



**Request for Qualifications (RFQ)
RFQ# 24-11-01
Facilities Condition Assessment, Educational Adequacy Assessment, and Long-range
Capital Planning**

The Kerrville Independent School District (KISD) is accepting requests for qualifications (RFQ) seeking qualified firms to provide Facilities Conditions Assessments, Educational Adequacy Assessments, and Long-range Capital Planning until **2:00pm** on 12/04/24 at 1009 Barnett Street, Kerrville, Texas 78028, KISD Central Office, at which time they will not be publicly opened.

Identify on the outside of the envelope: Name of Project, RFQ #24-11-01, Attention: KISD Administration Central Office RFQ#**24-11-01**, 1009 Barnett Street, Kerrville, Texas 78028.

Mark your sealed envelope in the lower left-hand corner with the RFQ#, time, and due date, as noted above. Should KISD’s administrative offices be closed due to unforeseen reasons on the Due Date, the solicitation is due, Due Date shall be 2:00 PM on 12/04/24.

If a firm is selected to provide the services described in this RFQ, it is the intent of KISD for the successful firm to begin performance of those services on or around (January 15, 2025). All prospective firms are hereby placed on notice that, upon mutual agreement of KISD and the selected firm, the agreement may be renewed annually with the latest ending date being (December 31, 2025).

KISD may require any and all representations made by the selected firm to be incorporated verbatim into any contract that results from this RFQ. By signing a response to this RFQ the responding firm warrants that the representations contained in the responding firm’s submission are true. The responding firm intends that all representations it makes in response to the RFQ will be relied upon by KISD and are intended as an inducement in the selection of the successful firm.

*Sperintendent KISD
/Representative*

Company Name		
<hr/>		
Address		
<hr/>		
City	State	Zip
<hr/>		
Authorized Representative Name		Title
<hr/>		
Signature		
<hr/>		
Printed Name		Email Address
<hr/>		
Telephone #		Fax #

Table of Contents

	Page
1. Instructions for Submissions	3 - 6
1.2 Award/Evaluation of Qualifications	6
2. Certifications	6 - 7
3. Contract Terms and Conditions	7 - 8
4. Insurance Requirements	8
5. Kerrville ISD Supplied Information	9 - 10
5.1 Purpose of Solicitation	
5.2 Kerrville ISD Background	
5.3 Services Requested	
5.4 Procurement Process	
6. Evaluation Criteria	10
7. Respondent's Submittal	11
Summary of Exhibits	12
Exhibit A - Certification for Criminal History Check	13
Exhibit B – Confidential Information Declaration & Copyright Authorization Form	14
Exhibit C – District Information/Specifications	15 – 17
Exhibit D – Specifications for RFQ Submittal	18 – 21
Exhibit E – Firm Information	22 - 31
Exhibit F -- Insurance Affidavit	32
Exhibit G – Sample Contract	33

INSTRUCTIONS FOR SUBMISSIONS:

PROCESS OVERVIEW: This section outlines the steps in the procurement process.

• Advertisement	• 11/6/2024
• Deadline for Questions	• 11/16/2024
• Addendum Issue Date (If Necessary)	• 11/18/2024@ 4:00pm
• Response Due Date	• 12/04/2024, no later than 2:00pm
• Begin Negotiation	• 12/06/2024
• Projected Board Approval Date	• 12/16/2024

In accordance with Texas Government Code Chapter 2254, the Board of Trustees of Kerrville ISD is requesting qualifications (RFQ) from qualified firms to provide assessments of the condition of KISD's facilities and the educational adequacy of the facilities, and for long-range capital planning.

Because this RFQ is being conducted in compliance with Texas Government Code Chapter 2254, responding firms SHALL NOT PROVIDE INFORMATION PERTAINING TO PRICING OR COSTS until such information is requested AFTER KISD HAS RANKED THE FIRMS BASED UPON EACH FIRM'S DEMONSTRATED COMPETENCE AND QUALIFICATIONS.

To maintain fairness in this process, all inquiries concerning this procurement are to be directed only to the Kerrville ISD Purchasing Department, in writing. Attempts to contact Kerrville ISD's Board of Trustee members, Superintendent of Schools, Assistant Superintendents, Directors, or other employees, during this period beginning with the issuance of this document through approval of award are strictly prohibited unless authorized by the Superintendent's Office. Any attempt by a Firm or representative of the firm to contact or influence a member or members of the aforementioned, will be grounds to disqualify a Firm from award for items or services on this RFQ.

Contact

Jarrett Jachade, Assistant Superintendent of Business Services
Phone: 830-257-2200 ext. 1035
E-mail: Jarrett.jachade@kerrvilleisd.net

1. INSTRUCTIONS TO RESPONDING FIRMS

1.1 Submission of Statement of Qualifications:

- 1.1.1. For clarification of the scope of services(s) of this Request for Qualifications, responding firm may contact:

Jarrett Jachade, Assistant Superintendent of Business Services:
Jarrett.Jachade@kerrvilleisd.net

- 1.1.2 **All addenda issued will be issued via the district website at:**
<https://www.kerrvilleisd.net/departments-services/business-office/request-for-qualifications>.
All addenda, if required, will be posted on the aforementioned website No later than

4:00pm on 11/18/24. It is the responding firm's responsibility to check this website for addenda postings prior to submitting responses.

- 1.1.3 Questions pertaining to response procedures shall be directed to KISD Business Office. Responding firms finding errors, requests for additional information, omissions, or corrections that need to be made in the Scope of Services shall contact the KISD Business Office by 11/16/2024, 4:00pm. You may email questions and requests for clarifications to Jarrett.Jachade@kerrvilleisd.net.
- 1.1.4 **PLEASE PROVIDE ONE (1) ORIGINAL AND ONE (1) COPY OF THE COMPLETE RESPONSE. CLEARLY LABEL THE ORIGINAL AND COPY. IN ADDITION, PROVIDE THREE (3) FLASH DRIVES CONTAINING DOCUMENTS IN THE ORIGINAL RESPONSE.**
- 1.1.5 Responses hand-carried or submitted via carrier service are to be delivered to:

KISD Administration Central Office
Attention: Business Services
1009 Barnett Street,
Kerrville, Texas 78028.

