



MARLIN INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT
678 Success Drive #B Marlin, Texas 76661
(254) 883-6612

October 23, 2023

REQUEST FOR Qualifications

The Marlin Independent School District is now accepting qualification statements for the following:

Architectural & Engineering Services Relating to Bond 2022 Projects RFQ #2023-26

Qualification statements will be received by the Marlin Independent School District in the Purchasing Department, currently located at Marlin Independent School District (ISD) Central Office, 678 Success Drive #B Marlin, Texas 76661, in accordance with the RFQ. **RFQs will be received until 2:00 p.m. on November 8, 2023.**

All responses must be annotated with the following: **Architectural & Engineering Services Relating to Bond 2022 Projects RFQ #2023-26. Attention: Jesse Bustamante (jbustamante@marlinisd.org) Marlin ISD Purchasing Department 678 Success Drive #B Marlin, Texas 76661.**

**MARLIN INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS:
Architectural & Engineering Services**

PROPOSAL INSTRUCTIONS

INTRODUCTION

The district seeks statements of qualifications from firms capable of performing Architectural Design & Engineer Services for construction projects that may be approved as part of the district's 2022 bond package.

SERVICES REQUESTED

If performance is satisfactory, Marlin ISD may, at its discretion, elect to continue using the awarded vendor(s) for additional future unknown projects, if services rendered and fees charged are acceptable to the district.

The firm selected by the District will be expected to provide the following services under minimum basic service:

- a. Programming
 - b. Multiple preliminary designs
 - c. Civil engineering
 - d. Landscape design
 - e. Architectural interior design
 - f. As constructed record drawings
 - g. Architect's coordination of the Owner's consultants
 - h. Telecommunications/data design
 - i. Security evaluation and planning
 - j. Multiple bid packages
 - k. Historic preservation
1. The awarded firm will be on call to attend Board meetings, with adequate notice provided by the Superintendent, or Designee.
 2. The awarded firm must be responsive to telephone calls and requests from District representatives.
 3. This district reserves the right to award in any manner deemed to be in the best interests of MISD.
 4. The total value of awarded contracts may vary based on annual needs.
 5. The warranty, general, special terms and conditions, insurance, submittal documents and specifications as stated herein shall apply and shall not be nullified, voided or altered in any way by the inclusion of the Proposer's pre-printed forms with this proposal or any other document submitted during, delivery of product, invoicing, acknowledgements letters, emails, faxes, routine communications between the contracted parties, of

subcontract employees, or third parties unless specifically acknowledged and agreed, in writing by MISD.

6. During the term of the contract, items that may not have been included in the initial proposal may be included by mutual agreement of the successful contractor and the District as various needs change.
7. Any additional agreements/contracts to be signed by MISD shall be included with the proposal.
8. Subcontracting of any portion of required services will not be allowed, without the prior consent of the District.

Qualification proposals for the provision of Architectural & Engineering Services shall be submitted by **2:00 p.m. Central Time (CT) on November 8, 2023**. The normal office hours for the District are from 8:00 a.m. to 4:30 p.m. (CT), Monday through Friday. **No late, electronic, or faxed submissions will be accepted.** This bid opportunity is prepared as a request for qualifications and will not be publicly read aloud. After a contract is awarded, tabulations may be requested. Qualifications are to be sealed and clearly marked **“Architectural & Engineering Services Relating to Bond 2022 Projects RFQ #2023-26”**, on the outside of the envelope or box.

Vendors shall submit one (1) original, and three (3) identical copies of qualifications to:

Attention: Jesse Bustamante (jbustamante@marlinisd.org)
Marlin ISD Purchasing Department
678 Success Drive #B
Marlin, Texas 76661

NOTICE TO VENDORS

Questions should be submitted by email or in writing to the MISD Executive Director of Human Resources,

Jesse Bustamante at the street address above or by email to jbustamante@marlinisd.org. The deadline for submitting questions is 12:00 pm CT, **November 1, 2023**. Questions should be submitted by email and addressed to the Administrative office. Answers to questions shall be made public by addenda to be posted on the district’s website by the end of business on **November 3, 2023**.

RIGHT TO AMEND, WITHDRAW OR EVALUATION RFQ

The District reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of the contract pursuant hereto, if it is in the best interest of the District to do so. The District reserves the right to evaluate the proposals on an all-or-none basis or by specific area of legal services depending on if it is in the best interest of the District to do so.

SELECTION PROCESS

The District's Selection Committee will evaluate and rank each submittal in relation to the selection criteria described in the RFQ. The District will develop a "short list" of firms to interview, if needed.

If needed, all firms submitting proposals should be prepared to submit additional information and to participate in a "live" in-person interview (tentative dates: November 10, 2023).

