

**TIDEHAVEN INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)**

**ENGINEERING/ARCHITECTURAL SERVICES FOR
OLD TIDEHAVEN HIGH SCHOOL DEMOLITION AND/OR
RENOVATION**

**Tidehaven Independent School District
Office of Superintendent
(mailing)
P.O. Box 129
El Maton, TX 77440
(physical)
47 CR 427 (Doman Rd)
El Maton, TX 77440**

**Tel: 979-843-4307
Fax: 361-588-7109**

March 2017

INSTRUCTIONS TO RESPONDENTS

SECTION I – INTRODUCTION

- 1.1 Tidehaven Independent School District (“Tidehaven ISD”) is soliciting responses to this Request for Qualifications (“RFQ”) related to the anticipated selection of an Engineer/Architect to provide all aspects of civil/mechanical/electrical/structural engineering/architectural services to provide designs and specifications for the installation/construction of old Tidehaven High School demolition and/or renovation located at FM 1095 and Hwy 35, El Maton, TX.
- 1.2 Point of Contact/Restriction on Communication. Tidehaven ISD designates the following person(s) as its representative and point of contact for this RFQ:

Dr. Andrew Seigrist
Superintendent
P.O. Box 129
El Maton, TX 77440
979-843-4307
aseigrist@tidehavenisd.com

Respondents shall restrict all contact with Tidehaven ISD and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the District's Representatives specified above by email. Do not contact members of the Board of Trustees or other employees of the Tidehaven Independent School District. Contact with any of these prohibited individuals after issuance of the RFQ and before selection is made, may result in disqualification of your Statement of Qualifications.

SECTION II – RESPONSE REQUIREMENTS AND DEADLINES

- 2.1 Responses are to include the information requested in the Questionnaire that follows, in the sequence and format prescribed. Elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired.
- 2.2 Eight (8) bound copies and one (1) electronic copy (CD or memory stick) of Responses to this RFQ are to be submitted in a sealed envelope, clearly marked with **“STATEMENT OF QUALIFICATIONS FOR *ENGINEER/ARCHITECT* FOR THE TIDEHAVEN INDEPENDENT SCHOOL DISTRICT”** to:

If by mail:

Tidehaven ISD
Superintendent's Office
Attn: Dr. Andrew Seigris
P.O. Box 129
El Maton, TX 77440

If by hand-delivery:

Tidehaven ISD
Superintendent's Office
Attn: Dr. Andrew Seigris
47 CR 427 (Doman Rd.)
El Maton, TX 77440

2.3 Deadline for Submission. Responses to this RFQ are due no later than:

**3:00 P.M. (local time)
March 13, 2017**

No fax or other forms of electronic transmissions will be accepted for consideration. Statements of Qualifications received after the published deadline will not be accepted or considered.

2.4 Questions concerning this RFQ shall be directed to the point of contact designated in Section 1.2 above. Any answers to said questions will be provided to all of the entities/firms who are known to have obtained this RFQ by notification or by posting the questions and answers on the Tidehaven ISD's website: www.tidehavenisd.com. It is the sole responsibility of each respondent to periodically check to the above website to see if any updates or addendums to this RFQ have been posted. The submission of a response to this RFQ shall constitute a waiver of any complaint that the respondent/offeror did not receive notice of or a copy of any such updates/addendums.

SECTION III – SELECTION PROCESS/SELECTION CRITERIA

3.1 Selection of Tidehaven ISD's Engineer/Architect shall be made on the basis of demonstrated competence and qualifications as provided by Texas Government Code §2254.004. In procuring Engineering/Architectural services, Tidehaven ISD will first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications and then attempt to negotiate with that provider a contract at a fair and reasonable price. Tex. Gov't Code §2254.004. If a satisfactory contract cannot be negotiated with the most highly qualified provider of Engineering/Architectural services, Tidehaven 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. *Id.* It is the present intent of Tidehaven ISD to continue the process described above to select and negotiate with providers until a contract is entered into. *Id.* However, Tidehaven ISD reserves the right to waive any formalities and/or to reject any or all Responses to this RFQ.

