

Gregory-Portland Independent School District

1200 Broadway Blvd.

Portland, TX 78374



**REQUEST FOR QUALIFICATIONS
#2223-14**

Job Order Construction Management Services

Issued: Thursday, August 17, 2023

Statements of Qualifications Due No Later than:

2:00 pm / Thursday, September 7, 2023

INTRODUCTION

The Board of Trustees of the Gregory-Portland ISD (“District” or “Board”) is seeking one or more qualified firms to provide Construction Management Services in connection with management of various district projects. It is the intent of the District to invite interested parties to submit statements of qualifications for the work, as outlined below.

BACKGROUND

The Board of Trustees of the Gregory-Portland ISD is seeking one or more Construction Management Consultants to provide Project Management and Related Services on a job order/task order project-by-project basis as needed in the discretion of the District in connection with the management of various facilities planning and construction projects for the Gregory-Portland ISD (“G-PISD”). Selected consultant/s are to perform various duties on an agreed job order basis related to planning and managing one or more of the District’s major capital construction projects, institutional construction projects (Project Management team), or maintenance and operations projects (M&O). If included in the scope of an agreed job order, consultant may also be required to assist the District with pre-project planning processes to include managing other consultants in the execution of utilization studies, educational adequacy assessments, demography studies, master planning and long-range capital planning.

KEY EVENTS SCHEDULE

Critical solicitation schedule milestones are:

Issue RFQ	August 17, 2023
Pre-Submittal Conference	August 31, 2023
Due Date for Questions	September 5, 2023 @ 12 NOON
RFQ Submittal Deadline	September 7, 2023 @ 2:00 PM

PRE-PROPOSAL CONFERENCE

Gregory-Portland ISD Construction will hold a voluntary virtual and in person pre-submittal conference at 10:00 a.m. CDT, on August 31, 2023, at 1100 Lang Road., Portland, TX 78374. Any interested parties, respondents, or potential subcontractors may attend the Pre-submittal meeting in person or request an invite link to attend virtually. The pre-submittal conference will allow the District to review all of the ongoing/upcoming projects and allow respondents an opportunity to ask District’s representatives relevant questions and clarify provisions of this RFQ.

SCOPE OF SERVICES

A selected Construction Manager Consultant will be expected to assist the District with oversight and management of specified projects, as explicitly agreed in one or more written job/task orders on a project-by-project basis.

While the District may need assistance with a wide range of Construction Management services,

it is the District’s primary intent to utilize this process to retain one or more Project Management firm(s) to provide highly qualified personnel to augment the District for specific tasks related to delivery of capital projects. The general scope of services is to provide project management services will be specifically identified in writing by the District on an assignment-specific basis (“Task Order”). Each job order or task order issued to a construction management consultant shall clearly describe in detail: (a) the proposed scope of work to be performed by the consultant under the specific job/task order and (b) a not-to-exceed cost/fee to be paid to consultant for performance of the scope of work detailed in the specific job/task order. Services shall be provided in coordination with a given project’s design consultants and construction contractors, in support of the District’s workforce members assigned to execute planning, design and construction projects. Successful respondents will provide project management services to the District and report to a G-PISD-appointed Task Order representative for the particular tasks or projects to which they are assigned. The successful respondent(s) will in no manner be expected to perform professional design work, nor act in any capacity of architect or engineer of record for projects, nor be at risk for construction of the project.

If expressly included in the scope of a given Task Order executed and issued by G-PISD to a construction management consultant, the extent of services may include any one or a combination of the following:

- Staff augmentation in areas of project management, construction management, or other areas of expertise normally associated with planning, design and construction of projects.
- Assist G-PISD in Managing the planning, design and execution of complex projects by providing project leadership, communication, coordination and conflict resolution to ensure project goals are met.
- Assist G-PISD in Managing project from initiation through completion of design, construction and commissioning, activation, and warranty resolution. Assist G-PISD in project budget, schedule, and procurement of design and construction services. Drive progress of consultants to achieve expected functionality and recommend alternatives to recover schedule delays. Facilitate timely decisions by campus representatives and report progress and issues impacting the project goals to stakeholders.
- Apply project control processes to track progress, for consistency, to mitigate risks, and to assure compliance with applicable state and federal statutes and regulations.
- Endeavor to ensure design and construction documents comply with project requirements. Facilitate timely review of contract documents by G-PISD appropriate workforce members and consultants at Pre- design, Schematic Design, Design Development, and Construction Document phases of the project.
- During construction, provide support to Construction Managers, QA Inspectors, and institution staff in management of construction activities and processes.
- Review and endorse project expenditures for consultant services, service contracts, and construction pay applications.

- The Respondent may propose all or part of these project phases and shall state which support services are included in their Statement of Qualifications.

