



**TOMBALL**  
INDEPENDENT SCHOOL DISTRICT

**REQUEST FOR QUALIFICATION**

**Construction Manager-Agent/Project Manager Services**

**RFQ # 988-25**

**Submittal Deadline:  
by 2:00 p.m.  
Tuesday April 29, 2025**

Issued by:

Tomball ISD Finance Department  
[www.tomballisd.net/departments/purchasing/](http://www.tomballisd.net/departments/purchasing/)

## INTRODUCTION

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Tomball ISD ("TISD" or District) is seeking one or more qualified firms to provide Construction Manager-Agent ("CMA")/Project Management services in connection with certain District facilities bond projects planned. The District invites interested parties to submit statements of qualifications for this work, as outlined below.

## SCOPE OF SERVICES

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The selected Project Manager(s) will be expected to assist the District with oversight and management of various District projects, including but not limited to projects approved under a potential 2025 Bond Program as well as projects funded through any subsequent District bond election held on or before December 31, 2032 or identified in any long range capital plan adopted by the District's Board of Trustees on or before December 31, 2032. Major projects currently contemplated under a potential 2025 Bond Program or current capital plan are as follows:

**New Intermediate, New Pre-Kindergarten, Transportation Center expansion, 3 separate Multi-Program Activity Centers on high school campuses, Renovations to accommodate programs at various locations throughout District, site development and utilities for current and future facility locations, Athletic facility upgrades that include replacement of existing artificial turf at two high schools, and the new installation of artificial turf at four junior high campuses.**

This list is subject to change and could include additional future projects as contemplated herein. Any contract awarded under this RFQ may be extended and renewed to cover oversight and management of all projects contemplated under the scope of this RFQ.

The selected individual(s) or firm(s) will coordinate with the project architects, engineers, contractors and other consultants. The District will hold all construction contracts, and is seeking a relationship with the Project Management firm as defined by Texas Government Code Section 2269.201.

The services included in the Project Management contract may include overall project management services, oversight of solicitation of requests for proposals from prime contractors, development of scopes of work, construction standards, scheduling and estimating, bidding and negotiations, design review (with regard to costs, schedule and constructability), quality assurance, construction management, onsite inspection, review of contractor pay applications, and construction close-out.

The Program Manager(s) must maintain professional liability or errors and omissions insurance in a minimum amount of \$1,000,000 per occurrence during the term of the Bond Program, as required by Texas Government Code Section 2269.208. The Project Manager may not self-perform any work in the Program or serve as a subcontractor on any project in the Program, and will serve the District in a fiduciary capacity, as provided by Texas law.

## **SELECTION PROCESS FOR PROJECT MANAGER**

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As required by law, the selection of a Project Manager will be made based on the basis of demonstrated competence and qualifications in accordance with Texas Government Code sections 2269.207 and 2254.004. In phase one of the selection process, the District will review all Statements of Qualifications received by the deadline, and evaluate each offeror's experience, technical competence, capability to perform, past performance, references and other relevant factors submitted in response to this Request for Qualifications. No pricing information will be sought, and none may be provided until the commencement of contract negotiations with the selected firm(s).

The District may select multiple finalists to participate in interviews, at its discretion. At the end of the evaluation process, the District will score and rank finalists using the following weighted selection criteria:

1. The reputation and experience of the Offeror and its proposed personnel. (25%)
2. The competence and demonstrated quality of the Offeror and its proposed personnel. (25%)
3. Extent to which the Offeror's firm, staffing plan and size meets the District's needs and is appropriate for the scope of the project(s). (25%)
4. The Offeror's presentation of its Statement of Qualifications and performance in an interview/presentation. (25%)

Based on the final rankings, the District will select the firm(s) it believes to be the most highly qualified, and may attempt to negotiate an acceptable contract with such firm(s) for one or more projects.

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 District.

RFQ #988-25

Due: 2:00 p.m., April 29, 2025

## **SUBMISSION DEADLINE FOR STATEMENTS OF QUALIFICATION**

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**DEADLINE FOR RECEIPT OF SUBMISSIONS IS 2:00 PM, TUESDAY, APRIL 29, 2025**

Three (3) copies of your statement of qualifications should be addressed as follows and received by the submission deadline at:

**RFQ #988-25 CM-Agent / Program Manager  
Attn: Zachery Boles  
Chief Financial Officer  
Tomball Independent School District  
1110 Baker Street  
Tomball, TX 77375**

Questions must be submitted electronically no later than Tuesday, April 22, 2025 to:

**Kasey Fields**  
[kaseyfields@tomballisd.net](mailto:kaseyfields@tomballisd.net)

## SUBMISSION REQUIREMENTS

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Please include the following in your submission:

1. Cover Letter. Provide a one-page cover letter introducing the firm and any other pertinent information concerning the firm's specific qualifications for the services.
2. Firm Description. Provide firm name, address, contact, and number of years providing project/program management services, specifically for K-12 educational clients.

All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project. For the office responsible, please provide:

- a. Total number of office staff proposed for the projects
  - c. Staff members who will be involved in program management services.
  - d. For the past five years, the approximate total gross revenues attributed to K-12 educational clients.
3. Project Team.

For each team member proposed, provide the following information:

- a. Résumé with an overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.
  - b. List of personnel experience specifically in the K-12 educational market.
  - c. Involvement, if any, in terms of roles and responsibilities on the firm's experience.
4. References. Identify all K-12 educational entities for which your proposed personnel has provided services (within the last 5 years) or are currently providing comparable project management services. For each client, provide the following:
    - a. The name of the client, the scope of the work being managed in terms of numbers of projects and total cost, and the status of the work.
    - b. The name, position, phone number and email address of the individual at the entity to whom the Project Manager reported.
    - c. The name of the architect(s) responsible for major projects in each program or District being managed. Provide the name, phone number and email address for a contact with each architectural firm.
  5. Submit a copy of your firm's Professional Liability/E&O, Auto, CGL and Workers' Compensation insurance coverage certificate(s).
  6. Attached Submission Forms: The attached Conflict of Interest Disclosure, Felony Conviction Notification and Certificate of Residency forms must be completed, signed and included with each firm's submission. [ATTACH FORMS]