Responses submitted via the U. S. Postal Service shall be mailed to:

KISD Administration Central Office
Attention: Business Services
1009 Barnett Street,
Kerrville, Texas 78028.

Clearly mark all envelopes and packages submitted in response to this RFQ with your Company Name and Address, the RFQ number and RFQ Title. Allow sufficient transit time.

RFQ#: 24-11-01; Facilities Condition Assessment, Educational Adequacy Assessment, and Long-range Capital Planning

DUE: 12/04/2024 at 2:00pm Local Time

Responses received at the KISD Administration Central Office after the time and date specified above will not be considered and will be filed unopened. The Kerrville ISD shall not be held liable for late Statement of Qualifications.

****Responses to this RFQ that are delivered to other Departments within the KISD shall not be considered as delivered to the KISD Administration Central Office.
Responses will be deemed as late if they are not timed stamped in the KISD Administration Central Office, by the Statement of Qualifications Due Date & Time.

- 1.1.6. Once completed and signed, return your Statement of Qualifications to the KISD Administration Central Office (as instructed above).
- 1.1.7. Oral or telegraphic responses transmitted via the District's facsimile machine are not acceptable. The Statement of Qualifications must be submitted to the District in an envelope. **DO NOT FAX YOUR STATEMENT OF QUALIFICATIONS!**

- 1.1.8. Statement of Qualifications must be signed by an individual who is authorized to contractually bind their firm when submitting the Statement of Qualifications. Failure to sign the Statement of Qualifications will be considered as a “mistake in Statement of Qualifications”, and the Statement of Qualifications will be rejected as “non-responsive”.
- 1.1.9. All information requested must be addressed and provided in your Response. Also, all services which the responding firm is offering the district in response to the scope of services, must be stated and addressed in the response.
- 1.1.10. All information provided must be typed. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Response.

After submission, no responses to this RFQ may be withdrawn prior to due date without written request (addressed to the KISD Administration Central Office) by an authorized agent of the responding firm and upon written approval by the District. All Statements of Qualifications in response to this RFQ become the property of Kerrville ISD upon receipt.

- 1.1.11. Any and all deviations to terms and conditions, requirements, and/or scope of services of this RFQ must be listed in Section 8 of the submittal. Refer to pages 7 and 8 of this document for specific guidance for formatting the response and the minimal content.
- 1.1.12. Kerrville Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this Request for Qualifications may be subject to release as public information unless the response or specific parts of the response are an exception from public disclosure under such Act. The District assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form. The District assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.
- 1.1.13. Statement of Qualifications submitted and asserted to be copyright protected in their entirety may, in the District’s sole discretion, be rejected as non-conforming. Responding firms who submit copyrighted materials as part of their Statement of Qualifications must review and complete the Confidential Information Declaration & Copyright Authorization Form. Responding firms submitting copyrighted materials should consult with their legal counsel regarding copyright and disclosure issues. By submitting copyrighted materials and completing the Confidential Information Declaration and Copyright Authorization Form, Responding firms grant the District authorization to reproduce and provide copies of such information and agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited to, any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. In the event a responding firm is unable to grant such authorization and waiver, copyrighted materials must not be included in the response.
- 1.1.14. Finger Printing Provisions for National Criminal History Check. The firm will, before beginning performance and at least annually during performance of any Agreement, obtain criminal history record information at its own expense concerning all covered employees, and will certify that to the District that it has done so on a form to be provided by District,

attached hereto as “Exhibit A”, provided that to the extent the firm is unable to access the required database or is otherwise unable under the law to provide such information, the firm will fully cooperate with the District to ensure that the District is able to obtain all required information to complete the relevant background checks. A “covered employee” is a person who is an employee, applicant, agent or Subcontractor of the Responding firm or of any Subcontractor of the Responding firm, if (a) the person has or will have work duties related to the Project that will be performed on District property or at another location on a regular or repeated basis, (b) students are regularly present at such location, and (c) the person will have verbal or physical interaction with, or be in close proximity to, one or more students. A successful responding firm shall be required to immediately remove from District’s property or other location where students are regularly present any covered person who has been convicted of (a) any felony under the Texas Penal Code, (b) any offense for which the person is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure, (c) any equivalent offense under the laws of the United States or any other state, (d) any offense against a child, (e) misdemeanor possession of a controlled substance within 10 years, (f) any weapon offense, (g) theft, larceny, fraud, issuance of a bad check, theft by check above the class C misdemeanor level, or more than one offense at the class C level, (h) forgery, (i) altering an Official Document, (j) perjury, or (k) securing executing of a document by deception.

1.2. Award/Evaluation of Statement of Qualifications

- 1.2.1. The District reserves the right to award single contract for all components for the Facility Assessment Services or individual components to other firms based on the best interests of the District, unless the responding firm states otherwise. Statement of Qualifications shall cover the entire program as described herein.

Each Statement of Qualifications submitted in response to this RFQ shall be evaluated based on the requirements/scope of services, and terms and conditions listed in the RFQ. The table below identifies the criteria to be considered in the evaluation of qualification statements received in response to this RFQ:

ALL CONTENTS PROVIDED IN RESPONSE TO THIS REQUEST FOR QUALIFICATIONS WILL BE CONSIDERED DURING THE EVALUATION PROCESS

- 1.2.2. Upon notification of potential selections for award, the person or entity submitting this Statement of Qualifications must give 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 this conviction of a felony (this requirement does not apply to a publicly held corporation).

2. CERTIFICATIONS

- 2.1 By signing this Request for Qualifications, the undersigned responding firm affirms that its company, corporation, firm, partnership or individual has not prepared this Statement of Qualifications in collusion with any other responding firm(s) and that the contents of this response to this Request for Qualifications have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official due date of this Statement of Qualifications.
- 2.2 The person whose signature appears on the cover page of this Request for Qualifications hereby certifies (by signing this document) that the individual and/or firm on whose behalf

this Statement of Qualifications is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the due date of this Request for Qualifications.

- 2.3 By signing this Request for Qualifications, the responding firm hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request for Qualifications, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of responding firm to sign RFQ will render it null and void.
- 2.4 By submitting a response to this request, responding firm represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at www.kerrvilleisd.net/departments/purchasing/conflict_of_interest.asp. Failure to comply with this provision may result in the Statement of Qualifications being considered non-responsive.
- 2.5 By submitting a response to this RFQ, the responding firm agrees to the terms and conditions contained herein.

