

PECOS-BARSTOW-TOYAH INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
FOR
DESIGN, DEVELOPMENT, AND CONSTRUCTION SERVICES
FOR NEW
DISTRICT-OWNED STAFF HOUSING UNITS

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REQUEST FOR QUALIFICATIONS

Request For Qualifications (RFQ) for DESIGN, DEVELOPMENT, AND CONSTRUCTION SERVICES FOR NEW DISTRICT-OWNED HOUSING UNITS are to be addressed to Dr. Jonathan Fuentes, Assistant Superintendent of Business and Support Services, Pecos-Barstow-Toyah ISD, 1301 S. Eddy, Pecos, Texas 79772 on Friday, November 16, 2018, until 2:00 p.m., at which time they will be taken to the Pecos-Barstow-Toyah Board Meeting Room, and the names of the firms will be read aloud.

REQUEST FOR QUALIFICATIONS FOR DESIGN, DEVELOPMENT, AND CONSTRUCTION SERVICES FOR NEW DISTRICT- OWNED HOUSING UNITS REQUEST FOR QUALIFICATIONS BUSINESS OFFICE PECOS-BARSTOW-TOYAH ISD 1301 S. EDDY PECOS, TEXAS 79772

Be advised that if a company downloads the bidding documents from the web page and is contemplating on bidding, the respondent must register with the Business Office so that any changes/additions via Addendum can be forwarded to the company.

Register with the Business Office by phone (432) 447-7204, ext. 2051, facsimile (432) 447-2690, or e-mail: mcelaya@pbtisd.esc18.net. Please include the company's name, address, phone and facsimile number, as well as the contact person.

The Pecos-Barstow-Toyah Independent School District reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the qualification to be the best and most advantageous to the District and hold the qualification for a period of 120 days without taking action. Qualifications submitted past the aforementioned date and time will not be accepted. **Caution to those submitting qualifications; those not in the proper form may be rejected.**

PECOS-BARSTOW-TOYAH INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS FOR
DESIGN, DEVELOPMENT, AND CONSTRUCTION SERVICES FOR
NEW DISTRICT-OWNED HOUSING UNITS

I. PURPOSE OF RFQ

Pecos-Barstow-Toyah Independent School District (Owner or District) is soliciting Statements of Qualifications from qualified Design-Build teams interested in providing professional design and construction services for the design and construction of one or more new housing units suitable for the housing of Pecos-Barstow-Toyah ISD employees. At the current time, the District is considering proposals for multiple units between one (1) and three (3) bedrooms. The District will consider proposals for single family residences as well as proposals for multi-family residences such as duplexes, or other multi-family configurations. The District will also consider apartment buildings.

II. LOCATION/PROJECT SITE(S)

It is anticipated that all of the construction conducted through this procurement will be primarily constructed on District-owned real estate parcels within the city limits of the City of Pecos, Texas, and therefore will be subject to local building codes. Currently, the District is considering all of Blocks 117 (Elementary Tract) and Block 115 (College Tract) Original Township, City of Pecos, Texas, and area bounded by W. 8th Street on the north, S. Cherry Street on the west, S. Willow Street on the east, and W. 10th Street on the south. The District may add additional building sites, depending upon availability of funds.

III. OBJECTIVE:

The Design-Builder's ultimate proposal will include a site layout and utility plan for the site, as well as requires subdivision/re-subdivision approval by the City of Pecos. The housing units under consideration will be between one (1) and three (3) bedrooms. The District will consider proposals for single family residences as well as proposals for multi-family residences such as duplexes, or other multi-family configurations. The District will also consider apartment buildings. There are utilities in the area, but the tract has not yet been developed into lots. The proposer should have expertise in land use planning.

IV. SCOPE OF WORK:

The Design-Builder's scope of work will include:

1. Pre-construction project planning including assistance site layout, utility planning, programming the housing units, in conjunction with the District to determine the optimum sizing of the individual housing units. Preparation of a schedule, preliminary cost estimate, and value engineering measures.

2. Preparing site, architectural, structural, mechanical, plumbing and electrical design plans necessary for City of Pecos approval for residential construction; based on District's criteria document and prototype information to include:
 - a. Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, landscape and planting plans and details.
 - b. Building Design: building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, Mechanical/Electrical/Plumbing design including systems, equipment and calculations, energy and performance modeling, systems review and coordination and integration to include all utilities and controls.
 - c. Development and refinement of cost estimates and project schedules.
3. Construction administration and observation including conferences, weekly site observations, and meetings.
4. Project closeout, establishment of warranties and guarantees.