Interviews will follow the following format:

1. If needed, a one (1) hour total interview per each short-listed proposer.
2. If needed, interviews will take place at Marlin ISD Central Office, conference room, Marlin, Texas 76661. The following technology equipment is available for your presentation (computer, display, A/V connections).
3. If needed, the following people will need to be present from the Proposer's team: Construction Superintendents, Project Managers, Architect(s), Project Manager(s), Superintendent(s), and Estimator(s), and the Principal assigned to the account. Proposer may bring other team members at their discretion.
4. Format:
 - Five (5) minutes for Team Introductions.
 - Five (5) minutes for Proposer presentation of their company.
 - Forty-five (45) minutes Presentation
 - Thirty (30) minutes of Questions and Answers.
 - Five (5) minutes for closing remarks by Proposer.

Results will become available after approval by the Board of Managers. Tentative date for approval is November 13, 2023, Board Meeting Date.

SELECTION CRITERIA

SUBMISSION OF QUALIFICATIONS STATEMENTS

1. Awarded vendors will be expected to provide goods and services as specified within this document. Proposing vendors may use additional pages and submit additional information as needed.
2. By submitting a response, each firm agrees to waive any claim it has or may have against the District, or its employees arising out of or in connection with the administration, evaluation or recommendation of any contract related to this process.
3. By submitting its Qualifications in response to this RFQ, the respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments

- by the Owner.
4. Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

REQUIRED FORMAT

5. Responses must be submitted in the following format. Failure to follow these instructions may result in disqualification of your submission.
 - a. Qualifications shall be a **MAXIMUM OF SIXTY-FIVE (65) PRINTED PAGES**. The cover, table of contents, and divider sheets do not count as printed pages.
 - b. Minimum font size allowed is 10.
 - c. Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral or coil bindings.
 - d. Additional attachments shall **NOT** be included with the Qualifications. Only the responses provided by the respondent to the questions identified in this RFQ will be used by the Owner for evaluation.
 - e. Separate and identify each criteria response by use of a divider sheet with an integral tab for ready reference.
 - f. Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.
 - g. Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).

REQUIRED INFORMATION

Responses must include the following information and shall be submitted in the order shown below.

6. **Criteria 1: Unique Qualifications – 25 Points**
 - a. Provide a statement of interest for the project including a narrative describing the Respondent's (and any sub-consultant's) unique qualifications as they pertain to this particular project. Limit this section to 5 pages.
7. **Criteria 2: Corporate Qualifications – 25 points**
 - a. Please provide a brief history of your firm and number of years in the Architectural & Engineering business
 - The respondent must have a minimum of twenty (20) years of experience in Texas.
 - b. Describe your firm's in-house resources and expertise in the areas described above, as this will be considered a strong point for leveraging best practices and for ensuring a single point of accountability.
 - c. Provide a list of pertinent certifications, awards, and credentials (including safety and EPA or DOE affiliations).
 - d. Provide the location(s) where this project will be managed and respondent's division headquarters.

- e. Describe your willingness to include other manufacturers' products.
 - Identify and describe any business associations with equipment manufacturers or suppliers that might be specified for this project.
 - Provide five (5) Texas based project examples where you have installed or integrated other manufacturers' products.
- f. List the complete range of services and capabilities the respondent offers: such as building/facility engineering, design, installation, commissioning, monitoring and performance verification, and related training.

8. Criteria 3: Personnel Qualifications- 10 points

Identify known participants in the project and provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

- a. Organizational chart that clearly describes your project organization with supervisory reporting.
- b. A list of key personnel and their responsibilities for the duration of the project contract terms should be listed. Include in this list the number of years everyone has been in the industry and what state they are based out of. Resumes should be provided in the Appendix. In the resumes, indicate the education and professional licensing of each person as it relates to this project. Also, include a list of previous projects in which each team member has played a significant role.

9. Criteria 4: Program and Project Methodology- 25 points

Describe your firm's methodology of developing and implementing comprehensive Architectural & Engineering Services, and deferred maintenance programs and projects for Owners. Address in detail the following key components, if provided by your firm or team, and how you would approach each one:

- a. Facility Surveys
- b. Project development
- c. Engineering and design
- d. Construction and project management
- e. Renovation development
- f. Commissioning
- g. Educational architectural design services experience for all grade configurations
- h. Safety and quality program

11. Criteria 5: References - 15 Points

Discuss your project team's experience with projects in Texas K-12 school districts. List all relevant Texas ISD references, including the following specific information

for at least 10 projects.

- Project cost
- Services provided
- Pictures of projects
- Delivery time frame
- Client contact information

EVALUATION CRITERIA

The following evaluation criteria will be used. Further explanations of each category can be found beginning in Section 34: Required Information.

| | |
|-------------------------------|-------------|
| Unique Qualifications | 1-25 points |
| Corporate Qualifications | 1-25 points |
| Personnel Qualifications | 1-10 points |
| Program & Project Methodology | 1-25 points |
| References | 1-15 points |

