



REQUEST FOR QUALIFICATIONS
HVAC Engineering Design
Services

Logistics

DISTRICT CONTACTS FOR QUESTIONS

Mr. Jeff Fisher

Asst. Supt. Of Finance

Phone: 903-473-2222

Email: fisherj@rainsisd.org

REQUEST FOR STATEMENT OF QUALIFICATIONS

This is an invitation and request for Statement of Qualifications from engineering firms. Services to be provided include customary engineering services. Depending upon the requirements of the specific assignment, additional disciplines may also be necessary, such as Access Control and others. These services shall be included in the engineer's scope by either in-house specialists or consultants. The contract will be executed between Rains ISD and the engineer will be Rains Independent School District "Agreement for Design Consultant Services" dated upon approval. Responses to this Request for Statement of Qualifications will be received at the time and location designated and shall include the information requested hereafter.

After evaluation of Statements of Qualifications, the district will make a recommendation for contract approval to the Rains ISD School Board of Trustees for their action.

DUE DATE

Qualifications must be submitted by **November 2, 2021**, no later than **2:00 PM** (local time). See "Instructions" in the Submission Requirements section of this document for details. No submissions will be accepted after this time.

FEES

This Request for Qualifications does not ask for fee information. Upon selection of a consultant, Rains ISD will meet with the selected firm to negotiate a Fee.

ANTICIPATED SCHEDULE OF EVENTS

- | | |
|-------------------------------------|---------------------------|
| ➤ Request for qualifications issued | September 21, 2021 |
| ➤ Written questions due | October 18, 2021 |
| ➤ Qualifications due (by 2:00 PM) | November 2, 2021 |
| ➤ School Board approval | November 8, 2021 |

Every effort will be made to adhere to the schedule set forth. The date of notification is subject to extension in the event that further clarifications is in the best interest of the district and in the event the School District requires more time to assure that the selection of the consultant is in accordance with its policies, rules, and regulations.

SELECTION CRITERIA

The firm(s) will be selected based upon a one-step evaluation. Preference will be given to local and or partnering with local firms proposing. The elements of evaluation and recommendation will include:

- Quality, Volume and Innovative High School and Middle School Designs
- Proposing Firm's Resources/Proposed Team.
- Technical Resources including BIM Resources, Estimating, and Construction Support
- Past or Present Litigation
- Overall Form and Format of Submission (including ability to be concise and brief)
- History of work with Rains ISD

INSTRUCTIONS FOR SUBMISSION – MINIMUM REQUIREMENTS

Submittals for Minimum Requirements shall be prepared simply and economically and shall provide concise answers to the requested information in the order and format prescribed. Failure to do so may be cause for disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response. A total of five (5) copies of each submittal shall be neatly packaged and sealed, with the address of the recipient affixed to the exterior face.

1. Engineer's Introductory Letter of Interest

This document should be prepared and signed jointly by the Partner-in-Charge and the proposed Project Manager assigned to Rains ISD for these proposed project(s)—a statement in essay form that allows personal expression as to:

- a. Why you believe your firm and the individuals assigned are aptly suited to perform services for Rains ISD.
- b. What special qualities/attributes you and your firm possess that would render superior performance on your assignment.
- c. Specific instances where other public schools or clients have benefited because of your association with their construction program and similar projects.

Please limit your essay to two letter-size pages.

2. Information Required:

- A. Comment on your firm's qualifications, including general information and brief history of the firm, a chronology of the firm's origin through its current status and any changes in ownership, locale, or addresses since its inception.
- B. Comment on your firm's ability and commitment to provide errors and omissions as well as professional liability insurance, in limits of not less than \$1 million, effective for at least 2 years after date of substantial completion.
- C. Comment on your firm's ability to determine programming and processes to insure facility design meets curriculum needs.
- D. Document on the areas you would utilize consulting services of other firms, which firms you would consider including on your team, your history with the firm and individuals, and why they are best suited for working with you and Rains ISD.

- E. Provide a listing of lawsuits or litigation within the past five years including a brief description, the status or outcome, and any comments.

3. **Project Team:**

Include an organizational chart that depicts reporting responsibilities and organization of team members. This chart must specifically identify the Principal in Charge, Project Manager, Lead Engineer, and Construction Administrator. Include on this Organization chart the sub consulting team proposed for these potential projects.

4. **Related Work Experience:**

- Provide a listing of your completed and in design new HVAC systems for schools.
- Provide a list of the 4 to 6 most recent projects completed or in design.
- Provide examples which are located in Northeast or North Texas first then the state of Texas.

Providing this information constitutes the respondent's invitation to Rains ISD to contact the persons listed.