V. PROJECT FUNDING:

Funding for the work described herein will be provided from the District's current funds reserved for this purpose.

1. Anticipated Project Budget:

The District estimates an approximate construction budget of \$2,000,000 for completion of this project including all costs. The cost estimate does not include the acquisition costs of the land.

2. Anticipated Project Schedule:	Date
Issue/Advertise RFQ in official advertising publications	October 29, 2018
Deadline for written questions and clarifications on RFQ	November 9, 2018 at 3:00 P.M.

Deadline for submission of Statement of Qualifications Friday, November 16, 2018 at 2:00 P.M.

Selection Committee completes qualification evaluation to establish a short list of firms remaining. Committee notifies short-listed firms and schedules interviews (if required.) Friday, November 30, 2018

Complete interviews of shortlisted firms Friday, December 7, 2018

Present short list to School Board for approval at regularly scheduled Board Meeting; Superintendent will begin negotiations after School Board approval with shortlisted firms Thursday, December 20, 2019

VI. SELECTION PROCESS

Selection of firm(s) will follow the proposal-interview process.

From a review of the statements of qualification received, the District intends to invite multiple firms to be interviewed before making a final selection of a firm for this project. When the District desires to interview a firm, that firm will receive notification of the date and time of the interview.

The Board of Trustees of the District may use Staff to initially evaluate the submittals. The statements of qualifications received will be one part of the selection process utilized by the District, together with the interviews, to determine if a consulting contract should be pursued. Staff may recommend a short list to the Board of Trustees for their consideration. The Board of Trustees may request that presentations be made in a Board of Trustees meeting to assist them in their decision.

The selected respondent will then negotiate with the District on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the District, negotiations will proceed with the second-choice respondent until a mutually agreed contract can be negotiated.

The initial staff evaluation team will consist of: Superintendent, Assistant Superintendent of Business and Support Services, and Business Manager.

All final selection determinations shall be made by the Board of Trustees.

VII. EVALUATION CRITERIA:

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualifications of Firm
Qualifications of firm, specifically as they relate to this Project.

- B. Firms Experience on Similar Projects
Related project experience of the firm(s) and the individuals who would be assigned to this Project.

- C. Available Resources to Complete Project
This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.

- D. Responsiveness to the RFQ
This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.

- E. Professional References

The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the District. One or more of the top-ranked respondents may be selected by the District to participate in step two of the selection process if applicable.

Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation for the proposed project. However, where requested appropriate, respondent shall supply his. Such information will be solicited from firms qualified by the Owner to participate in negotiation of the contract.

VIII. CONTENT OF SUBMITTAL:

- **Divider #1: Letters**

- a) Table of Contents
- b) The first page following the table of contents shall be a letter transmitting the response to the District and stating that the proposal set forth in it remains effective for a period of 120 calendar days.
- c) At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.
- d) Letter should indicate a statement of interest for the project including a narrative describing your and your proposed Project Team's unique qualifications as they pertain to this particular project.
- e) Letter should also provide a statement on the availability and commitment of your firm and its principal(s) and assigned professionals to undertake the project.

- **Divider #2: Firm Information**

- a) Firm name, addresses, and telephone numbers of all firm offices.
- b) Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c) Year's firm has been in business.
- d) Name of principals in firm.
- e) Primary contact.
- f) Organizational description.
- g) Description of firm's philosophy.

- **Divider #3: General Company History/Qualifications**

- a) A brief history of the Design/Builder and the services routinely provided residential single and multi-family residential construction.
- b) A history of projects over previous six (6) years.
- c) An organization chart that explains team member responsibilities.
- d) Name of the Project Team Leader in charge of project.
- e) Documentation that the firms on the Design/Builder's team, if any, (architects and engineers) are registered in the State of Texas. Provide resumes of the proposed design-build firm and the entire Design Team, including Architectural, Engineering and Technical Consultant members that will be directly involved in the Project, including their experience with similar projects, the number of years with their respective firms, and their city(ies) of residence.
- f) Describe your management philosophy for the design-build delivery method. Describe your process in working with consultants and integrating them into the design and construction processes.
- g) Describe, in graphic and written form, the proposed Project assignments and lines of

authority and communication for each team member to be directly involved in the Project. Indicate the estimated percent of time these team members will be involved in the Project for Pre-Construction and Construction Services. Affirm that the individuals identified will be committed for the entire duration of the Project.

