

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



REQUEST FOR QUALIFICATIONS
#2526-02

Professional Architectural and Project
Management Services for District-Wide Hail
Storm Recovery Repairs

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

ARCHITECTURAL SERVICES

Services to Include Design, Project Management Services and Construction Contract Administration as described herein.

Qualifications will be accepted until 2:00 p.m. on Thursday March 19, 2026 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# 2526-02 Professional Architectural and
project Management Services for District-Wide
Hail Storm Recovery Repairs**

Proposers are to submit Five (5) 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> 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)

THIS PROCUREMENT IS CONDUCTED IN STRICT COMPLIANCE WITH THE TEXAS PROFESSIONAL SERVICES PROCUREMENT ACT (TEXAS GOVERNMENT CODE CHAPTER 2254). FIRMS WILL BE RANKED SOLELY ON DEMONSTRATED COMPETENCE AND QUALIFICATIONS. THE DISTRICT WILL NEGOTIATE A CONTRACT AND FAIR AND REASONABLE FEE WITH THE HIGHEST-RANKED FIRM(S) PRIOR TO ENTERING INTO ANY AGREEMENT.

INSTRUCTIONS/QUESTIONNAIRE **ARCHITECTURAL SERVICES**

The District intends to rank and select one or more architectural firm(s) and present the selected firm(s) for Board consideration at the District’s next Board meeting scheduled for March 23, 2026. The District reserves the right to award the project to one or more firms depending on qualifications and best fit for each project. The firm(s) 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 THE PROJECT

The scope of services under this RFQ will include professional design, construction administration, and enhanced project management support for the District’s repair and renovation project associated with property damage currently estimated at approximately \$6,800,000. This valuation reflects a preliminary insurance estimate and is subject to adjustment, as the final repair cost will be determined upon receipt and evaluation of contractor bids. The District anticipates that the total repair effort may be divided into multiple bid packages or project scopes, as appropriate, to facilitate efficient procurement, scheduling, and project delivery.

All interested and qualified architectural firms are invited to submit a statement of their competence and qualifications, 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 repair/renovation 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 the District’s intent that the selected firm(s) shall be responsible for providing full architectural design services and construction administration for any renovation and/or construction projects undertaken by the District, together with the enhanced project management services described herein. The architectural firm may engage qualified subconsultants to perform one or more elements of the scope of services; however, the selected firm shall remain fully responsible for the coordination, performance, and quality of all services provided. 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. Contact individual, telephone and e-mail address
4. Type of organization, i.e., sole proprietorship, partnership or corporation
5. General statement of qualifications for each specific project that the firm wants to be considered for
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 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.
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
 14. 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 project architect contract for the project, however the 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 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 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

First Published Notice for RFQs:	February 26, 2026
Deadline to receive RFQ's:	March 19, 2026
Rank Firms:	March 20, 2026
Selected Party submitted for Board Approval:	March 23, 2026
Begin Negotiations (Gov't Code 2254.004):	March 24, 2026
Board Action on A/E Contract:	April 20, 2026

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.

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 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 \$2 million per claim and \$2 million in the aggregate, Commercial General Liability of at least \$1 million per claim and \$2 million in the aggregate, commercial 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.). The Architect shall coordinate with District-retained engineering consultants and incorporate their work into the construction documents; however, such consultants shall remain directly contracted with and responsible to the District, as contemplated by Section 1 of the Sample Project Architect's Contract.

Scope of Services

This Request for Qualifications ("RFQ") seeks to identify qualified architectural firm(s) to provide comprehensive professional architectural and design services, including, but not limited to, construction administration, together with expanded project management and oversight services that exceed the traditional "Basic Services" customarily provided under standard architectural agreements.

In addition to customary design and construction administration services, the selected firm will be expected to support the District's internal construction team by providing enhanced project management support throughout the planning, design, procurement, and construction phases. These enhanced services shall include review of all damage assessment reports, proactive coordination with the District team, increased on-site presence during construction, detailed schedule and budget monitoring, advanced reporting, and structured stakeholder communication. The intent is to provide regular oversight as appropriate to the scale of the project, strengthen accountability, improve transparency, and support timely and cost-effective project delivery.

Services will include project management and administration for repair, renovation, and/or new construction projects, with careful consideration given to existing site needs, operational continuity, and long-term campus planning objectives. The selected firm shall demonstrate the capacity, staffing, and systems necessary to provide this elevated level of oversight in accordance with the professional standard of care applicable to architectural services in the State of Texas.

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 final 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)

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.

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).

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.

OFFICE USE ONLY

Date Received

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

 Name of signatory

 Signature

 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 Email Address _____

Vendor Telephone Number _____