3. CONTRACT TERMS AND CONDITIONS

3.1 Length of this RFQ shall be for a maximum period of one (1) year from the date of the Board approval or until the required services have been completed in accordance with the contract terms, whichever is later, with the option to renew annually for four (4) additional, one (1) year terms.

3.2 This Request for Qualifications (RFQ) and any resulting award(s) shall be interpreted within the laws of the State of Texas. Venue for any legal action filed relative to this Request for Qualifications or any resulting contract shall be in Dallas County Texas.

3.3 In the event that any one or more of the provisions contained in this Request For Qualifications (or resulting contract) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request For Qualifications (or any resulting contract) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

3.4 The Kerrville Independent School District reserves the right to cancel any contract resulting from this Request for Qualifications at any time, for any reason (or for no reason) with a thirty (30) day written notice to the firm(s) or at such earlier time as may be set forth in the parties' contract. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the firm's address appearing on the face of the Request For Qualifications (or as subsequently revised or changed) or upon delivery by email at the email address set forth in the contract. Any compensation due the contractor(s) will be limited to services performed and accepted by the District prior to the effective date of termination.

3.5 It is understood that in the performance of any services herein provided, for Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has,

and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.6 Any assignment by Firm of this contract or any part thereof without written consent of Kerrville ISD shall be void.

3.7 Firm agrees to indemnify and save harmless Kerrville ISD and all its officers, agents, employees acting in their individual and official capacity, and all entities, their officers, agents, and employees who are participating in this contract effort, from all suits, claims, actions, damages, demands or other demands of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligence act or fault of the Offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under any contract which may result from award. Firm shall pay any judgments with cost, which may be obtained against Kerrville ISD.

3.8 Contractor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State (the "Foreign Organization List"). In the event that Contractor is added to the Foreign Organization List at any time during the term of the Agreement, Contractor shall promptly provide notice to Kerrville ISD. Kerrville ISD may, at its discretion, terminate the Agreement immediately upon receipt and verification of information, by any means, that Contractor has been added to the Foreign Organization List.

3.9 Contractor hereby certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Related Companies"), currently boycotts Israel, and Contractor agrees that Contractor and Related Companies will not boycott Israel during the term of the Agreement. For purposes of the Agreement, the term "boycott" shall mean refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory. The term "boycott" shall not include an action made for ordinary business purposes.

4. INSURANCE REQUIREMENTS

4.1 The Firm shall purchase and maintain, in a company or companies licensed to do business in the State of Texas, such insurance as will protect the Firm and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The firm shall file with the KISD Administration Central Office, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection. The Firm shall, during the performance of this Agreement, keep in force the following insurance: General Liability, \$1,000,000 each occurrence and, if applicable, Professional Liability, \$1,000,000 each occurrence. Also, statutory Worker's Compensation or equivalent accident policy in case of employee injuries and automobile coverage of at least \$500,000 combined single limit (CSL) is required, or any such higher limits set forth in the parties' contract.

4.2. All such policies of insurance shall contain a provision that they shall not be cancelled or altered nor the amount of coverage reduced until at least thirty (30) days after notice of such cancellation,

alteration, or reduction has been delivered to the District.

4.3. Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Firm shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

4.4. The Certificate of Insurance must be presented prior to start of service. The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

END OF SECTION

5. Kerrville ISD Supplied

5.1 Purpose of Solicitation

The Kerrville Independent School District is seeking qualified firms interested in contracting with the District to provide a facilities condition and educational adequacy assessment with long-range capital plan to be used as a basis for decision making. Actual pricing will be negotiated with the selected firm(s) once KISD has selected the most highly qualified firm based upon its demonstrated competence and qualifications. All contract negotiations shall be conducted in accordance with applicable provisions of Texas Government Code Chapter 2254.

5.2 Kerrville ISD Background

Kerrville ISD has a student population which exceeds 4,600 students across 8 campuses. This year we will have over 700 employees. The school district has 1 early childhood/Pre-K school, 4 elementary schools, 1 middle schools, 1 high schools, 1 other educational center, 3 support facilities, 1 athletic stadium; Kerrville ISD is located in Kerrville, TX.

Kerrville ISD has an ongoing, renovation and preventative maintenance plan for all facilities. As a result of the district's most recent bond election, 2018, the district has increased its square footage by approximately 286,516 square feet. One new middle school has been constructed, as well as safety and security additions. Tivy High School competes at the 5A level. The district currently has one stadium, which are used for all varsity competitions.

Kerrville ISD's technology needs are met by partnering, through the Federal eRate program, with local vendors that provide high speed reliable fiber optic Wide Area Network (WAN) connections to our campuses and fiber optic internet service at our network operations center (NOC). This WAN delivers data, voice for the IP phone system, remote surveillance with IP based security cameras, and connects to our offsite data backup facility. A robust wireless infrastructure also exists in all KISD instructional campuses.

Kerrville ISD utilizes Microsoft Office 365 for most instructional and staff computing requirements. O365 provides the method for staff members to utilize Multi Factor Authentication where required. The Microsoft A3 license assigned to all Staff and Students grants access to web-based Microsoft applications (Word, Excel, PowerPoint, OneDrive, Teams etc.) and 1 Terabyte of cloud-based storage. On site servers are Virtual and managed with VMWare on a CISCO HyperFlex Data Center. The majority of these servers are operating on Windows Server 2019 with plans for the few exceptions to be updated. Legacy Skyward Servers support several of the central administrative systems: finance, HR, and KISD's Student Information System. Functions not covered by Skyward are supported through web based Frontline Applications.

Students and Staff at Kerrville ISD utilize multiple devices including Windows Laptops and Desktops, Apple iPads, ViewSonic Multimedia Flat Panels, SWIVELs, and others. Our Skyward Student Information is integrated with multiple online learning platforms and applications through Clever.

5.3. Services Requested

Respondents to this RFQ shall identify their experience and qualifications to perform: Facilities and Education Adequacy Assessments, Educational Programming Services, Life Cycle documentation, Data Collection Services, Costing/Estimating and Documentation, and Long-range Capital planning. All to

be provided in an electronic format acceptable by the District. See Exhibit D, and E.