The services included in a Project Management task/job order on a project-by-project basis, if expressly specified in the executed written task/job order, may include overall project management services, assist in budgeting for various district projects, assisting G-PISD in upfront programming of needs, assisting the District's committee during programming, assisting the District with procuring of professional Services, procuring of Material Testing, oversight of construction with at least one member of the Offeror's team being a Certified Construction Manager (CCM), and Construction Manager oversight of and assistance with solicitation of requests for proposals from prime contractors, development of scopes of work, construction standards, scheduling, independent third party estimating by a Certified Professional Estimator (CPE), bidding and negotiations, design review (with regard to costs, schedule and constructability), quality assurance, on-site inspection, review of contractor pay applications, associated project/construction administration, monthly report, and construction close-out.

If expressly included in the scope of a given Task Order executed and issued by G-PISD to a construction management consultant, services may also include various planning projects associated with long range planning of District facilities to include management of other District held consultants or direct execution of:

- Facilities Conditions Assessments
- Utilization Studies
- Educational Adequacy Assessments
- Demography Studies
- Educational Specifications
- Master Planning
- Long Range Planning

The selected individual(s) or firm(s) will coordinate with the project architects, engineers, contractors and other consultants. The duties, authority and responsibilities of a given construction management consultant retained by the District shall be as prescribed in an executed job/task order and shall not supersede, replace or override the customary contractual duties, responsibilities and authority of the project architect and/or project engineer retained by the District for District construction projects. The District will hold all construction contracts and is seeking a relationship with the Construction Management firm as defined by Texas Government Code Chapter 2269, Subchapter E.

INSURANCE REQUIREMENTS

The Construction Manager must maintain professional liability or errors and omissions insurance in a minimum amount of at least \$1,000,000 per occurrence during the term of the project. The Construction Manager may not self-perform any work in the Program or serve as a subcontractor on any project in the Program.

TERM OF AGREEMENT

The District anticipates selecting one or more construction management firms to serve as a pool of pre-qualified consultants to provide construction management services to the District on a non-exclusive basis for up to two (2) years on a job/task order basis as needed by the District. Services shall be performed in accordance with: (a) the Notice of Award issued by the District, (2) the terms and conditions of each specific job/task order executed between the consultant and the District on a project-by-project basis. The District may extend the Agreement for up to two (2) additional one (1) year terms, by mutual agreement of the parties. Task/job orders shall be issued at the discretion of the District, and an executed task order may be terminated by the District at any time without cause upon giving consultant at least seven days advance notice of termination (if terminated without cause, consultant shall be compensated for services performed through the date of termination).

SELECTION PROCESS FOR CONSTRUCTION MANAGEMENT SERVICES

The selection of one or more firms to provide Construction Management Services will be made on the basis of demonstrated competence and qualifications in accordance with Texas Government Code section 2269.207. In phase one of the selection process, the Board will review all Statements of Qualifications received by the deadline and evaluate each Offeror's experience, technical competence, capability to perform, past performance, references and other relevant factors submitted in response to this Request for Qualifications. Fees/pricing will NOT be considered in the evaluation of the demonstrated competence and qualifications of responding construction management firms and must NOT be included in the response to this RFQ. No pricing information will be sought, and none may be provided until the commencement of contract negotiations with the selected firm(s). The District may select multiple finalists to participate in interviews, at its discretion. At the end of the evaluation process, the District will score and rank finalists using the following weighted selection criteria:

CRITERIA:

- 1. Reputation of the 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 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)**

Based on the final rankings, the District will select the firm(s) it believes to be the most highly qualified and may attempt to negotiate an acceptable contract with such firm(s) for one or more

projects.

GREGORY-PORTLAND ISD RESERVATIONS

THE DISTRICT RESERVES THE RIGHT TO WAIVE ANY IRREGULARITIES OR TECHNICALITIES AND MAKE ANY DECISION THAT THEY JUDGE IS IN THE BEST INTEREST OF DISTRICT. THIS REQUEST FOR QUALIFICATIONS DOES NOT OBLIGATE (ENTITY) TO AWARD A CONTRACT OR PAY ANY COSTS INCURRED BY THE OFFEROR IN THE PREPARATION AND SUBMITTAL OF A STATEMENT OF QUALIFICATIONS. THE DISTRICT, IN ITS OWN DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY OFFER AND/OR REJECT ANY AND ALL STATEMENTS OF QUALIFICATIONS WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS REQUEST FOR QUALIFICATIONS. BY SUBMITTING A STATEMENT OF QUALIFICATIONS, OFFEROR AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST (THE DISTRICT AND ITS TRUSTEES, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY FIRM; (2) ANY REQUIREMENTS UNDER THE SOLICITATION OR RELATED DOCUMENTS; (3) THE SELECTION OR NON-SELECTION OF ANY FIRM, THE REJECTION OF ANY FIRM; AND/OR THE AWARD OF A CONTRACT, IF ANY.