- h) Attach a letter of intent from a surety company indicating your firm's ability to bond for the entire construction cost of the project. The surety shall acknowledge that the firm may be bonded for each stage or phase of the project, with a potential maximum construction cost of up to **\$2,000,000**. Respondents will be required to furnish a Payment and Performance Bond.
- i) Identify if your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity? If so, please explain the impact both in organization and company direction.
- j) Provide details of any past or pending litigation, or claims filed, against your firm that may affect your performance under a contract with the Owner.
- k) Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.
- l) Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or School Board Member? If so, please explain.

- **Divider #4: Respondent's Performance on Past Representative Residential Development or Design-Build Projects**

Identify and describe the proposed team's past experience for providing design-build services that are MOST RELATED TO THIS PROJECT within the last six (6) years. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- a) Project name, location, contract delivery method, and description
- b) Images (photographic or machine reproductions) if any.
- c) Construction cost data/ final construction cost, per square foot of living space, if available.
- d) Data concerning square feet per constructed living units.
- e) Names of Mechanical, Plumbing and Electrical subcontractors
- f) The owner's name and representative who served as the day-to-day liaison during the Pre-Construction and construction phases of the project, including telephone numbers.

References shall be considered relevant based on specific project participation and experience with the respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the solicitation process. Please acknowledge your approval for Owner to contact your references.

- **Divider #5: Respondent's Ability to Establish Budgets and Control Costs**

- a) Describe your fiduciary responsibility as a design-build firm using Guaranteed Maximum Price contracts for publicly funded projects.
- b) Describe your cost estimating methods during the Pre-Construction phase and during the and construction phase. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in responses in the RFQ, provide examples of how these techniques were used and what degree of accuracy was achieved.
- c) Describe your cost control methods during construction and how you procure subcontracts, confirm scope, amount, and ensure proper payment. From any three (3) projects listed in responses in this RFQ, provide examples of how these techniques were used and the degree of accuracy achieved.
- d) Describe the types of records, reports, monitoring systems, and information management systems, which your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) projects listed in response. Provide a sample of a cost estimate used to establish a contract amount from any project listed in this RFQ.
- e) Describe how you plan to ensure continuity of project objectives starting with design solution, moving through construction documents, and finishing with a constructed project that meets the Owner's requirements.
- f) The Owner intends to accept a Guaranteed Maximum Price prior to completion of Construction Documents. Describe; 1) your process for ensuring that the Design Documents provide the information necessary to arrive at a complete GMP, including all Owner requirements with reasonable contingencies, and 2) your process for subsequently ensuring that the 100% Construction Documents align with the project scope in the previously accepted GMP proposal documents.

- **Divider #6: Respondent's Ability to Develop and Meet Schedules**

- a. Describe how you will develop, maintain and update the project schedule during design and construction. Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in responses in this RFQ, provide examples of how these techniques were used.
- b. Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any three (3) of the projects listed in response to this RFQ, provide examples of how these techniques were used, including specific scheduling challenges or requirements and actual solutions.
- c. Describe how you develop and maintain work schedules during design and construction to coordinate with the Owner's project schedule. From any of three (3) projects listed in response to this RFQ, provide examples of how these techniques were used.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.

Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.

Qualifications shall consist of answers to questions identified in the RFQ. Respondents shall separate each section of the Qualifications by use of a divider sheet with an integral tab for ready reference.

Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

IX. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. **No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the Pecos-Barstow-Toyah Independent School District the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels will be grounds for exclusion from the selection process. Accordingly, contacts with members of the District Staff, which are outside of the established process should not be initiated.
- B. **All Information True** – By submitting a response, Respondents represent and warrant to the District that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents present to the Pecos-Barstow-Toyah Independent School District for consideration in the selection process may be excluded.
- C. **Evaluation of Qualifications** - The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. The top five or fewer ranked respondents may be selected by the Owner to participate in step two of the selection process if applicable.

Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation. Such information will be solicited from firms qualified by the Owner to participate in negotiation of the contract.

