Galveston Independent School District

Request for Qualifications for Furniture, Fixtures, and Equipment

RFQ 2022-23-019

The purpose of this Request for Qualifications is to obtain capabilities from experienced vendors interested in providing design development, specification, procurement, delivery, installation, punch and follow-up of furniture, fixtures and equipment.

All RFQ’s must be addressed to the Administration at the address listed below and marked as follows:

**RFQ # 2023-22-019 REQUEST FOR QUALIFICATIONS FOR FF&E SERVICES FOR BALL HIGH SCHOOL AND NATATORIUM**

**DUE NOT LATER THAN: 10:00 AM on WEDNESDAY, AUGUST 2, 2023**

Galveston ISD

ATTN: Gabrielle Maxwell, Purchasing Coordinator

3904 Avenue T

Galveston, TX. 77550

409-766-5158

For questions regarding this Request for Qualifications, please contact Gabrielle Maxwell, Gabrielle Maxwell, by email at gabriellemaxwell@gisd.org.

All questions and answers will be posted on the District website at:

**www.gisd.org>Departments >Purchasing>Solicitations>2022-23-2019**

All questions shall be submitted by **2:00 PM on FRIDAY, JULY 21, 2023**. All questions will be answered via Addendum.

Four (4) hard copies and (1) one electronic copy of a response to the Request for Qualifications shall be received no later than **10:00 AM on WEDNESDAY, AUGUST 2, 2023** at the District office, attention Gabrielle Maxwell, Purchasing Coordinator. It is the responsibility of the submitting firm to ensure RFQ response packages are received prior to the deadline. RFQ response packages received after the above date and time will not be considered.
Project Schedule:
RFQ Issue Date: July 12, 2023
Questions Due: 2:00 PM on July 21, 2023
RFQ Deadline: 10:00 AM on August 2, 2023
Optional Interviews: If Needed - Week of 8/7/23 or 8/14/2023
Notice to Proceed: TBD
Complete PO: TBD

Site Location:
Galveston ISD, Galveston, TX

Overview of the Projects:
GISD is in the process of rebuilding Galveston Ball High School. The new facility will be a 9th grade through 12th grade composite high school with a natatorium. The new high school will be multi-stories with approximately 445,500 square feet, with the natatorium being 18,000 square feet. The base design includes classrooms, administration, Academic Area, Special Education, Library/Resource Center, Career/Technology, Fine Arts, and P.E./Athletics. The design also includes a full preparation kitchen with eight serving lines, student restrooms and support spaces.

The projects are scheduled to be completed in May, 2025 (Phase I) and May, 2027 (Phase II).

RFQ Instructions:
Galveston ISD reserves the right to reject any and all proposals or any part thereof, to waive or decline any formalities, informalities and any irregularities in any proposal received and to accept any portion of the proposal or all items if deemed in the best interest of the District. The selection or appointment of any firm under this Request for Qualifications is at the discretion of the Board of Trustees and is final without recourse. All firms submitting a proposal for consideration acknowledges the conditions stated herein.

Galveston ISD will not be liable for any costs incurred by vendors in the preparation of a proposal or for any work performed prior to the award of a contract.

General Conditions:
Proposals must include all information as asked for in this request. Failure to do so may result in rejection of the submittal. The School District is exempt from City, County, and Federal Sales/Excise Taxes. Certification of tax exemption will be issued upon request.

Proposers (and its employees, representatives and subcontractors) agree to abide by and comply with all applicable Federal, State and Local codes, laws, rules, and regulations in the performance of this contract. The firm, in its performance of this contract, shall comply with all of Board regulations, rules, and policies.
The firm shall not allow any laborer or employee to wear objectionable clothing or use profanity in any manner while on school property. Use of illegal substances or tobacco on school property is strictly prohibited.

**Firm’s Responsibilities:**
Inspection of the work or materials shall not relieve the firm of any obligation to fulfill the contract as prescribed. Work and materials not meeting specifications shall be corrected at firm’s expense and unsuitable work or materials may be rejected.

Firm will be responsible for providing a clean and safe environment surrounding the work area at all times. Firm shall furnish all required personal safety equipment.

Firm will be responsible for all trash removal and site clean-up.

It will be the responsibility of the firm to make arrangements with the shipping firm, their driver, for timely delivery. Any and all freight damage is the responsibility of the successful firm. Galveston ISD is exempt from the responsibility of replacement and costs of freight damage.

Firm shall perform work in accordance with good trade practice and in a neat manner to the satisfaction of the School District and it’s Owner's Representative.