5.4. Procurement Process

5.4.1 Selection of Qualified Provider

A committee of Kerrville ISD staff will review responses submitted based on the “Evaluation” and selection criteria described in this document to determine demonstrated competence and qualifications. The District will rank all submittals based on the evaluation criteria and begin negotiations with the highest ranked provider with an attempt to negotiate a contract with a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider the district shall formally end the negotiations with that provider; and begin negotiations with the next most highly qualified provider then attempt to negotiate a contract with that provider at a fair and reasonable price.

The Kerrville ISD may also determine that no responsive submittals have been received and reject all submittals.

5.4.2 Recommendation of Firms

The Kerrville ISD review committee will recommend firm(s) for Board of Trustee approval.

6. Evaluation Criteria -Qualifications of all business entities will be evaluated using the following selection criteria.

Criteria	Maximum Score
Corporate Background and Experience (Facility Assessment, Educational Programming Services, Conceptual Design Services, Life Cycle documentation, Data Collection Services, Costing/Estimating and Documentation, and long-range capital planning.)	13%
References (Provide K-12 references with most updated contact information including email and phone number. (References shall be from Owner for the Project(s) listed under the experience category below) The District reserves the right to evaluate references not included in the submitted response.	10%
Previous K-12 experience with Texas School Districts--Past and current experience on ISD or similar projects will be considered in scoring this section. Responding firm is required to list its five (5) most recent ISD Projects or other projects of a similar scope and size.	30%
Organizational Chart - Key Project Personnel with resumes.	18%
Project Management Plan (Responding firm to provide detailed execution plan demonstrating a thorough understanding of the scope and timeline.)	30%
Financial Qualifications-	2%
Financial status of the firm (as rated by Dun & Bradstreet)	
Responding firm must indicate number of years as a D&B member.	
Responding firm to provide current D&B rating.	
Submissions must include the DUNS account number and location of office. Failure to provide the DUNS Number or no DUNS rating will result in zero (0) points.	
MAXIMUM %	100%

7. RESPONDENT'S SUBMITTAL

Each firm shall organize the response in the order listed below and include the content as requested. This information will be used for the Evaluation Criteria previously listed. Kerrville ISD reserves the right to reject as non-responsive any responses that do not contain the information requested in this RFQ. Additionally, Kerrville ISD reserves the right to reject, as non-responsive, any responses that are not organized and formatted as described in this RFQ. Complete and return all documents and exhibits. See Exhibits D and E for qualifications.

Provide a letter of intent with the qualifications and which must be signed by an individual authorized to contractually bind the firm. Failure to provide the letter will be considered as “non-responsive”.

END OF SECTION

EXHIBITS

EXHIBIT A

Certification for Criminal History Check

EXHIBIT B

Confidential Information Declaration & Copyright Authorization Form

EXHIBIT C

District Information/Specifications

EXHIBIT D

Specifications for RFQ Submittal

EXHIBIT E

Firm Information

EXHIBIT F

Insurance Affidavit

EXHIBIT G

Sample Contract (Issue by Addenda)

EXHIBIT A

Certification for Criminal History Check
in Compliance with Texas Education Code § 22.0834(a)

Definitions

“Covered employee”—A “covered employee” is a person who is an employee, applicant, agent or Subcontractor of the Contractor or of any Subcontractor of the Contractor, if (a) the person has or will have work duties related to the Project that will be performed on District property or at another location on a regular or repeated basis, (b) students are regularly present at such location, and (c) the person will have verbal or physical interaction with, or be in direct proximity to, one or more students.

“Direct contact with students”—The contact that results from activities that provide substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional district employee. Contact with students that results from services that do not provide substantial [the] opportunity for unsupervised interaction with a [an individual] student or students, such as addressing an assembly, officiating a sports contest, or judging an extracurricular event, is not, by itself, direct contact with students. However, direct contact with students does result from any activity that provides substantial [the] opportunity for unsupervised contact with students, which might include [such as], without limitation, the provision of [individualized] coaching, tutoring, or other services to students.

“Disqualifying conviction”—A “disqualifying conviction” is a conviction of (a) any felony under the Texas Penal Code, (b) any offense for which the person is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure, (c) any equivalent offense under the laws of the United States or any other state, (d) any offense against a child, (e) misdemeanor possession of a controlled substance within 10 years, (f) any weapon offense, (g) theft, larceny, fraud, issuance of a bad check, theft by check above the class C misdemeanor level, or more than one offense at the class C level, (h) forgery, (i) altering an Official Document, (j) perjury, or (k) securing executing of a document by deception.

On behalf of _____ (“Contractor”), I certify that [check one]:

None of Contractor’s employees are *covered employees*, as defined above.

The service contractor shall also certify that it will take reasonable steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided.

Or

Some or all of Contractor’s employee are *covered employees*. If this box is selected, I further certify that:

(1) Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction.

(2) If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days that it has done so.

Noncompliance by Contractor with this certification may be grounds for contract termination.

Signature

Date: _____

EXHIBIT B

**CONFIDENTIAL INFORMATION DECLARATION
& COPYRIGHT AUTHORIZATION FORM**

The RFQ must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a RFQ that the RFQ claims is confidential or proprietary. *Furnishing confidential or proprietary information is discouraged.* The District cannot guarantee that the District will be allowed to keep the information submitted confidential. The District may reject as non-conforming any RFQ that contains confidentiality claims that the District in its sole discretion considers vague or unreasonable.

All Invitation to RFQ and parts of RFQs that are not marked as confidential or proprietary will generally be considered public information once the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked. The District assumes no liability or responsibility for release of any information that is properly marked but is determined by the Texas Attorney General or a court of law to be subject to release. In the event that the District receives a request for disclosure of material marked "confidential" or "proprietary", the District may request a ruling from the Texas Attorney General concerning whether such material must be disclosed.

RFQs asserted to be copyright protected in their entirety are unacceptable and may, in the District's sole discretion, be disqualified as non-responsive. By submitting copyrighted materials as part of your RFQ, you hereby grant the District authorization to reproduce and provide copies of such information in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. By submitting copyrighted materials, you are representing that you have the authority to grant such authorization for the reproduction and release of such information. You further agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited, to any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552.