The list shall include, in this order, one project per letter-sized page:

- Name of Owner/Client
- Telephone Number
- Owner Contact
- Telephone Number
- Name of Project/Building
- Description of Project
- Size in square footage of project
- Date of Construction Contract
- Date of Substantial Completion
- Dollar value of Construction Budget at beginning of Design
- Dollar value of Construction at Date of Construction Contract
- Dollar value of Construction at Completion of Contract
- Partner in Charge
- Project Manager

5. **Submission Materials:**

The physical size of all submission materials shall be limited to an 8 ½ by 11 format, bound securely. Please avoid redundant and repetitious materials, limit the overall submittal packet to maximum of 30 pages.

6. **Supplemental Information:**

It is unnecessary to provide supplemental information. However, if the respondent so chooses, additional information may be provided in the form of promotional brochures or similar material not exceeding 8 ½ x 11" in size or over 10 pages of material.

7. Submittal Deadline:

Provide five (2) copies of your submittal, packaged, and marked as:

Statement of Qualifications – Engineering Services

Due no later than **2:00 PM (local time)** on **November 2, 2021**, to:

**Mr. Jeff Fisher
Asst. Supt. of Finance
Rains ISD
1759 West US HWY 69
Emory, Texas 75440**

Telephone, electronic or facsimile submissions will not be considered. Submissions received after the time and date of closing will not be considered. The district reserves the right to reject any or all qualifications and to waive informalities and minor irregularities in qualifications received, and to accept any portion of a qualification or all of the qualifications if deemed in the best interest of the district to do so. Rains ISD will not be liable for any costs incurred by firms in preparation of these requested qualifications or in answering to the Request for Qualifications.

The request for Qualifications contains specific requests for information. In those cases where specific and mandatory requirements are stated, material failure to meet those requirements will result in disqualification of the firm's response.

This RFQ in no manner obligates the district to eventual purchase of any services, products or equipment described, implied, or which may be proposed, until confirmed by written contract. Progress towards this end is solely at the discretion of the district and may be terminated without penalty or obligation at any time prior to the signing of a contract. The district reserves the right to cancel this RFQ at any time for any reason and to reject any or all qualifications completely or in part. The proposing firms are restricted from contact with anyone in Rains ISD including Board of Trustees, administration, superintendent, and staff. All communications to Rains ISD must be through Jeff Fisher, Asst. Supt. of Finance. If any firms are found to have offended this requirement, the offending firm will be disqualified.

Project Overview

Rains Independent School District is considering design work for potential future projects. These projects could include new HVAC systems for our Junior High School.

Rains ISD is seeking to select a qualified engineer(s) to work with Rains ISD. The consultants will be pre-qualified throughout the program. The Engineer will work with Rains ISD in on the design and documentation of the potential project. (s) including coordination district and community design review, cost review and value engineering.

The selected Engineer will coordinate its work with the Director of Facility Services or his designated representative. The Engineer shall provide pre-construction and construction phase professional services and any other services as outlined in this RFQ and otherwise required by Rains ISD using method(s) that will facilitate construction of the project according to schedules from start of construction to completion. It is anticipated that the project delivery method used for this project will be CSP. The project(s) Construction Delivery Method and project construction services requirements will be determined by the school board at a later date.

E Scope of Work

Presented below is a general outline of consultant services that may be required for this project and this scope of work will be added to the contract for services if a contract is developed for these projects.

Pre-Design Services

Conduct a pre-design meeting with Rains ISD staff to establish criteria for design of the facility. Participate and prepare minutes in pre-design meetings with Rains ISD, site committees and other consultants' meetings to develop programming, site layouts, conceptual budgeting and when gathering existing available site information provided by the Rains ISD.

Design Services

Prepare schematic design drawings, existing conditions base documents, design development drawings, and construction drawings; final construction documents; and bid documents for all work outlined in the beginning of this section in compliance with current local Building Codes, other applicable ordinances, and municipal, state and federal regulatory requirements. Prepare and distribute meeting minutes.

1. Existing Conditions Base Documents

- a. Attend meetings. Lead engineer and consultants as required.
- b. Engineer team is to conduct a thorough visual survey of the Site, verify and document the existing conditions in base drawings to be used for the design work.
- c. These base drawings shall include (at a minimum) mechanical, plumbing and electrical floor plans and site plans for each discipline. These will be part of the schematic design phase in addition to any new design and other work.

2. Schematic Design Phase

- a. Provide programming, schematic design documents, drawings, and outline specifications developed around the District technical specifications, district templates, and standards.
- b. Provide certification that the design can be constructed within the District's budget.
- c. Respond in writing to design review comments from the Asst. Supt. Of Finance or his designee.
- d. Provide certification that the design can be constructed within the budget.
- e. Make submittals to the Department of Education, the Fire Marshal's office, County of Rains, and any other required agencies. Submittal will be coordinated through the Asst. Supt. Of Finance.