The District may request clarification from firms for the purpose of eliminating minor errors, and/or non-substantive irregularities. Clarification does not give a firm the opportunity to revise, change, or modify its statement of qualifications except to the extent of correction of the error. The District reserves the right to require additional information from firms and to conduct necessary investigations to determine firm's competence and qualifications and/or the accuracy of information. the District assumes no financial responsibility for any costs incurred by firms in developing and submitting a statement of qualifications or any amendments or addenda, participating in any negotiation sessions or discussions, or any other costs incurred by firms pursuant to this RFQ. Responses to this RFQ shall include the complete submission requirements in the sequence and format prescribed in that section. Interested firms will submit One Original response (clearly marked as original), three copies (clearly marked as copy) and one electronic version (flash drive or CD) of their response to the following address:

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

All questions should be addressed via email to Chris Casarez, **no later than 12 pm on September 1, 2023**. Responses will be issued via Q & A with corresponding RFQ at: www.g-pisd.org> Departments & Services> Business/Payroll>Vendor Opportunities.

All inquiries concerning this RFQ are to be directed in writing only to the District's RFQ Representative: Chris Casarez, Purchasing Coordinator. Attempts by a respondent to contact

members of the G-PISD Board of Trustees, RFQ Selection Committee Members, Superintendent of Schools, Assistant Superintendent, Directors, or other employees of the District (other than the district's RFQ Representative, regarding this RFQ during the period beginning with the issuance of this RFQ through the date of approval of award, are strictly prohibited. Any attempt by a responding firm or representative of the firm to contact or influence a member or members of the aforementioned, will be grounds to disqualify a firm from award for services under this RFQ.

SUBMISSION DEADLINE FOR STATEMENTS OF QUALIFICATIONS

Deadline for receipt of submissions is 2:00 pm on Thursday, September 7, 2023

Interested firms will submit One Original response (clearly marked as original), three copies (clearly marked as copy) and one electronic version (flash drive or CD) of their response to the following address:

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

All questions should be addressed via email to Chris Casarez, **no later than 12:00 pm on September 1, 2023**. Responses will be issued via Q & A underneath our RFQ on the District Website and directly to all registered firms.

Statements of qualifications must be submitted in sufficient time to be received and time-stamped at the above location on or before the published deadline date and time. Statements received after the published deadline time and date cannot be considered and will be returned unopened. Electronic, email, telephone, telegram and facsimile statements of qualifications will not be accepted.

The top-ranking firms may be contacted to complete an Interview (online or/in person) by September 14, 2023.

SUBMISSION REQUIREMENTS

Please include the following in your submission:

- 1) **Cover Letter** - Provide a one-page cover letter introducing the firm and any other pertinent information concerning the firm's specific qualifications for the services.
- 2) **Firm Description** - Provide firm name, address, contact, and number of years providing project management services.

All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project. For the office responsible, please provide an Organizational Chart depicting:

- a) Key staff proposed for the District's projects.
 - b) Staff members who will be involved in supporting program/project management services.
- 3) **Project Team** - For each key team member proposed, provide a one-page resume with the following information:
 - a) Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm. Key staff to include a Certified Construction Manager (CCM) in project leadership capacity and a Texas Registered Architect to review design on behalf of the District. (Must be employees of prime firm at time of submission.)
 - b) List of personnel experience specifically in the educational facilities market.
 - c) Involvement, if any, in terms of roles and responsibilities on the firm's experience.
 - d) For team members in a project support role, provide a half page resume with the following information:
 - i) Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm including a Certified Professional Estimator (CPE).
 - ii) List of personnel experience specifically in the educational market.
 - 4) **Technical Approach & Methodology** - Describe how your firm team will plan, implement and manage a project task order utilizing a project management software provided by the firm selected.
 - 5) **References** - Identify three local relevant entities for which your proposed personnel have provided services (within the last 5 years) or are currently providing comparable project management services of similar size and scope. For each client, provide the following:
 - e) The name of the client, the scope of the work being managed in terms of numbers of projects and total cost, and the status of the work.
 - f) The name, position, phone number and email address of the individual at the entity to whom the Construction Manager reported.
 - g) The name of the architect(s) responsible for major projects managed. Provide the name, phone number and email address for a contact with each architectural firm.
 - 6) **Joint Responses.** Responses must be submitted individually. Joint responses will not be considered.

- 7) **Insurance.** Submit a copy of your firm's Professional Liability/E&O, Auto, CGL and Workers' Compensation insurance coverage certificate(s).

- 8) **Attached Submission Forms:** The vendor submission packet must include the required attachments, signed and included with each firm's submission.
 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)

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 _____