearly define the proposed model in the proposal and where it has been effectively used for other school districts. The condition and suitability assessment numbers shall be combined, as appropriately weighted, to give an overall assessment of each facility.
8. All applicable collected data shall be entered into AISD computer-aided facility management (CAFM) software system Asset Essentials and Capital Forecasting by Dude Solutions.
9. Training shall be provided to AISD staff on procedures for using the assessment data.
10. Recommendations will be provided, if requested by AISD, regarding determination of best use of available funding for correction of deferred items.
11. In coordination with AISD, identify appropriate assessment information to be shared with campus communities and the general public, and establish a process to allow for questions, comments, and feedback.
12. Assist AISD staff and planning consultant(s) in receiving, reviewing, and analyzing the FCA and ESA data, for use in districtwide Facility Master Planning, campus master planning, and planning of future projects.
13. At the sole discretion of AISD, successful respondents may provide services after the assessment to maintain and update the related data.

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

This document has been published separately.