- Contents of this document are NOT considered Confidential or Proprietary
- Contents of this document ARE considered Confidential or Proprietary. Please identify the pages and/or sections declared Confidential or Proprietary:

The undersigned affirms that the District assumes no liability/responsibility for the release of any information if this form is not properly completed, signed and the appropriate pages clearly marked as directed. The undersigned further grants authorization for the reproduction and release of any information asserted to be copyright protected in response to a request for information under the Texas Public Information Act, and waives any and all claims regarding the release of such information.

Printed Name

Signature

Title

Date

EXHIBIT C

District Information/Specifications



Copy of Buildings
(1).xlsb

EXHIBIT D
SPECIFICATIONS FOR RFQ SUBMITTAL

No cost or fee information is to be provided with the responding firm's submission. Where cost is referenced in these specifications it is only to ensure that the responding firm is aware of the expectation that the selected firm must be capable of providing cost-estimating services.

1.1. Buildings' Condition –

1.1.1. Develop and update district standards:

1.1.2. Develop a methodology for updating standards

1.1.3. Identify existing conditions and include identified deficiencies, corrective actions, and the cost and priority of the corrections.

1.1.3.1. Areas to include as a minimum are civil, architectural, MEP, ADA, and Roofing:

1.1.3.1.1. Site: grounds, utilities, playgrounds, paving systems and parking capacities

1.1.3.1.2. Curb appeal

1.1.3.1.3. Exterior systems: roofs, walls, window systems, exterior doors, and structural components

1.1.3.1.4. Interior systems: walls, doors, hardware, floors, and ceilings

1.1.3.1.5. ADA Assessment

1.1.3.1.6. Heating, ventilation, and air conditioning systems to include controls

1.1.3.1.7. Electrical distribution and lighting systems

1.1.3.1.8. Plumbing systems

1.1.3.1.9. Fire/life safety systems

1.1.3.1.10. Technology infrastructure

1.1.3.1.11. Elevators cabs and structures

1.1.3.1.12. Special construction

1.1.3.2. Database in a manageable electronic format such as Microsoft Access and/or Excel spreadsheets to become the property of the Kerrville ISD. Include the capability of:

1.1.3.2.1. Track deficiencies and corrective actions

1.1.3.2.2. Assigning deficiencies to a room location

1.1.3.2.3. Calculating a building's facility condition index

1.1.3.2.4. Ability to total the repair budget to include hard and soft costs for each building and discipline for projected spends using nationally recognized construction estimating data such as RSMeans or Department of Labor wage determinations for the Dallas County area.

1.1.3.2.5. The assessment software/database must have the capability of summarizing these data at the school facility and district levels.

1.1.3.2.6. Incorporate Kerrville ISD-supplied facility conditions data into the assessment software, analytical studies, and reports. All District-supplied facility conditions data will be identified as such and includes:

1.1.3.2.6.1. 2018 Bond Project List

1.1.3.2.6.2. AHERA Management Plan

1.1.3.2.6.3. Temporary Buildings Report

1.1.3.3. Forecasting –

1.1.3.3.1. Identify the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable

1.1.3.3.2. Include the long-range facility renewal costs

1.1.3.3.3. Develop a Cycle Replacement Program.

1.1.3.3.4. Prepare an economic analysis of all buildings that may be candidates for consolidation or replacement

1.1.3.3.5. Consider the long-term capital costs for renovation or new construction and the operating expenses associated with the projected life of the facility

1.2. Education Adequacy Assessment

1.2.1. Measure the current and anticipated Kerrville ISD's mission and standards-based assessment to identify deficiencies which may be remedied through renovation and those that are not economically feasible to correct.

1.2.2. Include instructional and operational/administrative support facilities

1.2.3. Conditions to include:

- 1.2.3.1. Inappropriately-sized teaching spaces
 - 1.2.3.2. The lack of appropriate plumbing facilities
 - 1.2.3.3. Undersized core spaces
 - 1.2.3.4. Inadequate administrative support space
 - 1.2.4. Prepare an educational suitability score that will reflect all of the educational adequacy criteria in a scope that can be used to rank and prioritize future work
- 1.3. Long-Range Capital Planning – Prepare a 10-year plan to manage the district’s facility assets with a series of project packaging scenarios that will include prioritized projects grouped into various funding levels with associated costs and anticipated administrative expenditures.
- 1.3.1. Anticipate community engagement and on-going support to build consensus around the proposed plan along with facility options for each school.
 - 1.3.2. Include a cash flow analysis to project total program expenditures including all related costs over the course of the intended program implementation term.
 - 1.3.3. Explore alternative funding mechanisms which may include energy savings companies; federal, state, or local grants; empowerment zone funds; e-rate funding; or non-traditional privatized delivery processes
 - 1.3.4. Include:
 - 1.3.4.1. All of the assessment data and analysis,
 - 1.3.4.2. Description of the recommended funding and implementation program,
 - 1.3.4.3. A master schedule
 - 1.3.4.4. Master budget for all projects escalated to their dates of construction.
- 1.4. Technology Requirements – The proposed assessment database should establish a platform to manage district facility assets, manage the reduction of deferred maintenance, and populate Kerrville ISD work order maintenance operations.
- 1.4.1. Provide an appropriate set of software, systems, and procedures that enable district to continue to update all data, and manage deferred maintenance reduction.
 - 1.4.2. Provide assessment software that can sort, prioritize, and support strategic work planning and packaging.
 - 1.4.3. Software shall provide:
 - 1.4.3.1. Comprehensive deficiency tracking
 - 1.4.3.2. Life cycle forecasting with asset tracking for major fixed equipment
 - 1.4.3.3. Internal educational adequacy analysis
 - 1.4.3.4. Linking of CAD plans to the room level assessment data
 - 1.4.3.5. Adjustable soft costs with an internal industry standard cost database for developing line item cost estimates for project packaging to a long range capital plan.
 - 1.4.4. Report on the value of the replacement facilities including the total asset value of the facilities portfolio.
 - 1.4.5. Software Specifications –Licensed to Kerrville ISD and meeting the following criteria:
 - 1.4.5.1. Robust database platform capable of housing a minimum of 10,000 digital images, 100 CAD drawing files, and a minimum of 300,000 database records without significant performance degradation.
 - 1.4.5.2. Ability to cleanly export selected, queried, or table data fields to an Excel spreadsheet for formatting and inclusion in documentation and reports. Allow multiple user access through the district’s current network.
 - 1.4.5.3. Provide security levels that will provide adequate security for administrator, client, and user access at various levels though out the application.
 - 1.4.5.4. Allow for updating by the licensor on a regular basis.
 - 1.4.5.5. Include online help files and documentation
 - 1.4.5.6. The preferred software platform is a SQL Server-based application that can be interfaced through to Kerrville ISD existing applications with the capability to house all of the deficiencies reported at the room level of detail, if the district desires.
 - 1.4.5.7. All pictures and files associated with the assessment should be incorporated into the system for ready viewing and access.
 - 1.4.5.8. The software shall be hosted on Kerrville ISD servers within the overall network security protocols of Kerrville ISD.
 - 1.4.5.9. Training and Technical Support Requirements – Provide multi-structured training programs to be conducted at Kerrville ISD’s facilities for approximately ten individuals.

