

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES
SANTA MARIA INDEPENDENT SCHOOL DISTRICT**

ISSUE DATE: September 17, 2024
DUE DATE: September 27, 2024
TITLE: General Projects in the District
ISSUER: Santa Maria ISD

LOCATION OF WORK: Santa Maria ISD
11119 Military Rd
Santa Maria, Texas 78592

PERIOD OF CONTRACT: September 30, 2024 through August 31, 2025

Please submit proposals in electronic form by 3:00PM CST on September 27, 2024 to Dr. Joseph Villarreal, Superintendent at: josephvillarreal@smisd.net

Santa Maria ISD is not responsible for any expenses related to the preparation or presentation of responses to this RFQ, or for any delays in email delivery.

SUBMIT PROPOSALS AND INQUIRIES TO: josephvillarreal@smisd.net

I. PURPOSE

This RFQ is intended to solicit proposals for the purpose of entering into a contract through competitive negotiations for the professional services of an engineering firm.

The selected firm will contract directly with the Santa Maria ISD.

The Santa Maria ISD reserves the right to reject any or all proposals for just cause and to waive any informalities in the submission process if it is deemed to be in the best interest of the project.

II. BACKGROUND

The Santa Maria ISD began exploring options for improvements to the district's facilities. After a series of meetings, the administration arrived at a few potential projects. The Administration is now seeking to construct or do improvements to a building next to the Middle School.

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III. SCOPE OF WORK

This RFQ seeks design services for schematics, design development, and construction documents for final build-out of the project.

Respondents must meet with Administration who wish to attend for a mandatory site visit at the Middle School. The site visit can be arranged at the respondents' convenience by contacting the Maintenance Supervisor, Rey Sanchez.

This RFQ will employ a transparent, competitive public bid process, with the intention of identifying firms with the vision and experience to meet the goals of the project through thoughtful and efficient building design and materials.

We anticipate that the scope of work for this project may require meetings and presentations with the Santa Maria ISD School Board over the course of the contract. However, it is difficult to determine the exact number of such meetings.

The respondent agrees and acknowledges that the Scope of Work is an outline only and is not a complete, detailed or exhaustive description of each specific service that must be provided by the engineer.

The respondent agrees that any final Professional Services Agreement will require him or her to provide all services necessary to permit the complete design, development and construction of the project as required by the terms and conditions of any such final Professional Services Agreement, whether or not such services are expressly identified or described in this RFQ.

The respondent acknowledges that certain services identified and described below are to be performed together with other parties involved in the project, and the engineer agrees to perform all such services, consistent with applicable standards of professional care, and to cooperate fully with all other parties involved in the project.

The respondent understands and acknowledges that the performance of services together with such other parties will not relieve the engineer from any liability or responsibility for his or her own errors, omissions, negligence and breach of contract or breach of warranty in connection with the provision of services pursuant to the final Professional Services Agreement.

IV. PROJECT DESCRIPTION

The building sites will vary throughout the year. The project size will be from small to medium. The Santa Maria ISD projects are intended to include an ADA-compliant building with the following but not limited to - men's & women restrooms.

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V. PROJECT SCHEDULE

The proposed pre-development schedule for the Santa Maria ISD Improvement Project are as follows:

Release RFQ for Professional Engineering Services on	09/17/2024
Responses to RFQ for Professional Engineering Services Due	09/27/2024
Select Engineering Services Provider	09/30/2024
Award Contract	09/30/2024

VI. SUBMITTAL REQUIREMENTS

Proposals should be prepared simply and economically, providing a straightforward and concise description of the respondent’s capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.

The respondent’s proposal shall include:

- A. Cover letter.
- B. A brief history of the business/organization including the resumes of principals and key staff assigned to the project.
- C. A brief narrative describing the respondent’s design vision for the site and any unique design features.
- D. A description of respondent’s relevant work experience and qualifications to perform the work described above.
- E. A description of engineering services and coordination activities over the past five years, including location of work and name of client.
- F. A proposed schedule outlining milestone dates for schematics, design development documents, 50% construction documents, 100% documents, and submission to the Santa Maria ISD.
- G. Contact information for references from previous clients.
- H. Statement of proof of professional liability coverage for errors and omissions.
- I. Submission of proposal in electronic form to Superintendent, Dr. Joseph Villarreal, at: josephvillarreal@smisd.net.

VII. EVALUATION CRITERIA

- 1. Expertise, experience, and qualifications of the respondent for providing the services described above. Personnel presented in the proposal are expected to be the same personnel as will be substantially involved throughout the life of the project.
- 2. A demonstrated track record of coordinating design professionals and consultants toward the successful design of similar projects.

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3. Completeness of the submittal and compliance with the requirements of the RFQ.

4. Input from references.

VII. SELECTION PROCESS

The Santa Maria ISD will evaluate the applicants according to the identified criteria and will choose the provider on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price. We reserve the right to interview a short-list of respondents, which shall not exceed three respondents. The selected engineer will be announced after careful consideration and verification.

Final selection will be contingent on fee and contract negotiations. If a satisfactory contract cannot be negotiated with the most highly qualified provider of engineering services, the Santa Maria ISD will 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.

VIII. GROUNDS FOR REJECTION

The Santa Maria ISD reserves the right to reject any firm for one or more of the following reasons:

- 1) Submission does not contain all information requested in the RFQ.
- 2) Submission not received by the required the deadline.
- 3) Firm does not possess the required minimum qualifications.

IX. TERMS & CONDITIONS

In submitting a response to this RFQ, applicant acknowledges that:

- 1) Applicant has read and understands all terms and conditions set forth in this RFQ.
- 2) The Santa Maria ISD reserves the right to revise any terms and/or conditions set forth in this RFQ and/or add any terms and/or conditions beyond those set forth in the RFQ.
- 3) The progress of this project is subject to further feasibility analysis. As such, Santa Maria ISD reserves the right to terminate this contract or place the project on hold indefinitely.
- 4) The Santa Maria ISD reserves the right, at its sole discretion, to alter the Scope of Work.

For any questions, please contact Dr. Joseph Villarreal at josephvillarreal@smisd.net