

Gregory-Portland Independent School District

1200 Broadway Blvd,
Portland, TX 78374



REQUEST FOR QUALIFICATIONS

#2223-13

For Professional Architectural Services to provide design for various miscellaneous renovation project needs identified by the district.

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

PROFESSIONAL ARCHITECTURAL SERVICES

For:

For Professional Architectural Services to provide design for various miscellaneous renovation project needs identified by the district.

Qualifications will be received [until 2:00 pm] on Thursday, September 7, 2023.

to:

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

All responses must be annotated with the following:

RFQ #2223-13 PROFESSIONAL ARCHITECTURAL SERVICES

Proposers are to submit five (5) copies of their proposals and one copy on a jump/flash drive in a sealed envelope with the appropriate annotation to the address above.

Questions regarding this qualifications package should be directed 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**

EVALUATION CRITERIA

The decision to select an architectural 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:

<u>CRITERIA</u>	
1.	Reputation of the A/E or firm (20 Points)
2.	Experience over the last five years assisting School Districts with renovation projects of similar size and scope (20 Points)
3.	References (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 and interviews, if conducted (10 Points)

INSTRUCTIONS/QUESTIONNAIRE
ARCHITECT/ENGINEERING SERVICES

TIME IS OF THE ESSENCE. The District intends to rank and select an architectural firm and to approve the contract with the selected firm at the next Board meeting before **September 7, 2023**. The Architectural firm who contracts with the District for the services set out herein must be capable of beginning work with the District immediately on the Project.

All interested and qualified architects are invited to submit a statement of their competence and qualifications, consisting of the following:

GENERAL QUALIFICATIONS

The G-PISD has identified, and will continue to identify, deferred maintenance projects that require design expertise. The architectural firm should have experience and expertise with design recommendations and construction projects for Texas school districts or other public facilities of similar size and complexity. The firm is expected to be involved with the initial assessment, cost estimating, and development of preliminary concept drawings related to (the “Project”). It is intended that the selected architectural firm shall be responsible for full design and administration of any renovation and/or construction undertaken by the District that fits our “small project” scale. “Small Projects” have been identified by the district as total cost under \$1,000,000 and not involving new construction. Projects that exceed that scope will be awarded based on an RFQ for that particular project. Highly qualified firms responding to this RFQ will also be considered in the future to provide such services for these and other G-PISD projects. The architectural firm is not required to have a local office, but experience in the Texas Coastal Bend area and knowledge of local construction practices, codes, procedures, regulations, soil and environmental conditions is required.

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

1. Name of Architectural firm
2. Business address
3. Contact individual, telephone and e-mail address
4. Type of organization, i.e., sole proprietorship, partnership or corporation
5. General statement of qualifications
6. History of firm and principals including
 - Years in business – if less than 5 years, previous experience of principals is critical
 - Years in business under present name
 - Experience of business principals
 - Past relationship with District and scope of engagement
7. Key personnel proposed to be assigned to project
8. Registrations, licenses, and certifications
9. General experience and expertise related to construction projects for Texas school districts or other public facilities of similar size and complexity; include a list and brief description of all major projects for which the firm has performed in the last five years. If the Architectural firm proposed to perform the services, is not a firm with a local office, indicate the means in which it acquired experience in the Coastal Bend area and knowledge of local construction practices, codes, procedures, regulations, soil and environmental

conditions. Also indicate the means by which a non-local Architectural firm will communicate and collaborate with the School District and general contractor in performing meeting the needs of the district during design and construction given the distance from the architect's office to the District.

10. List and explain all claims and litigation involving the firm in the last 5 years, including mediation or arbitration proceedings, if any.
11. Statement regarding the ability of the firm to provide the following, if so requested by the District:
 - Bank references
 - Insurance certificates
 - Audited financial statements
12. Statement of any potential conflicts of interest
13. Business references, particularly other school projects

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date stated herein. It is recommended that responding Architect use an AIA B305, and supplement with the additional information requested.

