

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



**REQUEST FOR QUALIFICATIONS**  
**#2425-04**

Professional Architectural Services for one or more  
of Six (6) Bond 2025 Projects

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

**ARCHITECTURAL SERVICES**

For One or More of the Following Six (6) Projects:

- 1) Visual & Performing Arts Academic Center
- 2) High School Additions & Renovations
- 3) Career & Technical (CTE) Additions & Renovations
- 4) Parking Lot Improvements – High School Complex
- 5) Demolition of Aging Facilities/Structures
- 6) Elementary Playground Improvements

Services to Include Design and Construction Contract Administration.

Qualifications will be accepted until 2:00 p.m. on Thursday June 5, 2025 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# 2425-04 Professional Architectural Services**

Proposers are to submit ten (10) 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**

Proposal information and electronic copies of the Submittal Requirements are available at:  
[www.g-pisd.org](http://www.g-pisd.org)> Departments & Services> Business/Finance>Vendor Opportunities

## **EVALUATION CRITERIA**

The decision to select an architectural 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 (5 Points), Interviews, if conducted (5 Points)

## **INSTRUCTIONS/QUESTIONNAIRE** **ARCHITECTECTUAL SERVICES**

The District intends to rank and select an architectural firm for each of the Six (6) projects and present the selected firm or firms at the next Board meeting scheduled for June 16, 2025. The District reserves the right to award the Six (6) projects to one or more 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 with the District in accordance with an agreed schedule for the Project(s).

### **INFORMATION REGARDING EACH OF THE SEVEN PROJECTS**

Each of the projects is further described as follows:

- 1) Visual & Performing Arts Academic Center- \$60,000,000
- 2) High School Additions & Renovations- \$25,000,000
- 3) Career & Technical (CTE) Additions & Renovations- \$20,000,000
- 4) Parking Lot Improvements – High School Complex-\$5,000,000
- 5) Demolition of Aging Facilities/Structures- \$2,500,000
- 6) Elementary Playground Improvements- \$2,500,000

All interested and qualified architectural firms are invited to submit a statement of their competence and qualifications, explicitly stating which one or more of the Six (6) specific projects the firm wants to be considered for, and consisting of the following:

## **GENERAL QUALIFICATIONS**

The architectural firm should have experience and expertise with programming, cost estimating, planning and designing, and administering school facility construction projects for Texas school districts or other public facilities with similar regulatory and legal requirements. The firm will be involved with the initial assessment, cost estimating, and development of preliminary concept drawings relating to the awarded project/s (the “Project”). It is intended that the selected firm(s) shall be responsible for full design and administration of any renovation and/or construction undertaken by the District. The firm need not 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 the architectural firm
2. Business address
3. Explicitly specify which one or more of the Six (6) projects the firm wants to be considered for
4. Contact individual, telephone and e-mail address
5. Type of organization, i.e., sole proprietorship, partnership or corporation
6. General statement of qualifications for each specific project that the firm wants to be considered for
7. 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
8. Key personnel proposed to be assigned to project
9. Registrations, licenses, and certifications
10. General experience and expertise related to school district project assessment and design, project planning and construction; include a list and brief description of all major school facility projects performed in the last five years, with an emphasis on facilities of similar nature and scope to the G-PISD project/s the firm wants to be considered for under this RFQ. If the firm proposed to perform the services does not have 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 firm will communicate and collaborate with the School District and community in the assessment, design and administration of the project(s) given the distance from the firm’s office to the District.
11. List and explain all claims and litigation involving the firm in the last 5 years, including mediation or arbitration proceedings, if any.
12. Statement regarding the ability of the firm to provide the following, if so requested by the District:

- Bank references
- Insurance certificates
- Audited financial statements

13. Statement of any potential conflicts of interest

14. Business references, particularly other school projects

15. District intends to use competitive sealed proposals as the construction delivery method. If the firm prefers an alternative delivery method, explain.

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 firms use an AIA B305, and supplement with the additional information requested.