**Scope of Services:**
FF&E services shall include as a minimum the following:

1. **Scope of Work - Programming**
   a. Needs analysis meeting.
   b. Review project parameters and goals.
   c. Design coordination with project team to determine individual, classroom, departments and program needs for furniture, fixtures and equipment.
   d. Site verify field conditions/measurements (if applicable) Auto CAD drawing required.

2. **Design Development: Furniture Layout and Product Application**
   a. Develop office workstation and classroom designs.
   b. Create furniture plan.
   c. Review with School District.
   d. Revise as needed.
   e. Finalize space plan of area.
   f. Preliminary budget and cost estimating.
   g. Value Engineering Opportunities.
   h. Multiple Product Options.
   i. Review with School District.

3. **Contract Documentation and Administration: Technical Specifications**
   a. General product specifications.
   b. Review all final drawings and specifications with School District.
   c. Preparation of any needed bidding documents
c. Preparation of installation package.

d. Plot drawings and print all specifications.

e. Conduct pre-installation meeting.

f. Provide final budget amounts and review with the District

4. **Furniture Delivery and Installation**

a. Schedule delivery of products according to School District timeline.

b. Provide all labor, material, equipment, and supervision to deliver, set up, and install products onsite as specified in accordance with contract documents.

c. Provide all debris containment, debris storage, and debris removal as well as provide a clean site at the end of each working day as required by Owner’s Representative.

d. Inspect all deliveries for shortages or damage and in conjunction with School District, create punch list.

e. Final walkthrough, inspection, and acceptance of project.

f. The FF&E firm is to keep corridors and access points free and clear of debris and furniture.

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**Qualifications Section:**

In order to select the firm best qualified for the Galveston ISD FF&E project, we are asking that the prospective Firm respond to the following questions:

**Quality of Submittal**

Provide a complete and well organized response to this RFQ.

**Approach to Project**

Provide a detailed description of understanding of the project and identify your firm’s approach to the project. Describe how your firm manages budgets. In addition, identify any work performed by subcontractors.

**Work Experience**

Provide a list of school projects (in the State of Texas) that your company has successfully completed or that a contract has been awarded.

**References**

Provide references of completed projects for school projects (in the State of Texas). Provide a minimum of four references for recently completed work to include school name, contact and telephone number.

**Project Management/Delivery and Install Personnel**

Provide a list of key personnel, skills and qualifications, technical competence, experience on similar projects; specifically identify the person who will be the Project Manager.

**Quality Assurance**

Provide a description of the quality assurance process your firm will use for space layout and furniture drawings, budget tracking, tracking system for items the District may add during a later phase of work, delivery and install process, punch process, and warranty tracking.
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Key Supplier Relationship
List the key suppliers/manufacturers that your company represents for K-12 projects in Texas. Describe how the relationship will benefit the District.

Insurance Certificate
The selected firm will be required to indemnify and hold Galveston ISD and its agents and employees harmless from and against all suits or actions of any kind, including, but not limited to, workers’ compensation claims brought against them for or on accounts of any damages or injuries received or sustained by any parties, by or from the acts of the successful firm or its agents or employees.

Prior to the commencement of any work, Firm shall forward Certificates of Insurance to Galveston ISD and Owner’s Representative. The insurance required shall be procured and maintained for the duration of the contract.

Vendors
Provide a list of the vendors your firm will be using for this project.

Evaluation Criteria:
Response to the RFQ will be evaluated with the following criteria:

- Reputation of the Vendor (15 points)
- Quality of Vendor’s goods and services offered (20 points)
- Understanding of project scope and ability to manage budgets (10 points)
- Experience working with General Contractors and Architects (5 points)
- Experience working with Texas ISD’s (10 points)
- Location of project coordinator (5 points)
- Extent to which the goods or services meet the district’s needs (25 points)
- Experience of installation crew (5 points)
- Years of experience of the project team (5 points)
- Interview (If needed) (30 points)

The selected firm will be based on the RFQ submittal responses, work experience, services, and references. The district reserves the right to interview finalists, if it so chooses to do so.

Award of Contract
All submitted responses will receive a decision memorandum and summary scoring matrix following the selection process.

The District reserves the right to reject any or all proposals for any reason, and to re-issue the RFQ. A vendor or vendor(s) will be selected and GISD and Vendor will negotiate terms. The District reserves the right to select no vendors or multiple vendors. If GISD and the vendor cannot come to terms, then GISD reserves the right to negotiate with the next available vendor in the qualification process.