2. Statement of Qualifications –Provide your experience with the following which will be required for the scope of work by Kerrville ISD.
 - 2.1.1. Data collection-Provide evidence of ability to assemble and organize relevant study data using the following:
 - 2.1.1.1. Previous district studies
 - 2.1.1.2. Current floor plans
 - 2.1.1.3. CAD documentation
 - 2.1.1.4. Maintenance records.
 - 2.2. Space verification-Provide evidence of ability to convert and develop electronic floor plans from:
 - 2.2.1. Current CAD drawings
 - 2.2.2. Blue line drawings
 - 2.2.3. Verify accuracy of drawings
 - 2.2.4. Utilize the verified information in the assessments
 - 3.3 Inventory Space-Provide evidence of detailed space inventory for all district facilities to include:
 - 3.3.1. School facility portfolio
 - 3.3.2. Types of spaces:
 - 3.3.2.1. Academic Core Areas
 - 3.3.2.2. Library
 - 3.3.2.3. Physical Education
 - 3.3.2.4. Auditorium
 - 3.3.2.5. Media Center/Work Rooms
 - 3.3.2.6. Student Dining and Food Service
 - 3.3.2.7. Administrative Spaces
 - 3.3.2.8. Teacher Support
 - 3.3.2.9. Student Support
 - 3.3.2.10. Career and Technical Program Areas
 - 3.3.2.11. Fine Arts Facilities
 - 3.3.2.12. Athletic Facilities
 - 3.3.2.13. Custodial Services
 - 3.3.2.14. Restrooms-Staff and Students
 - 3.3.2.15. Storage areas
 - 3.3.2.16. Secured storage
 - 3.3.2.17. Secured entrances
 - 3.3.2.18. MDF/IDF rooms
 - 3.3.2.19. Environmentally controlled spaces
 - 3.3.2.20. Clinic space
 - 3.3.2.21. Conference areas
 - 3.3.2.22. Temporary buildings
 - 3.3.2.23. Multi-purpose areas
4. Educational Adequacy-Standards-based approach:
 - 4.1. Standards Development—Provide evidence of expertise in developing standards using trends for the district.
 - 4.2. Standards to include:
 - 4.1.1. Priorities and weightings
 - 4.1.2. Square feet parameters
 - 4.1.3. Quantify all elements of instructional spaces
 - 4.1.4. Area programs for larger enrollments per school type
 - 4.1.5. Define a process methodology that will ensure objective and credible findings
 - 4.2. Standards must include:
 - 4.2.1. District input
 - 4.2.2. TEA Guidelines and requirements
 - 4.2.3. Best practices from ISD's throughout the nation
 - 4.2.4. The development process
 - 4.2.5. Communication with district stakeholders
5. Areas to be evaluated:
 - 5.1. Capacity-Ability of core facilities to meet needs of the student population per location.

- 5.2 Support for Programs- Provision of special spaces or classrooms that support specific curriculum offerings such as music, sports, science, technology, special needs populations and career and technical programs.
 - 5.3 Technology- Presence of infrastructure, data distribution/storage, and equipment within classroom and laboratory settings with ability to support emerging technology (local area network cabling, WIFI presence, video distribution systems, electrical outlets, and video projection or interactive whiteboards).
 - 5.4 Supervision and Security- site buffers, security fencing, sight lines, lighting, and obstructions in instructional spaces that make supervision difficult or impossible.
 - 5.5 Instructional Aids- Presence of necessary equipment within teaching spaces (teacher storage, student storage, writing and tack surfaces, sinks, demonstration tables, and fixed audio/video equipment).
 - 5.6 Physical Characteristics- Size and shape of individual teaching spaces including ceiling heights.
 - 5.7 Learning Environment- Meet learning objectives, offer adequate collaborative spaces, and reflect best practices with level of comfort, lighting, odor free, controllable temperatures, and quietness.
 - 5.8 Relationship of Spaces- Proximity of instructional spaces to support areas like libraries, rest rooms, and student dining and recreational areas.
 - 5.9 Provide methodology for facilitating a forum with stakeholders on the vision of education within the district. This vision session will be aimed at:
 - 5.9.1 Identifying trends in education,
 - 5.9.2 New directions or changes in the curriculum approach
 - 5.9.3 Facility impacts of these potential changes
 - 5.9.4 Classroom of the future
 - 5.9.5 Prototypical designs
 - 5.9.6 Grade configurations
 - 5.9.7 Special learning areas
 - 5.9.8 Alternative organizational concepts
- 6 Incorporating current information into the final deliverable such as Kerrville ISD's enrollment projections and demographic data available.
- 7 Submission Requirements
- 7.1 Submit 2 hard copies and identify one as the original and one as a copy.
 - 7.2 Submit a complete copy on each of 5 flash drives to be included with submittal
 - 7.3 Font should be at least 11 point.
 - 7.4 Sample reports should be included and will be used as an evaluation factor. Complete Exhibit E.

EXHIBIT E FIRM INFORMATION

Submission Form Execution

Firm Name (legal name)	
Federal Tax I. D. Number	
Firm's Street Address	
Firm's Contact Phone Number	
Firm's Contact Fax Number	
Firm's Contact Email Address	

SUBMITTED BY:

(Corporation, Partnership, Individual, etc.)