- 3.2 Tidehaven Independent School district shall select the most highly qualified firm based on the responses submitted to the criteria listed in this RFQ. Tidehaven ISD reserves the right to accept or reject any and all Statements of Qualifications/Response to this RFQ without the necessity of stating any reason therefore, reserves the right to waive any technicalities and reserves the right to be the sole judge of which offeror is the “most highly qualified,” and to select the firm that serves the best interest of Tidehaven ISD.
- 3.3 Tidehaven ISD will review submissions and notify submitting firms of decisions made. Tidehaven ISD may elect to interview some of those firms submitting qualifications. Firms to be interviewed will be notified as to the time and place for the interview. There is to be no contact by the firm or its agent with members of the Board of Trustees prior to an interview. The qualification of any firm or agent that contacts any member of the Board of Trustees shall be rejected.
- 3.4 Interviews, if desired by Tidehaven ISD, will be conducted the week of March 13, 2017. Tidehaven ISD will notify any firm it wishes to interview no later than March 13, 2017. Interviews will be held at Tidehaven Independent School District, 47 CR 427 (Doman Road), El Maton, 77440. Firms will have up to 10 minutes to make presentations and 10 minutes for questions. These times are subject to change upon the recommendation of the President of the Board of Trustees.
- 3.5 The intent is to finalize selections as soon as possible after receipt of all necessary information. The Tidehaven ISD may consider any information provided in the response to this RFQ and any other data available to the Tidehaven ISD in determining whether, or to whom, a contract will be offered. By submitting a response to the RFQ, the offeror agrees to waive any and all claims against Tidehaven Independent School District arising out of or in connection with the administration, evaluation, or recommendation of any response to this RFQ.
- 3.6 The selected offeror shall be required to provide to Tidehaven ISD a completed Form 1295, “Certificate of Interested Parties”, to Tidehaven ISD and shall be required to all 1295 disclosure requirements prior to Tidehaven ISD’s execution of the contract between the parties.
- 3.7 Tidehaven ISD reserves the right to request supplemental information of any and/or all offerors/respondents to aid Tidehaven ISD in the evaluation process.

3.8 **Selection Criteria.** Tidehaven ISD may, but is not required to, utilize the following criteria in its evaluation of submitted Statements of Qualifications/Responses to this RFQ:

- 3.8.1 Civil, Mechanical, Electrical, or Structural Engineering/Architectural experience.
- 3.8.2 Firm's ability and capability to perform the work.
- 3.8.3 Past architectural or engineering services experience of [track and field surfaces/school facilities/etc.] for education entities.
- 3.8.4 Past working relationship with the District.
- 3.8.5 Reputation and references.
- 3.8.6 Experience/methodology of meeting timelines and budgets.
- 3.8.7 Firm's unique qualifications.

Tidehaven ISD reserves the right, at its sole discretion, to use criteria different from those listed above in its evaluation of submitted Statements of Qualifications/Responses to this RFQ.

SECTION IV – SCOPE OF SERVICES

4.1 The scope of work for Engineering/Architectural Services for the Old Tidehaven High School Demolition and/or Renovation shall include, but not be limited to, the following:

- 4.1.1 All design work for Old Tidehaven High School Demolition and/or Renovation.
- 4.1.2 Production of all design documents, including all plans, drawings, and specifications, related to Old Tidehaven High School Demolition and/or Renovation.
- 4.1.3 Assistance to Tidehaven ISD in the procurement of construction services related to Old Tidehaven High School Demolition and/or Renovation, including, but not limited to, distributing competitive procurement packets to prospective contractors, review and assist Tidehaven ISD in ranking responses to competitive procurement solicitations, and assist Tidehaven ISD in negotiations and conflict resolution with prospective or engaged contractors.
- 4.1.4 Administration of Construction Contract Documents.
- 4.1.5 Review of all submittals, RFI's, and all other related documents.
- 4.1.6 Schedule and attend preconstruction conference, and all weekly construction team meeting.
- 4.1.7 Visit construction site at intervals appropriate to the stage of construction.

- 4.1.8 Conduct inspections to determine the dates of Substantial Completion and final completion.
- 4.1.9 Review and certify contractor(s)' Applications for Payment.
- 4.1.10 Warranty walk services prior to one year anniversary of Substantial Completion.
- 4.1.11 Review status and provide written weekly updates to the designated representative of Tidehaven ISD in a form acceptable to the District.

SECTION V – INSURANCE

The selected provider will be required to provide and maintain certain insurance coverages and limits of coverage, including, but not limited to, Commercial General Liability, Automobile Liability, Professional Liability, Workers' Compensation Insurance.

SECTION V – INDEPENDENT CONTRACTOR

Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with the contract that is awarded, shall be deemed to be independent contractor(s), responsible for their respective acts or omissions, and that District shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third-parties, that it has such authority.

SECTION VI – CRIMINAL BACKGROUND CHECKS

The selected provider agrees, prior to the execution of the awarded contract, to provide assurance to the District that all employees and subcontractors of the provider *who are likely to or will have contact with students* have passed a criminal history background check current within the last year and shall certify that no such employees or subcontractors have any felony convictions. The selected provider shall have a continuing duty to annually update the assurance/certification to Tidehaven ISD, as well as each time a new employee or subcontractor is employed.