- D. **Acceptance of Evaluation Methodology.** By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner.
- E. **No Reimbursement For Costs:** Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this solicitation process shall be at the sole risk and responsibility of the respondent. Respondents submit Qualifications and Proposals at their own risk and expense.
- F. **Eligible Respondents:** Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Qualification.
- G. **Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are “short-listed” should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent's program approach, but on an appraisal of the design professionals who would be directly involved in the Project. “Short listed” respondents may be asked to make a presentation to the District's Board of Trustees.
- H. **Inquiries** – Do not contact the Board of Trustees, or Staff, other than Dr. Fuentes to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Dr. Fuentes by calling (432) 447-7204 or by e-mail at: jfuentes@pbtisd.esc18.net.
- I. **Cost of Responses** – The District will not be responsible for the costs incurred by anyone in the submittal of responses.
- J. **Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the District the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate Staff is assigned to the Project, the District intends to make the inclusion of a “key persons” clause a part of the contract negotiations.
- K. **No Obligation** – The District reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the District' best interest; or cancel the entire process.

- L. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Texas.
- M. **Owner’s Reservation of Rights** - The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

Respondent understands and agrees that this RFQ and any subsequent contract ensuing from this solicitation is contingent upon approval by Owner, The Pecos-Barstow-Toyah Independent School District Board of Trustees. Respondent understands and agrees that Owner has made no representation, written or oral, that any such approvals will actually be obtained. If any such approvals are not obtained, respondent understands and agrees that this RFQ and any subsequent Agreement ensuing from this solicitation will be null, void, and of no effect.

- N. **Acceptance of Evaluation Methodology** - By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner.
- O. **Clarifications and Interpretations** - Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the District’s website. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the Qualifications are due are part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum into its Qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda three (3) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.
- P. **Sales and Use Taxes** - Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include The Pecos-Barstow-Toyah Independent School District. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service

for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."

- Q. **Required Notice of Workers' Compensation Insurance Coverage** - The Texas Workers' Compensation Commission has adopted a new rule, 28 TAC, sec. 110.110, relating to REPORTING REQUIREMENTS FOR BUILDING OR CONSTRUCTION PROJECTS FOR GOVERNMENTAL ENTITIES. The rule applies to all building or construction contracts advertised for bid on or after September 1, 1994. The rule implements sec. 406.096, Texas Labor Code, which requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity.
- R. **Public Information** - All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential, non-proprietary, or both and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the contract is executed.
- S. **Type of Contract** - Any contract resulting from this solicitation will be in the form of the Owner's Agreement Between Owner and Design/Build Contractor Any request to modify any terms or conditions of the Draft Agreement or any of its attachments, riders and exhibits will be taken into consideration before awarding an Agreement to any respondent.

X. SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Ten (10) copies and one (1) original of the responses are to be delivered to Dr. Jonathan Fuentes, Assistant Superintendent of Business and Support Services, Pecos Barstow-Toyah ISD, at the address set forth below at or before 2:00 p.m. on Friday, November 16, 2018. All submittals must be labeled:

**REQUEST FOR QUALIFICATIONS FOR
DESIGN, DEVELOPMENT, AND CONSTRUCTION SERVICES FOR NEW DISTRICT-
OWNED HOUSING UNITS
REQUEST FOR QUALIFICATIONS
BUSINESS OFFICE
PECOS-BARSTOW-TOYAH ISD
1301 S. EDDY
PECOS, TEXAS 79772**

To enable the District to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Each copy of the responses shall be bound to ensure pages are not lost. Pages shall be no larger than letter size (8 ½” by 11”) or, if folded to that dimension, twice letter size (11” by 17”) each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

Respondent must submit one (1) complete, virus free, exact copy of its Qualifications on a or other storage device. The electronic copy D must be submitted in a SEALED envelope apart from the other submittal documents and must be submitted at the same time the hard copy sealed documents are submitted. The envelope containing the CD must clearly be labeled “Qualifications” and have the name of the submitting firm, the project name, and the RFQ number on both the sealed envelope and on the CD.

Qualifications received after the deadline will be returned to the respondent unopened.

The Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile transmission (fax), or electronic mail (e-mail).

Properly submitted Qualifications will not be returned to respondents.

Qualifications materials must be enclosed in a sealed envelope (box or container) addressed to the Point of Contact person; the package must clearly identify the Submittal Deadline, the RFQ number, and the name and return address of the respondent.

Properly submitted Qualifications will be opened publicly and the names of the respondents will be read aloud.