Name of President of Corporation *or*
Name of Principal Owner

Name of Secretary of Corporation
(if applicable)

(Corporation, Partnership, etc.,) is organized under the laws of the State of _____.

Firm: _____

By: _____

Title: _____

Legal Address: _____

Date: _____

Affix Corporation Seal here (if applicable)

Name of Responding firm	
--------------------------------	--

**REQUEST FOR QUALIFICATIONS
to
KERRVILLE INDEPENDENT SCHOOL DISTRICT**

PART A. GENERAL

1.01 Firm Information

Firm Name (Legal Name)	
Firm's Point of Contact with Signature Authority	
Street Address	
Phone and Fax Number	
Point of Contact Email Address	
Type of Business: <input type="checkbox"/> Corporation, <input type="checkbox"/> Partnership, <input type="checkbox"/> Sole proprietorship, <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other	
State of Incorporation	
DUN & BRADSTREET NUMBER:	
In continuous business since (Date of Incorporation/ Years in Business):	
List other fully staffed offices or fully staffed branch offices of your organization:	
<u>Name</u>	<u>Branch Manager</u> <u>Telephone Number</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
Corporate Officers, Partners or Owners of Organization:	
<u>Name</u>	<u>Title</u> <u>Assessment Experience (Years)</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
Check box(es) corresponding to the nature of your business:	
<input type="checkbox"/> Large Business (100 or more employees) <input type="checkbox"/> Small Business (fewer than 100 employees)	
<input type="checkbox"/> Minority Owned Business; Certified with _____ (provide certificate copy)_	
<input type="checkbox"/> Women Owned Business; Certified with _____ (provide certificate copy)_	
<input type="checkbox"/> Other (Define) _____ (provide copy of certificate)	
Has your organization ever defaulted or failed to complete any work awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, stipulate where and why:	

Name of Responding firm	
--------------------------------	--

The responding firm is requested to submit a complete response to each of the items listed in this technical submission form. **If the question is not applicable, please provide a response after each question or section with: “N/A” (which indicates “not applicable to this project”).** Responses requiring additional space should be brief and submitted as an attachment to this section.

2. Quality and Reputation

2.1. References, Past Experience, Project Role, and Litigation

- References: Responding firm will provide references with most updated contact information. References shall be for K-12 services for districts with student enrollment of 10,000 or greater completed in the last six years. References similar in scope to this RFQ should be submitted and list all services-Facility Condition Assessment, Educational Adequacy Services, and Long-range Capital Planning provided for each client. The number of references, scope of each engagement, and owner satisfaction are factors that will be evaluated.
- Owner who directly oversaw the Project(s) listed under the past or recent experience category below. The District reserves the right to evaluate references not included in the submitted response. Answer the questions for each relevant project, with emphasis on Facility Condition Assessment, Educational Adequacy Services, and Long-range Capital Planning, that your organization has in-progress or completed. *Ensure availability of the references after close date of RFQ.*

2.2. If your firm’s primary business is facility assessment services, please indicate the number of K-12 projects and the percentage work your firm dedicated to school district projects for each of the following years: (If your calculation is based upon gross receipts then do not include dollar amounts. Instead, state the figure as a percentage of the firm’s overall gross receipts for the listed year.

2019 _____ % _____	2022 _____ % _____
2020 _____ % _____	2023 _____ % _____
2021 _____ % _____	2024 _____ % _____

2.3. Who would your firm propose as a consultant(s) for the following areas and how long has your firm worked with these consultants? (Only Applicable if services are not performed by the firm)

Long-range Capital Planning _____

Accessibility ADA _____

Civil _____

Structural _____

MEP _____

Life Safety & Security _____

Architectural Elements _____

Roofing _____

Food Service _____

Educational Programming _____

Educational Adequacy _____

Landscaping _____

Playgrounds _____

Technology _____

Costing/Estimating _____

Electronic survey of staff & public _____

Traffic Engineer _____

2.4 Does your firm furnish educational specifications / program / capacity criteria / adequacy and calculations?
Yes _____ No _____

2.5 Briefly describe the manner in which your firm will work with the District to define the educational / program criteria for campus capacity planning purposes.

2.6 Identify advantages offered by your firm that would be of benefit to the District.

2.7 Describe any specialized expertise and experience your firm offers.

Responding firm Should Copy This Form For Use To Submit References

Table 1: Project Reference Information

Project No. _____:

Owner / Name and Location of Project:	
Type of Project: (Facility Conditions Assessment, Educational Adequacy Assessment, or Long-range Capital Plan?)	
Number of facilities and Square Footage	
% of Resources who were full time employees assigned to project.	
Type of Contract:	
Contract Time: (at time of award)	
Percent Complete:	
Projected/Actual Completion Date:	
If completed, was the project completed on Time? If in progress, is the project on schedule?	
What kind of delays occurred?	
Did Firm operate in a safe manner? Was safety a priority to the Firm?	
Type of Reporting Tools used: (Software programs, formats, etc.)	
Project Manager's Name:	
Owner* or Appropriate Owner's Reference Contact Name Telephone-Facsimile Address Email address: *If reference is no longer employed by the Owner indicate current Employer and Title.	

➤ **Past Experience**

2 **School Districts K-12**: Past and current experience on ISD or similar projects will be considered in scoring this section. Responding firm is required to list its five (5) most recent Independent School District (ISD) projects similar in size and scope. If the responding firm has fewer than five (5) ISD projects to list, then the responding firm may list other projects similar in size and scope completed in the last 2 years. Size = Square footage (SF) of project(s). Scope is the type of assessment and deliverables specific to the scope of work in this RFQ. Past experience with Kerrville ISD will also be evaluated.

Table 2a: Past and Current experience on ISD projects

Provide below the Owner's Name, ISD, and Email; School Name; Final Value; and, Contract Duration for no more than 5 completed K-12 Projects. Further Details should be included in Table 1, References for up to 3 of those listed below.