3. Design Development Phase

- a. Attend meetings. Lead Engineer and consultants as required.
- b. Development of the approved schematic phase documents and base drawings to design development level for submittals to the Rains ISD. Submittals shall have accurately sized all equipment and materials to a degree that an accurate cost estimate can be prepared.

- c. Develop alternates as required to allow options to keep project within budget.
- d. Provide value engineering recommendations and solutions if budget constraints are exceeded.
- e. Respond in writing to design review comments from the Asst. Supt. Of Finance or his designee and incorporate those approved by the Rains ISD.
- f. Provide certification that the design can be constructed within the budget.

4. Construction Documents

- a. Attend meetings. Lead Engineer and consultants as required.
- b. Coordinate and integrate Rains ISD requested changes, owner-supplied equipment and pre-purchased materials as applicable.
- c. Provide documents that are fully coordinated with each design discipline including the site abatement and demolition work.
- d. Produce complete documents required for Rains ISD to advertise for construction bids, including construction cost estimates. All drawings and specification shall be stamped and signed by Texas licensed engineers.
- e. Respond in writing to design review comments from the Asst. Supt. Of Finance or his designee and incorporate those approved by the Rains ISD.
- f. Provide certification that the design can be constructed within the budget.
- g. Make submittals to the Department of Education, the Fire Marshal's office, County of Rains and any other required Agencies. Submittal will be coordinated through the Director of Facility Services or his designee.

5. Design Review Procedures and Value Engineering

- a. Design Review - Designer will comply with requirements of the Rains ISD design review process. This includes meetings with the Asst. Supt. Of Finance or his designee to review the design comments and incorporation of design review comments into the design document where directed by the District.
- b. The Design team may be asked to attend a Value Engineering Workshop for each discipline in the design team for 1 to 2 days.

6. Pre-bid Services

- a. To be determined based upon the delivery method selected by the Rains ISD Board of Trustees. The engineer will be required to be an active participant of all phases of the bidding and procurement for the project (s).

Construction Support Services

- 1. Attend bid openings, board meetings, pre-bid meetings, pre-construction meetings and prepare agenda.
- 2. Participate in Teaming sessions during the course of the contract.
- 3. Respond to Requests for Information (RFI) and other inquiries from the field.
- 4. Prepare and issue Engineering Supplemental Instructions (ESI) as required.
- 5. Prepare design changes to the work initiated by Rains ISD.
- 6. Review and approve submittals, shop drawings, substitutions, and change orders.
- 7. Attend onsite construction meetings and weekly coordination meetings with Design Team, and Rains ISD designee. Prepare minutes.

8. Conduct site observations as required by the Agreement with Rains ISD.
9. Administrate the expeditious issuance and completion of mechanical, electrical, plumbing, punch lists. An above ceiling MEP punch list will also be required.
10. Coordinate and interface materials testing and inspections for buildings, structures and paving executed by a local testing laboratory per the Agreement with Rains ISD.

All Phases of the Work

1. The Engineer shall work with Rains ISD, other consultants through all phases of the contract. The Engineer is also responsible for coordination and approval of his design with control agencies as applicable. The work will require meetings with various members of the team identified above, in the consultant's offices and at the construction site.
2. The Engineer shall respond to all directives from Rains ISD and/or its representatives and act in a timely manner.
3. The Engineer shall follow and implement all standard guidelines, specification and procedures used by Rains ISD.
4. The Engineer shall control and manage all sub consultants and be responsible for maintaining appropriate channels of communications with other team members. It is required that services will be performed by a firm with offices in the local area.
5. The Engineer shall obtain required approval of documents from the Rains ISD through their design approval process.
6. The Engineer shall perform all work in accordance with Rains ISD standard Agreement for services with no exceptions.
7. Rains ISD shall be responsible for all asbestos and hazardous materials testing and abatement as needed.
8. Rains ISD shall be responsible for any Phase I Environmental Site Assessment and remediation as needed.

Appendix B: General Information Sheet

Date:

Legal Name of Firm:

(If the firm is in a Joint Venture or in Association with another Engineering firm provide all information for both firms. In addition, if the firm is in a Joint Venture or Association, provide specifics contractual relationship status between the firms and how this contractual arrangement will be reflected in the agreement with Rains ISD.)

Corporation Identification Number:

Federal Employer Identification Number:

Date Office Established:

Firm's Address:

Firms Telephone #:

Website:

E-Mail:

Type of Organization (Partnership, Corporation, etc.):

Name of Principal-in-Charge, Title, License Number:

Name of Project Manager and Title:

For the firm that will serve as Engineer of Record, please provide

Total number of fulltime office staff at your firm:

Breakdown of Staff:

Licensed Engineers:

Interns:

For the past five years, the approximate total gross revenues attributed to the local office:

Approximate allocation of gross revenues of Engineer services: Approximate allocation of gross revenues specifically allocated to K-12 Education clients: Total number of school projects actually completed by this Firm in the last five years:

End of Request for Qualifications Document