

Gregory-Portland Independent School District
1200 Broadway Blvd.
Portland, TX 78374



REQUEST FOR QUALIFICATIONS
#2223-05

Disaster Recovery Services

The Board of Trustees of the Gregory-Portland ISD is requesting statement of qualifications for:

Disaster Recovery Services

Districtwide

Qualifications will be accepted until 2:00 p.m. on Thursday May 11, 2023 to:

**Gregory-Portland ISD
ATTN: Chris Casarez, Purchasing Coordinator
1200 Broadway Blvd.
Portland, TX 78374**

All responses must be annotated with the following:

**Sealed Response: GREGORY-PORTLAND ISD
RFQ# 2223-05 Disaster Recovery Services**

Proposers are to submit three (3) copies of their proposal and one copy on a jump/flash drive in a sealed envelope labeled with the corresponding RFQ # to:

**Gregory Portland ISD
ATTN: Chris Casarez, Purchasing Coordinator
1200 Broadway Blvd
Portland, Texas 78374
Ph: (361) 777-1091 x-1039
Email: ccasarez@g-pisd.org**

Proposal information and electronic copies of the Submittal Requirements will be available starting April 13, 2023 at:

www.g-pisd.org> Departments & Services> Business/Finance>Vendor Opportunities

EVALUATION CRITERIA

The decision to select a Disaster Recovery Services firm (“firm”) will be based on demonstrated competence and qualifications as required by Texas Government Code § 2254.004. Among other things, respondents’ competence shall be evaluated on the following criteria:

CRITERIA:

1.	Reputation of the A/E or firm (20 Points)
2.	Experience over the last five years assisting Districts with projects of similar size and scope (20 Points)
3.	References (minimum of three) (20 Points)
4.	Resumes of key personnel (15 Points)
5.	Location of the firm and ability to provide services in District (5 Points)
6.	Claims or suits filed against the A/E or firm in past 5 years, if any, and the disposition of such claims, if any (5 Points)
7.	Past relationship with the District (5 Points)
8.	Responsive documents (10 Points)

INSTRUCTIONS/QUESTIONNAIRE GEOTECHNICAL/MATERIALS TESTING SERVICES

The District intends to rank and select Disaster Recovery Services firm no later than May 15, 2023 and to approve contracts with the selected firm or firms at the next Board meeting before June 19, 2023. The District reserves the right to award the project to one or more or no firms depending on qualifications and best fit for each project. The firms that contract with the District for the services set out herein must be capable of beginning work as needed in accordance with an agreed schedule for the Project(s) due to a “disaster.”

The District reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the District without regard to whether such information appears in the Proposal.

By submitting a Proposal, each contractor agrees to waive any claim it has or may have against the District, its Trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any Proposal; waiver of any requirements in the Request for Qualifications; acceptance or rejection of any Proposal and award of a Contract.

All interested and qualified Disaster Recovery Services firms are invited to submit a statement of their competence and qualifications.

Introduction

The District invites qualified firms to submit Qualifications to the District for review. The approved contractor will assist District staff upon the occurrence of a natural or man-made disaster in any and all recovery efforts on an "as needed" basis.

Background

This procurement process is in reaction to the District's Multi-Hazard Emergency Operations Plan. As part of Gregory-Portland ISD's business continuity strategy, it is incumbent upon the District to have such services at the ready to assist staff in recovery efforts.

In the event federal dollars are expended for these activities, the District is obligated to ensure that any and all construction, repairs, or recovery services are contracted for in accordance with federal EDGAR procurement standards.

This procurement acts as a pre-qualifier for the selected contractor to engage the requested services on behalf of the District on an "as needed basis." Rather than conduct an RFQ for each project, it is the intent of the District to solicit qualified vendors, evaluate their qualifications, and retain the selected organization under an extended term contract on an "as needed" or project basis.

Scope of Services

Contractor will provide disaster recovery services on an as needed basis.

Agreement

Any agreement reached as a result of this procurement will be negotiated in good faith between the selected service provider and the District.

Submittals

The submittal will consist of the completion of the Certification by Respondent. Those firms may attach any additional information which best illustrates their past performance and ability to complete the requested services.

At a minimum the Response to the Request for Qualifications (“RFQ”) must contain the following:

1. Names and qualifications of employees proposed to be responsible for disaster recovery services.
2. A list of previous clients for reference.
3. Business contact information
4. History of the firm
5. Registrations, licenses, and certifications
6. Does your company have knowledge/expertise in dealing with FEMA and their requirements?
7. The District requires all contractors to carry professional liability, general liability, auto liability and worker's compensation / employer's liability insurance coverage. Professional liability insurance should remain in force during the term of contract and for one year following substantial completion of the construction project. Please state the carrier/agent, amount, expiration date and length of time you have maintained coverage for professional liability, general liability, auto liability and worker's compensation/employer's liability insurance coverage.
8. Identify all building projects within the past five (5) years on which your organization rendered professional services on which a claim was asserted. "Claim" means litigation, submission to a dispute resolution board, or the use of other alternate dispute resolution such as mediation or arbitration. For each such project identified, please state the nature and description of the claim, including alleged claims for professional errors or omissions, contract extras, delay, disruption or impact claims, time extension claims, or other similar claims; the identity of the owner, engineer or consultant, and contractor; whether employees or consultants, were a party or alleged to have some responsibility for the

claim; and the disposition of the matter.

