



**SANTA FE INDEPENDENT SCHOOL
DISTRICT**

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www.sfid.org



REQUEST FOR QUALIFICATIONS

Facilities Professional Services for District Construction Projects

Issued: 12-20-2024

INTRODUCTION

Santa Fe Independent School District (“Owner” or “District”) is seeking statements of qualifications from selected professional service firms to provide architectural, engineering, testing, and verification services for various facilities projects. This RFQ is seeking professionals of various construction related disciplines, as permitted by Texas Government Code Sections 2254.002 and 2269.058.

Professional Services sought under this RFQ are:

- Roof Consulting

The District will review the completed submittals received by the deadline and will create a pool of qualified firms in each service category. The District reserves the right to include as many firms as deemed necessary by the District to meet its needs, deadlines and capacity.

Responses to the Request for Qualifications shall include the complete submission requirements in the sequence and format prescribed.

Submit **2** copies of your qualifications package to:

**Santa Fe ISD
Purchasing Department
4133 Warpath Ave. Santa Fe, TX. 77510
by 01/10/2025 2:00 P.M. CST**

All questions should be addressed to: **Bryan.Holliday@sfisd.org**

SOLICITATION TIMELINE

The anticipated deadlines and milestones for this solicitation are:

First advertisement: **12/20/2024**
Second Advertisement: **12/27/2024**
Deadline for Written Questions: **01/06/2025**
Response to Written Questions: **01/08/2025**
Deadline for Submissions: **01/10/2025**
Anticipated Board Approval: **01/21/2025**

SELECTION PROCESS FOR PROFESSIONAL SERVICES

The selection of firms in each service category will be made based upon determining the most highly qualified firm, as required by the Chapter 2254.004 of the Texas Government Code and

District policy. The District may request interviews, presentations, tours prior to finalizing the selection process. The District will use the following evaluation criteria in evaluating firms:]

Experience of Staff/Ability to Perform	25 points
Previous Experience with School Districts	25 points
Previous Experience with Similar Projects	25 points
References	20 points
Previous Experience with SFISD	5 points

The District's determination of suitability will be based on a review of the firm's qualifications, experience in similar projects, project specific needs, availability to meet the District's timelines, volume of existing work and/or past performance on previously assigned projects. The District reserves the right to make project assignments all at once, or as each project is activated over the duration of the term of this award, whichever is in the best interest of the District. Fee negotiations for a particular project assignment will not occur until the most suitable firm is selected from the pool for a particular project assignment.

The term of this RFQ will be for no longer than a one-year period. The District, at its discretion, may extend the term as to one or more firms beyond this period if necessary to meet the capital needs of the District.

The District reserves the right to waive any irregularities and informalities and make any decision that they judge is in the best interest of the school district.

The District reserves the right to cancel this RFQ, and is in no way obligated to proceed with any project or to enter into a contract with any firm.

SUBMISSION REQUIREMENTS

Submission Format:

Submissions must be complete and organized in the following manner:

- Provide 2 hard copies of your submission.
- Provide submissions in a letter-sized binder approximately 10" x 11-1/2" x 1-1/2" deep or less.
- All questions must be submitted in writing by no later than 01/06/2025, and responses to questions will be forwarded to all RFQ responders via Santa Fe Independent School District webpage <https://www.sfid.org/departments/business/current-bids-and-proposals>.
- Under project references, clearly state the name of the firm who performed the referenced work. If work was performed under the employment of another firm, indicate so by naming that firm. Provide a description of the specific work performed by the firm or individual referencing each project.

Front of Binder:

- Letter of interest.
- RFQ Submission Checklist showing the type of work best suited to your firm.

Tab No. 1: Firm Profile

- Data (name, address, number of offices, year business was established).
- Contact person.
- Personnel (List total number of staff employed in local office: licensed professionals, principals, interns/associates, technical staff and clerical staff).
- Brief history of firm.
- Financial information and audited financial statements for past two years.
- Volume of work (for last five years).
- Volume of school district work (for last five years).
- Professional liability insurance (limits, deductible, claims history for the past 5 years).
- CAD capabilities (Number of CAD computers, software, support staff).

Tab No. 2: Experience

- General experience of firm.
- List of school district and other education entity clients, including Owner, if applicable.
- List of significant school district and education projects, including the following client information: project, client, construction representative, telephone number, date of start and finish, SF, construction contract amount, total construction cost at end of project, cost/SF, contractor, contract type. If project was a joint venture, what were your firm's responsibilities for that project? Note: You may insert photos, floor plans, comments on projects in 8-1/2X11" format or you may submit them separately. Limit ten projects.
- List project delivery methods that you have employed, if a design professional.
- List awards and recognitions or specialized expertise.

Tab No. 3: Personnel, Process

- List of key personnel and responsibility with specific emphasis on personnel who will be responsible for project including any certifications or licenses which they may currently possess.
- Organizational chart of firm.
- Résumés.
- Quality assurance measures and processes.
- Documentation of design for presentation, if design professional.
- Firm's approach to and involvement in procurement of contractors, if design professional
- List of preferred sub-consultants.

Tab No. 4: References (Name, organization, telephone, fax, & e-mail – if available)

- Provide five client references.
- Provide five contractor references.
- Provide five sub-consultant references.

Tab No. 5: Other bound information

- You may submit other relevant information about your firm here.
- The examples are to be folded as compactly as possible for storage with your submission binder. They will not be returned.
- The work must have been completed by the firm submitting the project and not under the name of another firm.
- Provide the name of the school district and a representative who can be consulted about the work.

RFQ SUBMISSION FORM

Name of Firm: _____

Contact: _____

Phone: _____

Email: _____

Date: _____

Check the area(s) of expertise provided by the firm submitting this RFQ. Do not check services provided by your consultants.

Roof Consulting

√	REQUIRED DOCUMENTS	PLACEMENT
	1. RFQ Submission Form	Insert at front of binder
	2. Conflict of Interest Disclosure	Insert in Tab 3
	3. Felony Conviction Notification	Insert in Tab 3
	4. District Vendor Packet	Insert in Tab 3