SECTION VII – REQUIRED FORMS

Each offeror shall be required to complete and submit each of the following attached forms with its Statement of Qualifications/Response:

1. Authorized Offer Form.
2. Felony Conviction Notice.
3. Certification by Corporate Offeror.
4. Conflict of Interest Questionnaire.

**Tidehaven INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS QUESTIONNAIRE
ENGINEERING/ARCHITECTURAL SERVICES**

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental material providing additional information may be attached and limited to no more than four (4) pages, but the information requested below is to be provided in this format.

A. Firm Profile

1. Firm Information:

Name of Firm: _____

Address of Principal Office: _____

Phone: _____ Fax: _____

Form of business organization: (Corporation, Partnership, Individual, Joint Venture, etc.): _____

Year Founded: _____

Primary individual to contact: _____

Primary contact E-mail: _____

2. Type of Business Organization

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, please provide: Date of incorporation, state of incorporation and list all officers of the corporation.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership: (if applicable); Names of general partners.

2.5 If your organization is individually owned answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

2.7 Has any owner or manager of your organization been convicted of a felony? If so, please describe. (Publicly held corporations need not answer this question.)

2.8 Is your organization and its principals, if not a corporation, in good standing with all state or federal governmental regulatory agencies, including the Internal Revenue Service?

2.9 How long has your organization operated under its current Tax Identification Number?

3. Business Licensing

3.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is on file.

4. Financial Information

4.1 Please provide the most recent financial statement (audited preferred) with bank references.

4.2 Please provide one original certificate of insurance evidencing your firm's current professional liability insurance coverage.

B. Firm Experience

1. Firm Experience

1.1 List the categories of professional services that your organization normally provides with its own forces.

1.2 Identify projects of similar size and scope designed by your firm. Did your firm supervise construction on the identified projects?

1.3 Claims and suits (If the answer to any of the questions below is yes, please attach details).

1.3.1 List any and all claims, suits, and/or causes of action that have been filed against you in the last five years?

Has your organization ever failed to complete work or been terminated after a contract was awarded to it?

1.3.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

1.3.3 Has your organization filed any lawsuits or requested arbitration with regards to any design or construction contract within the last five years?

1.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details).

1.5 Current work: List the projects your organization has under contract, giving the name and location of project, owner, contract amount, percent complete and scheduled completion date. Indicate the method of construction delivery.

1.6 Please describe your organization's work over the last five years: List all projects (particularly Educational Facilities) designed by your firm. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner and indicate the method of construction delivery. Provide name, phone and fax number of contact for owner of each project for reference purposes.

1.7 Describe the firm's experience, if any, with Tidehaven Independent School District.

1.8 Describe contributions by the firm or firm's personnel to educational programs, publications, and professional organizations as is relevant to Tidehaven ISD's projects.

1.9 List design awards received by the firm. Identify project, award, awarding entity, and date received.

C. Personnel

1. Personnel

- 1.1 Identify the key personnel whom you anticipate will work on the project(s) if your firm is selected. Define their roles, and provide a resume for each. The resume should describe experience relevant to Tidehaven ISD's project(s).

- 1.2 Describe the firm's personnel and procedures during the contract administration/construction phase.

- 1.3 Identify the licensed professional Engineers within your firm who are licensed by the Texas Board of Engineering Examiners.

- 1.4 Has any complaint been filed with the Texas Board of Engineering Examiners against any principal of your firm or anyone identified in response to Section 1.1? (If the answer is yes, please attach details)

D. Process

1. Work Process

- 1.1 Describe briefly in written and/or graphic form the work process and schedule the firm proposes to realize Tidehaven ISD’s scope, budget, and schedule objectives.

- 1.2 Describe the manner in which the firm will work with Tidehaven ISD to define the program and to create the design. Provide a recent example of a program relevant to Tidehaven ISD’s project.

- 1.3 Describe how the firm documents the design for presentation to the Board and community. Provide a relevant illustrative example.

- 1.4 Describe the firm’s approach to contract documents and how quality and coordination is assured.

2. Concepts for working with a General Contractor.

- 2.1 Describe your organization’s concepts for working in a team relationship with a general contractor during the design and construction of major projects.

2.2 How does your firm work with owners to establish a projected construction budget for a project during the design phase?

E. References

1. References

1.1 List as references a minimum of three previous clients for whom the firm provided services relevant to those required for Tidehaven ISD's project(s). For each, list the reference's name, institution, position (or contact person if reference is an institution), phone/fax number, and list those projects for which the firm provided services to that reference.