TERMS AND CONDITIONS

The submitting architectural firm shall be responsible for any cost incurred in the preparation of qualifications and participation in the evaluation process, including all legal expenses incurred in reviewing this RFQ and sample contract documents contained herein. There is no expressed or implied obligation by the District to reimburse any individual or firm for any costs incurred in preparing or submitting qualifications, for providing additional information when requested by the District, or for participating in any selection demonstration/interviews, including contract negotiations. District reserves the right not to award a contract.

This RFQ and any resulting award(s) shall be interpreted within the laws of the State of Texas. Venue for any legal action filed relative to this RFQ or any resulting contract shall be in the appropriate state district court in San Patricio County, Texas.

In the event that any one or more of the provisions contained in this RFQ (or resulting contract) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this RFQ (or any resulting contract) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

The District reserves the right to cancel any contract resulting from this RFQ at any time, for any reason (or for no reason) with prior written notice to the architectural firm. Any notice required or permitted to be delivered to the architect shall be deemed to be delivered when sent via email or US Postal service by registered or certified mail, return receipt requested, postage prepaid, and addressed to the architect's email and U.S. mail address appearing on the face of its response to this RFQ (or as subsequently revised or changed). Any compensation due the architect will be limited to services performed and accepted by the District prior to the date of such termination.

INQUIRIES AND INTERPRETATIONS

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 e-mailed to known interested parties and posted on the District’s website under Vendor Opportunities. to all parties recorded by the District as having expressed their interest in the RFQ and have contacted in writing Chris Casarez, Purchasing Coordinator. 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:	August 24, 2023
Deadline to receive RFQ’s:	September 7, 2023
Notify Shortlisted Parties (if needed):	September 12, 2023
Rank Firms:	September 14, 2023
Selected Party submitted for Board approval:	September 18, 2023
Notify selected firm and negotiate A/E Contract	September 19, 2023

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

Parties invited for an interview, if any, may be required to provide comprehensive evidence of architectural services for projects of similar type and size that was performed within the past five (5) years.

All responses shall be evaluated and ranked on the criteria identified above, and final selection will be based upon the architect’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 an architect in compliance with Texas Government Code Chapter 2254. Fees will NOT be considered in the evaluation of demonstrated competence of responding firms and must NOT be included in the Response to this RFQ.

The District intends to use a non-AIA contract in substantially the form attached to this RFQ and fees may be discussed after the architectural firm has been selected, but not before. **This is the form agreement the District shall use. Any objection or deviation to the contract or contract amendments must be submitted with architectural firm’s response and the final Contract will require subsequent Board approval. Material deviations to the form of the Contract attached hereto will not be considered.**

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

INSURANCE

The architectural firm 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.

PROJECT SCOPE AND DESCRIPTION

The specific scope of each "small project" shall be discussed and determined in coordination with the selected architectural firm as the need arises and determined by the District. Each individual project will be reflected in a detailed and scoped description at the negotiated contract pricing. As previously stated, fees/pricing will NOT be considered in the evaluation of the demonstrated competence and qualifications of responding architectural firms and must NOT be included in the Response to this RFQ.

ADDITIONAL SUBMITTAL FORMS

Along with their Statement of Qualifications, architectural 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 (file online @ www.ethics.state.tx.us/file)

WAIVER OF CLAIMS: BY TENDERING A RESPONSE TO THE DISTRICT'S RFQ, THE A/E 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 A/E 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.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
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1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

7

Signature of vendor doing business with the governmental entity
Date

FELONY CONVICTION NOTICE

Texas Education Code, 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 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 contact.

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

Vendor's Name _____

Authorized Company
Official's Name (please print) _____

A. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official _____ Date: _____

B. 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 Company Official _____ Date: _____

C. My firm is a publicly owned, Stock-exchange Corporation; therefore, this reporting requirement is not required.

Signature of Company Official _____ Date: _____

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (_36)

Vendor Name _____

Authorized Company Official's Name _____

Signature of Company Official _____ Date _____

Vendor E-mail Address _____

Vendor Telephone Number _____