PROCUREMENT PROCESS

1. **RFQ Decision:** The Request for Qualifications (RFQ) process is a one step process aimed at identifying one qualified respondent. During the RFQ evaluation, the district will evaluate each respondent's experience, technical competence, and capability to perform, the past performance of the firm and members of the firm, and other appropriate factors submitted by firm in response to the request for qualifications, except that cost-related or price-related evaluation factors are not permitted.
2. **Negotiate Project Development Agreement:** district shall select the design-build firm that submits the proposal offering the best value for the district based on the published selection criteria and on its ranking evaluations and enter into negotiations. It is anticipated that negotiations would encompass all phases of work, including but not limited to: engineering fees, preconstruction services, labor rates, contingency/risk, bonds, and markups for overhead and profit on subcontractors, as well as any other items the Owner feels are appropriate. If the owner is unable to negotiate a contract with the selected firm, the Owner shall formally and in writing, end all negotiations with that firm and proceed to negotiate with the next firm in the order of the selection ranking until a contract is reached or negotiations with all ranked firms end.
3. **Project Development:** The selected Respondent will develop the project proposal(s). Owner expects the Respondent to complete the project development on a contingent basis (i.e. not bill for the development until completed and the implementation is funded) and roll the agreed upon cost of the development into the implementation cost. The owner reserves the right to pay for the development separately. At the conclusion of Project Development, Respondent will provide the Owner with a price for the agreed upon scope of work.
4. **Project Implementation:** After finalizing work scope and price, the Respondent will provide turnkey engineering design and construction management services.
5. **Point of Contact:** The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ to the Point- of-Contact person:

Jesse Bustamante
Executive Director of Human Resources
254-252-0983

6. **Evaluation of Qualifications:** The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked.

ADDITIONAL FORMS REQUIRED TO BE SUBMITTED WITH PROPOSAL

- a. Application Signature
- b. Criminal Background Check Felony Conviction Notification
- c. Debarment or Suspension Certification Form
- d. Cover Sheet

REPRODUCE THE FOLLOWING PARAGRAPHS AND SIGNATURE INFORMATION EXACTLY AS IT APPEARS AND PLACE IN YOUR PROPOSAL UNDER SECTION. NO ADDITIONAL INFORMATION OR MODIFICATION TO THIS SECTION WILL BE ACCEPTED.

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the MISD Superintendent or Board of Trustees.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow Marlin ISD to check references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on this same solicitation.

| <hr/> NAME (Please print or type) | <hr/> TITLE | <hr/> DATE |
|--|--------------------|-------------------|
| <hr/> SIGNATURE | | |

**CRIMINAL BACKGROUND CHECK
AND
FELONY CONVICTION NOTIFICATION**

(a) CRIMINAL BACKGROUND CHECK

Proposer will obtain history record information that relates to an employee, applicant for employment, or agent of the Proposer if the employee, applicant, or agent has or will have continuing duties related to the contracted services and the duties are or will be performed on school property or at another location where students are regularly present. The Proposer certifies to MISD before beginning work and at no less than an annual basis thereafter that criminal history record information has been obtained. Proposer shall assume all expenses associated with the background checks and shall immediately remove any employee or agent who was convicted of a felony or misdemeanor involving moral turpitude, as defined by Texas law, from MISD's property or other location where students are regularly present. MISD shall be the final decider of what constitutes a "location where students are regularly present." Proposer's violation of this section shall constitute a substantial failure.

If the Proposer is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review and must submit original evidence acceptable to the District with this Agreement showing compliance.

(b) FELONY CONVICTION NOTIFICATION

Education Code, 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 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.

THE FELONY CONVICTION NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.

I, the undersigned agent for the firm named below, certify that the information concerning criminal background check and notification of felony convictions has been reviewed by me, the following information furnished is true to the best of my knowledge, and I acknowledge compliance with this section.

Firm's Name:

Authorized Company Official's Name:

(please print clearly or type)

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable:

Signature of Company Official: _____ Date: _____

B. No person or owner or operator of my firm has been convicted of a felony.

Signature of Company Official: _____ Date: _____

C. If Paragraph B above is unsigned; the following section must provide a general description of the conduct resulting in the conviction of the felony.

Name of Felon(s):

Details of Conviction(s):

Signature of Company Official: _____ Date: _____

Vendor is responsible for the performance of the persons, employees and/or sub-contractors Vendor assigns to provide services for the MISD pursuant to this RFQ on any and all MISD campuses or facilities. Vendor will not assign individuals to provide services at a MISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of MISD Purchasing Department.

DEBARMENT OR SUSPENSION CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Vendors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this vendor:

Certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Firm Name: _____

Address: _____

City/St/Zip: _____

Phone: _____ Fax: _____

Authorized Company Official's Name: _____

(Typed or printed)

Title of Authorized Representative: _____

(Typed or printed)

Signature of Authorized Company Official: _____

Date Signed: _____

**Marlin Independent School District
Cover Sheet
RFQ #2023-26**

I {We} are submitting a qualification statement in accordance with the general conditions and established specifications of the RFQ for Architectural & Engineering Services. We affirm that the contents of our Qualification Statement are accurate, factual and complete to the best of our knowledge and are submitted in good faith upon express understanding that any false statements may result in disqualification.

COMPANY:

ADDRESS:

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL TAX ID # DUNS #: _____

AUTHORIZED SIGNATURE: _____

Typed or Printed

AUTHORIZED SIGNATURE: _____ DATE: _____

Signed