



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

February 10, 2025

REQUEST FOR Qualifications

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

Engineer Services Related to Bond 2022 Projects and Maintenance and Transportation Operations Facility

Bond 2022 Projects and Maintenance and Transportation Operations Facility RFQ #2025-02
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 February 25, 2025.**

**All responses must be annotated with the following:
Engineer Services Related to Bond 2022 Projects and Maintenance and Transportation Operations Facility RFQ #2025-02**

Proposal materials can be submitted in a single package, box, envelope or electronically by email bearing the proposers firm name, return address, and marked RFQ #2025-02 – Engineer Services Related to Bond 2022 Projects and Maintenance and Transportation Operations Facility

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

Qualification's material shall not exceed 100 pages. Additional and supplemental information including marketing brochures may not exceed 20 pages.

It is the District's intention to first review the qualifications and proposal material from all firms submitting and select the three highest rated firms. The District may determine to visit each of the firms' representative clients and/or conduct interviews with firm personnel. The District will select a firm based upon merit with a first firm and a second alternate firm.

The selected Engineer will provide all engineering services throughout the project until closeout in accordance with federal, state and local laws, regulations and policies. The scope of work includes but is not limited to the following: provide Engineering Services including providing: preliminary/conceptual planning, budgeting and design services; engineering design services including applicable engineering reports, all as required for project design and permitting purposes; construction drawings and specifications signed and sealed by a professional engineer registered within the State of Texas; permitting assistance as needed to acquire project permits; proposal documentation to meet the requirements of the State of Texas codes; proposal process assistance; construction administration assistance and construction observation for the project.

The (OWNER) will designate a selection committee to evaluate each Statement of Qualifications. The selection committee may hold Qualifications for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The (OWNER) intends to award a contract for this project to the most qualified firm making a submission but reserves the right to reject any and/or all submissions.

EVALUATION CRITERIA

The decision to select an Engineer firm will be based on demonstrated competence and qualifications as required by Texas Government Code §2269.207 and 2254.004. Each response shall be evaluated on the following criteria and weights:

CRITERIA	WEIGHTS
1. Firm(s) Qualifications, Background and Experience related to projects of similar size and scope	25 Points
2. Previous and current experience in School Districts for Engineer services related to Bond Projects & transportation facilities.	25 Points
3. Management Plan and Methodology to provide services requested.	25 Points
4. Experience in working in the listed Education Service Centers, 6, 10, 11, 12, and 13	15 Points
5. Any other relevant factor specifically listed in the request for qualifications.	10 Points
Total	100

TERMS AND CONDITIONS

The Engineer firm shall be responsible for any cost incurred in the preparation of qualifications and participation in the evaluation process. There is no expressed or implied obligation by the District to reimburse any individual or firm for any costs incurred in preparing or submitting qualifications, for providing additional information when requested by the District, or for participating in any selection demonstration/interviews, including contract negotiations.

This 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 RFQ or any resulting contract shall be in the appropriate state district court in Falls County, Texas.

If any one or more of the provisions contained in this RFQ (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 RFQ (or any resulting contract) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

The District reserves the right to cancel any contract resulting from this RFQ at any time, for any reason (or for no reason) with prior written notice to the Engineer.

INQUIRIES AND INTERPRETATIONS

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the District as an addendum and faxed or emailed to all parties who contacted Marlin ISD and expressed interest in this possible project. All such addenda issued by the District prior to the time that qualifications are received shall be considered part of the RFQ.

Only those inquiries the District replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

Selection Schedule	
Release RFQ	February 10, 2025
Deadline to Submit Questions	February 21, 2025
Deadline to Receive RFQ	February 25, 2025
Interviews (If Needed)	February 24, 2025
Date of Approval	March 10, 2025

IN GENERAL

As part of the planning process the Engineer, in coordination with District staff, shall:

1. Facilitate construction cost estimates
2. Develop cost effective alternatives
3. Evaluate constructability
4. Foster a high level of quality in design
5. Identify critical design issues related to the site and to the District mission and assist in resolution of such issues, as needed
6. Provide ongoing cost estimating
7. Provide full engineer services for the design, and administration of construction and renovation of District facilities

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.

NAME (Please print or type)

TITLE

DATE

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: _____