<u>OWNER/ISD and Email</u>	<u>School Name</u>	<u>Type of Assessment and Long-range Capital Plan</u>	<u>Square Footage of Assessment</u>	<u>% of Full time employees assigned to the Project</u>	<u>Student Population of District</u>	<u>Contract Beginning and Completion Dates</u>

➤ **Litigation**

- Does the Responding firm have any current or past litigation with an Owner organization(s).
No _____ or Yes _____ If yes, then complete Table 3.

Table 3: Litigation

Provide below the Date, Description, and Status of any litigation directly with an Owner organization only.

<u>Date</u>	<u>Description</u>	<u>Status (Pending, Active, Closed)</u>

2. b. **Additional information:**

- i. Has your organization ever been the subject of any mediation/arbitration proceedings or suits regarding your services for any public school district? Yes ___ No ___ if yes, explain.
- ii. Are there any judgments, claims mediation/arbitration proceedings or suits, pending or outstanding against your organization or its offices? Yes ___ No ___ if yes, explain.

- iii. Has your organization filed any lawsuits or requested mediation/arbitration with regard to services within the last five years?
Yes ___ No ___ if yes, explain.
- iv. Has your organization received any legal demand letters from school districts and what was the outcome?
Yes ___ No ___ if yes, explain.

3. Execution:

3a. Proposed Project Team(s) and Management approach to proposed projects:

Please note that Kerrville ISD requires a full-time superintendent to be assigned while Work is in progress, contingent upon the continued employment of those personnel by the Firm. Firm's staffing approach and organization must reflect this requirement. The Firm may not make any changes to these personnel assignments without the prior approval of the Owner.

- Proposed Project Team(s) and approach to proposed projects.
- Responding firm to include resumes of actual staff who will be assigned to the project(s).
- Provide a Staff Organization Chart depicting your staff roles, relationships, and responsibilities with resumes.

Resumes will be evaluated based on experience performing services similar in size and scope of this RFQ. Firm shall provide written assurance if a professional listed in the submittal is not available the replacement shall have similar experience and approved by the district.

Identify the proposed key staff and position by name and title and provide the following information for each. Include additional key staff, as necessary. Indicate which staff are assigned either on a full time, part time, or consulting basis. For part time personnel, identify the percent of full-time participation. For example, Project Manager 50% of Full-time, Consultant per Discipline 75% of Full-Time, Software Manager 25% of Full-Time, etc., Table 8.

Table 8: Proposed Project Staff

Staff: Project Manager

Name:	
Current Assignment: (Project name, client name and anticipated project completion date.)	
Total years of experience:	
Full Time or Part Time (For part time Personnel, identify the percent of full-time participation. For example, Project Manager 50% of Full-time, etc.)	
Relevant experience with similar projects: (educational and/or assessments and/or Long-range capital planning, as applicable)	
Years with the Organization:	

Staff: Title:

Name:	
Years with the Organization:	
Current assignment:	

Responding firm Should Copy This Form As Needed To Present Information For All Proposed Staff.

3b. Proposed phasing plan:

1) Proposed phasing plan.

- a. Provide the technical approach and management plan for completing the proposed scope of work.
- b. Provide a description of all of the required tasks, how they fit within the context of the proposed scope of work, and what the final deliverable will include. Include a proposed schedule that addresses at least the following:
 - (b1) Start date (assume notice to proceed April 1 2019)
 - (b2) CAD Conversion and space inventory
 - (b3) Standards Development
 - (b4) Field Data Collection (procedures Development, Pilot Preparation, Field Assessment, Data Input, Cost Estimating, Prioritization)
 - (b5) Capital Planning
 - (b6) Final Reporting and Training (assume completion November 7, 2019)

- Responding firm to provide detailed execution plan demonstrating a thorough understanding of the scope, and methodology in compliance with the phasing plan/information provided in the documents. The proposed schedule is a vital part of the evaluation process and sufficient information should be provided for Kerrville ISD to assess the time frame, work plan and approach.
- Describe the proposed software and its ability to meet the criteria listed in the Software Specifications section of this document.

4. Financial Strength: Financial status of the responding firm (as rated by Dun & Bradstreet):

- Responding firm must indicate number of years as a D&B member. _____
- Responding firm to provide current D&B rating. _____
- Submissions must include the DUNS account number and location of office:

D-U-N-S Account Number _____

Complete Legal Company Name: _____

(As recorded with Dun & Bradstreet)

Location: _____

(This information will allow the owner to confirm that the correct reports are being used for the evaluation. Failure to provide the DUNS number or no rating with Dun & Bradstreet will result in zero (0) points.)

PART 2. TECHNICAL SUBMISSION FORM

2.01 Submission Form

Contractor's Firm Name (legal name)	
Federal Tax I. D. Number	
Contractor's Street Address	
Contractor's Phone Number	
Contractor's Fax Number	
Contractor's Email Address	

SUBMITTED BY:

(Corporation, Partnership, Individual, etc.)

Name of President of Corporation *or*

Name of Secretary of Corporation

Name of Principal Owner

(if applicable)

(Corporation, Partnership, etc.) is organized under the laws of the State of _____.

Firm: _____

By: _____

Title: _____

Legal Address: _____

Date: _____

Affix Corporation Seal here (if applicable)

**EXHIBIT F
INSURANCE AFFIDAVIT**

**KERRVILLE ISD
INSURANCE REQUIREMENT AFFIDAVIT**

To Be Completed By Insurance Agent/Broker and RFQ

I, the undersigned Agent/Broker, reviewed the insurance requirement contained in this RFQ document. If the RFQ shown below is awarded this contract by the Kerrville ISD, I will be able to, within fifteen (15) days of notification of such award, furnish a valid insurance certificate to the Kerrville ISD meeting all of the insurance requirements required to perform this RFQ.

Insurance Coverages Reviewed: _____

Agent's Name: _____

Agency Name: _____

Address: _____

City/State/ZIP: _____

Telephone No: () _____ Fax No: () _____

RFQ's Name and Company: _____

Project/RFQ No. and Title: _____

Insurance Agent/Broker Signature: Date: _____

By submitting a RFQ and signing below I affirm the following: I am aware of all insurance requirements and the firm is insurable and capable of meeting all insurance requirements within fifteen days of notification of award.

If you have any questions concerning these requirements, please contact the **KISD Administration Central Office** (830)257-2200.

Responding firm's Signature: _____ **Date:** _____