

PECOS-BARSTOW-TOYAH INDEPENDENT SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ) FOR

ARCHITECTURAL SERVICES

FOR THE CONSTRUCTION OF A NEW DISTRICT HIGH

SCHOOL AND ADDITIONAL POTENTIAL PROJECTS

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
ARCHITECTURAL SERVICES FOR
A NEW DISTRICT HIGH SCHOOL AND ADDITIONAL POTENTIAL PROJECTS**

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REQUEST FOR QUALIFICATIONS

Request For Qualifications (RFQ) for Architectural Services for a NEW HIGH SCHOOL BUILDING AND ADDITIONAL POTENTIAL PROJECTS are to be addressed to Dr. Jonathan Fuentes, Pecos-Barstow-Toyah ISD, 1301 S. Eddy, Pecos, Texas 79772 on Wednesday, November 7, 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 architectural firms will be read aloud.

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL
SERVICES FOR A NEW HIGH SCHOOL BUILDING AND
ADDITIONAL POTENTIAL PROJECTS
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: jfuentes@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 60 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 ARCHITECTURAL SERVICES
FOR A NEW HIGH SCHOOL BUILDING AND
ADDITIONAL POTENTIAL PROJECTS

I. PURPOSE OF RFQ:

The Pecos-Barstow-Toyah Independent School District invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with a new high school building and additional potential projects as herein outlined.

II. LOCATION:

The District is proceeding with planning (as herein outlined) for a new high school building. As a part of the architect's engagement, potential sites in and around the City of Pecos, Texas will need to be evaluated for issues related to constructability, traffic access, operational security, administrative convenience, and aesthetics. Currently, the Pecos High School is located at 1201 South Park Street, Pecos, Texas.

III. OBJECTIVE:

The District proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning of the project for a price based upon a percentage of the construction costs of the work. Those firm(s) who participate in this RFQ process are sometimes referred to as "Respondents" and "Architects". The District will give prime consideration to the Architect with significant, current experience in the development, design, and construction of public education buildings. The District reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

IV. SCOPE OF WORK

1. The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a Respondent with whom negotiations will proceed, a Scope of Work will be developed. The District anticipates a contract which will include programming, schematic design, production of computer generated renderings, and cost estimations; however, the District reserves the right to include additional project elements in the initial or subsequent professional services agreements as the District may (in its sole discretion) deem appropriate. The District will use a modified standard AIA contract documents to secure the professional services herein described. The Architect will be required to retain and be responsible for all

basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the District reserves the right to approve proposed sub-consultants that will be associated with the Project.

2. The District may use the services of a Construction Manager-at-Risk. The Construction Manager-at-Risk, if any, will serve as an integral team member from the inception of the programming and design efforts. Furthermore, the Construction Manager-at-Risk may be used, in conjunction with the design team, as the cost estimator, project scheduler, and the implication of phasing alternatives for the projects upon completion of plans sufficient to estimate the project. The Architect will coordinate and cooperate fully with the Construction Manager-at-Risk. Initial planning phase cost estimates will be provided by the Architect.

V. PROJECT FUNDING

Funding for the work described herein will be provided from the issuance of general obligation schoolhouse bonds by the Pecos-Barstow-Toyah Independent School District. It is anticipated that some preliminary conceptual design work (provided under a separate contract from the standard AIA Owner-Architect Agreement will be utilized in the bond election process. various sources as determined upon approval by the District Commission.

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, Business Manager, and High School Principal.

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):

- i. Qualifications of Firm
Qualifications of firm, specifically as they relate to this Project.
- ii. Firms Experience on Similar Projects
Related project experience of the firm(s) and the individuals who would be assigned to this Project.
- iii. 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.
- iv. Responsiveness to the RFQ
This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.
- v. Professional References

VIII. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

- **Divider #1: Letters**

The first page following the divider 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. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

- **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 Architect and the services routinely provided in-house on educational/academic (or related) building projects.
- b) An organization chart that explains team member responsibilities.
- c) Name of the Project Team Leader in charge of project.
- d) The resumes of all persons to be assigned to the project with their prospective roles identified.
- e) Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Texas.

- **Divider #4: Financial and Legal Status**

- a) Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
- b) List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- c) List all litigation against or involving the firm or its agents or employees with respect to any work performed.
- d) All insurance coverage that the firm has which would be applicable to the work.

- **Divider #5: Experience and References**

- a) Discussion of Architect's experience in working with government Agencies.
- b) List of all representative Educational and Governmental projects, whether ongoing or completed, including references. Please begin with projects in the State of Texas for the last six (6) years. For each, please provide:
 - i. Project name and location
 - ii. Year completed
 - iii. Short description of project
 - iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project

- v. Cost of Construction for project
- vi. Names, addresses and telephone numbers of general contractor and engineer
- vii. Design and construction cost; and whether or not it was completed on time

c) List of all project currently under contract

- **Divider #6: Management and Organizational Approach**

On two pages or less, please describe your management and organization approach to the development and execution of the project. The following should be addressed within this description:

- a) Factors to be considered in site selection for new high school.
- b) Approaches to adaptive re-use of existing facilities with the occupation of new facilities
- c) Development of District-wide master plan for facilities.
- d) Describe other factors relevant to the execution of the project.
- e) Describe how the firm will organize to perform the services.
- f) Describe how the firm will solicit in the programming and design phases the interested stakeholders. This includes community residents, trustees, staff and users.
- g) Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality and cost control.
- h) Describe the architectural team’s approach to communication with the District, Superintendent and Board of Trustees.
- i) Describe all experience with projects in Reeves County, Texas and the surrounding area.
- j) Description of Architect’s approach to code analysis and jurisdictional approvals.

*In the event that two or more architectural firms are collaborating, dividers 2 – 6 must be filled out for each company, with responsibilities clearly delineated between firms.

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. **Pre-Submittal Conference:** A pre-submittal conference will be held at the time and location described below.

Friday, November 2, 2018 at 2:00 PM

- G. A guided tour of the project site **will not** be included as a part of the conference agenda. Attendance at the pre-submittal conference is optional.
- H. **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.
- I. **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.
- J. **Inquiries** – Do not contact the Board of Trustees, or Staff, other than Dr. Jonathan 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.

- K. **Cost of Responses** – The District will not be responsible for the costs incurred by anyone in the submittal of responses.
- L. **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.
- M. **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.
- N. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Texas.
- O. **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.

- P. **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.
- Q. **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.

- R. **Pre-Submittal Conference** - A pre-submittal conference will be held at the time and location described below.

[Insert date and location]

A guided tour of the project site **will not** be included as a part of the conference agenda. Attendance at the pre-submittal conference is optional.

- S. **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.
- T. **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.

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 Wednesday, November 7, 2018. All submittals must be labeled:

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL
SERVICES FOR A NEW HIGH SCHOOL BUILDING AND
ADDITIONAL POTENTIAL PROJECTS
REQUEST FOR SEALED PROPOSALS
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.