9. Provide a list of any and all disaster recovery services which you may be able to conduct on behalf of the District. Attach any brochures or literature you feel best represents your capacity.
10. A summary of the pricing structure that your company follows.
11. Manner in which the contractor interacts with the Board of Trustees, administration and faculty involved with the Project.
12. Financial stability.
13. Familiarity with the requirements of the State of Texas, Texas Education Agency, Texas Department of Licensing and Regulation, the County, City, and other entities having jurisdiction.
14. The character, integrity, reputation, judgment, experience, location and efficiency of the organization.
- 15.** Required documents attached to this RFQ.

INQUIRIES AND INTERPRETATIONS

All inquiries are to be made in writing to: Chris Casarez, Purchasing Coordinator (ccasarez@g-pisd.org). Responses to inquires which directly affect an interpretation or change to this RFQ will be issued in writing by the District as an addendum and posted on our website: www.g-pisd.org> Departments & Services> Business/Finance>Vendor Opportunities. 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 to which the District replies by written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

SELECTION SCHEDULE

Second Published Notice for RFQs:	April 20, 2023
Deadline to receive RFQ's:	May 11,, 2023
Rank Firms:	May 12, 2023
Selected Party submitted for Board Approval:	May 15, 2023
Begin Negotiations (Gov't Code 2254.004):	May 16, 2023
Board Action on Contract:	June 19, 2023

G-PISD may interview one or more firms evaluated and selected from those responding to this solicitation. Alternatively, G-PISD may select and rank firms based on the Responses submitted to the RFQ without conducting interviews and selecting the firm that demonstrates superior competence over all others for each respective project.

All responses shall be evaluated and ranked on the criteria identified above, and final selection will be based upon the firm's demonstrated competence and qualifications based on the needs of the District, the quality of the documents provided, the criteria stated herein, and factors that any entity would consider in selecting a firm in compliance with Texas Government Code Chapter 2254. Fees will NOT be considered in the evaluation of demonstrated competence of responding Disaster Recovery Services firms.

The District intends to approve the contract with the selected firm(s) within 45 days of being selected.

The Firm/s selected for final consideration will be notified when the Board approves the final ranking of firms, and the District will first attempt to negotiate agreement on a fair and reasonable fee with the highest ranked firm for each project, in accordance with the Professional Services Procurement Act (Government Code, Chap. 2254).

INSURANCE

The firm(s) selected shall maintain professional liability or errors and omissions insurance in the amount of at least \$1 million for each occurrence, automobile liability insurance (owned/non-owned and hired) and must provide workers' compensation insurance, as required by the Texas Labor Code. The District reserves the right to require additional coverage, as needed, depending on the size and scope of a particular project.

AVAILABILITY TO PERFORM SERVICE

After a notice to proceed has been provided, what is the earliest your firm will be available to assist GPISD by providing the requested services?

SIGNATURE

Signature of Respondent: _____

Date Certification by Respondent Form Submitted: _____

Additional Submittal Forms

Along with their Statement of Qualifications, Geotechnical/Materials Testing firms must also complete and submit with their response the attached additional submittal forms:

1. W-9 (Attachment A)
2. Form CIQ: Conflict of Interest Questionnaire (Attachment B)
3. Felony Conviction Notice (Attachment C)
4. Non-Collusion Statement (Attachment D)
5. Suspension or Debarment Certificate (Attachment E)
6. Form 1295: Certificate of Interested Parties (Attachment F)
(Vendor must complete on-line at www.ethics.state.tx.us)

WAIVER OF CLAIMS: BY TENDERING A RESPONSE TO THE DISTRICT'S RFQ, THE FIRM ACKNOWLEDGES THAT IT HAS READ AND FULLY UNDERSTANDS THE REQUIREMENTS FOR SUBMITTING A RESPONSE AND THE PROCESS USED BY THE DISTRICT FOR SELECTING THE BEST SUITED FIRM FOR THE DISTRICT BASED ON DEMONSTRATED COMPETENCE. FURTHER, BY SUBMITTING A RESPONSE, THE RESPONDER FULLY, VOLUNTARILY AND UNDERSTANDINGLY WAIVES AND RELEASES ANY AND ALL CLAIMS AGAINST THE DISTRICT AND ANY OF ITS TRUSTEES, OFFICERS, AGENTS AND/OR EMPLOYEES THAT COULD ARISE OUT OF THE ADMINISTRATION, EVALUATION, RECOMMENDATION OR SELECTION OF ANY RESPONSE SUBMITTED PURSUANT TO THE DISTRICT'S RFQ.