## **TERMS AND CONDITIONS**

The 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 by the firm 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. The District intends to award a separate project architect contract for each of the Six (6) projects, however the District reserves the right not to award a contract for one or more of the Six (6) projects. District also reserves the right to award one or more of the Six (6) projects to a single firm depending on qualifications and best fit for each project.

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 firm. Any notice required or permitted to be delivered to the firm 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 firm'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 firm will be limited to services performed and accepted by the District prior to the date of such termination.

## **INQUIRIES AND INTERPRETATIONS**

All inquiries are to be made in writing to: Chris Casarez, Purchasing Coordinator (ccasarez@g-pisd.org). Responses to inquiries 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](http://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**

First Published Notice for RFQs:	May 15, 2025
Deadline to receive RFQ's:	June 5, 2025
Notify Shortlist Parties (for Interview):	June 10, 2025
Interviews (in person or virtual if needed):	June 12, 2025
Rank Firms:	June 16, 2025
Selected Party submitted for Board Approval:	June 16, 2025
Begin Negotiations (Gov't Code 2254.004):	June 20, 2025
Board Action on A/E Contract:	July 21, 2025

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 for each of the Six (6) projects 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.

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 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 architectural firms and must NOT be included in the Response to this RFQ.

The District intends to approve the contract with the selected firm(s) within 45 days of being selected. The District intends to use a non-AIA owner/architectural contract in substantially the form attached to this RFQ and fees may be discussed after the 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 A/E'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/s selected for final consideration will be notified when the Board approves the final ranking of firms for each of the Six (6) projects, 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.

## **PROJECT SCOPE AND DESCRIPTION**

The architectural firm's duties may include: assessing current school district facility site and drainage needs, prioritizing facility needs, construction cost estimating, planning, programming, designing, administration of drainage improvements construction/renovation, producing construction documents, assisting with advertising for bids/proposals, assisting with evaluating the bids/proposals, overseeing the project, authorizing payments to contractor(s), etc. The firm(s) selected will be required to provide related disciplines necessary to address all design needs of the work (i.e. structural, civil engineering, FF&E (furniture, fixtures and equipment), IT and security design for the facility, etc.). It is the intention of the District to designate and separately retain an engineering firm(s) to provide District and Architect the mechanical, electrical and plumbing ("MEP") engineering subconsultant services for these projects, as contemplated by Section 1 of the Sample Project Architect's Contract.

### **Scope of Services**

This Request for Qualifications (RFQ) seeks Architectural firm(s) to provide professional services including, but not limited to, the design and administration of construction of the specified Six (6) Gregory Portland ISD 2025 Bond Program Projects, considering current site needs and future expansion of the site.

### **In General**

As part of the planning process the firm(s), in coordination with District staff, shall:

1. Facilitate construction cost estimates and assist with facility needs assessment
2. Develop cost effective alternatives
3. Evaluate constructability
4. Foster a high level of quality in design
5. Identify critical design issues related to the site and to the District's mission and assist in resolution of such issues, as needed
6. Provide ongoing cost estimating
7. Provide full architectural/engineering services for the design and construction contract administrations for the above identified improvements

### **Construction Phase**

The firm shall provide construction contract administration and related services. The details of the construction phase services of the firm will be determined as the planning process progresses.

### **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 (Attachment F)  
(Vendor must complete on-line at [www.ethics.state.tx.us](http://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.



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

**OFFICE USE ONLY**

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).

Date Received

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.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**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.**

\_\_\_\_\_  
~~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)(8), excluding gifts described in Section 176.003(a-1).

**U** \_\_\_\_\_  
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 0 MB, A-102, Common Rule ( \_ .36)

Vendor Name \_\_\_\_\_

Authorized Company Official's Name \_\_\_\_\_

Signature of Company Official \_\_\_\_\_ Date \_\_\_\_\_

Vendor E-mail Address .....

Vendor Telephone Number \_\_\_\_\_