1.2 Tidehaven ISD reserves the right to contact as references the owners listed in item B.1.5 or B.1.6 above regarding your organization's services.

Submitted by: _____

Title: _____

AUTHORIZED OFFER FORM

TO: Tidehaven ISD

I, or we, the duly authorized undersigned, having carefully read Request for Qualification, and do hereby agree to enter into a contract with Tidehaven ISD by tendering this offer to perform the work required and/or provide the product(s) or services specified in this solicitation. I, or we, will deliver the product(s) per specifications found in this document for the prices indicated.

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

Date: _____

Name of Firm: _____

Firm's Address: _____

Name/Title: _____

Signature: _____

Phone #: _____

Fax #: _____

Fed ID #: _____

**Tidehaven ISD
Dr. Andrew Seigrist
P.O. Box 129
El Maton, TX 77440**

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, 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 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 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."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Complete only one of the three below: A or B or C.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Official: _____
Print Authorized Company Official's Name

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Authorized Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Authorized Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Authorized Company Official: _____

**CERTIFICATION BY CORPORATE OFFEROR
To Tidehaven ISD**

IF OFFEROR IS A CORPORATION, THE FOLLOWING CERTIFICATE SHOULD BE EXECUTED AND INCLUDED AS PART OF PROPOSAL FORM/PROPOSAL FORM.

OFFEROR: _____
(Name of Corporation)

I, certify that I am _____, the
(Insert Name of Corporate Officer)

_____ of
(Insert Title Corporate Officer)

the above-named Corporation named as OFFEROR herein above; that

(Name of person who completed proposal document)

who signed the foregoing proposal on behalf of the corporation offeror is the authorized person that is acting as

(Title/Position of person signing proposal/offer document within the corporation)

of the said Corporation; that said proposal/offer was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

CORPORATE SEAL

SIGNATURE

DATE

Notice to Vendors Conflict of Interest Disclosure Statements Texas Local Government Code, Chapter 176

Vendors are required to file a Conflict of Interest Questionnaire (Form CIQ) with the District **if an employment or business relationship or family relationship exists** between the vendor and a local government officer ("LGO") of the District or a family member of the LGO. **THERE ARE POTENTIAL CRIMINAL PENALTIES FOR FAILURE TO COMPLY WITH TEX. LOCAL GOVT. CODE CHAPTER 176.** Certain terms used herein are defined in Chapter 176. Vendors are encouraged to review and become familiar with all disclosure requirements of Chapter 176 and Form CIQ. The information contained herein is for information purposes only and shall not be construed as legal advice. "Vendor" means a person who enters or seeks to enter into a contract with a local governmental entity. The term includes an agent (including an employee) of a vendor.

A vendor is required to file a completed Form CIQ if the vendor has a business relationship with _____ ISD (the "District") and:

1. _____ has an employment or other business relationship with a Local Government Officer ("LGO") of the District, or a family member of the LGO;
2. _____ has given a LGO of the District, or a family member of the LGO, one or more gifts that have the aggregate value of more than \$100 in the 12-month period specified in Loc. Govt. Code Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
3. _____ has a family relationship with a LGO of the District.

Form CIQ must be filed with the appropriate District records administrator:

1. _____ Not later than the seventh business day after the later of: (1) the date that the vendor:
(A) begins discussions or negotiations to enter into a contract with the District; or
(B) submits to the District an application, response to a request for proposals or bids, correspondence, or other writing related to a potential contract with the District; or
(2) the date the vendor becomes aware:
(A) of an employment or other business relationship with a LGO, or a family member of the LGO;
(B) that the vendor has given one or more gifts described above; or
(C) of a family relationship with a LGO.
2. _____ The vendor also shall file an updated completed questionnaire (Form CIQ) not later than the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in the questionnaire in complete or inaccurate

Local Government Officers (LGOs) of the Tidehaven Independent School District, as of September 01, 2015, include:

1. **Members of the Tidehaven ISD Board of Trustees:** Stephen Crow, Richard Beyer, Stuart Lynn, Eric Saha, Lee Edward Pierce, Vic Collins, Marty Crain
2. **Superintendent of Schools:** Dr. Andrew Seigrist
3. **An agent (including an employee) of Tidehaven ISD who exercises discretion in planning, recommending, selecting, or contracting of a vendor.**

If you are required to file a Conflict of Interest Questionnaire (Form CIQ), send the completed form to Dr. Andrew Seigrist, Tidehaven Independent School District, P.O. Box 129, El Maton, TX 77440