

**Valley View Independent School District
Valley View, Texas**

ARCHITECTURAL SERVICES

REQUEST FOR STATEMENT OF QUALIFICATIONS

RFQ 03-001-23 FOR ARCHITECTURAL SERVICES

Pursuant to Texas Government Code 2269 – Subchapter G, this Request for Qualifications (RFQ) is intended to solicit qualifications from architectural firms (Respondents) with capabilities to develop, design, install, and manage performance at **Valley View ISD**. For the purpose of this RFQ, “Respondent” refers to any entity or team that is qualified to provide all of the energy efficiency and conservation services as listed in this request. It is the intent of Owner to select the Respondent demonstrating the **best overall value** to the Owner, and to enter into an agreement to provide comprehensive energy efficiency and conservation services to Owner.

Sealed responses shall be received no later than:

April 12, 2023 @ 9:00 A.M., LOCAL TIME

Opening will be at 2:00 P.M.

RETURN RESPONSE TO:

Name:	<u>Laura Harris</u>
Title:	<u>Purchasing Coordinator</u>
Address:	<u>9701 S. Jackson RD.</u>
City, ST Zip:	<u>Pharr, TX 78577</u>

Please mark envelope:

“ARCHITECTURAL SERVICES”

Responses received after the deadline will not be considered.

Requests for clarification of any part of this solicitation must be in writing at least ten (10) business days prior to the due date. Such requests may be emailed to Laura Harris at lharris@vviewisd.net.

Answers will be provided to all known responders as a written addendum to the RFQ. It is the responder’s responsibility to verify the issuance of Addenda in regard to this RFQ.

Table of Contents

Table of Contents	2
A - OWNER SUPPLIED INFORMATION	3
1. Purpose of Solicitation	3
2. Owner Background	3
3. Services Requested	3
4. Preliminary Project Schedule.....	3
5. Procurement Process	4
6. Instructions to Respondents.....	5
B - RESPONDENT'S SUBMITTAL	7
1. General Instructions	7
2. Required Information	8
APPENDIX A: PRELIMINARY PROJECT SCOPE	10

A – OWNER SUPPLIED INFORMATION

1. PURPOSE OF SOLICITATION

Pursuant to Texas Government Code 2269 – Subchapter G, this Request for Qualifications (RFQ) is intended to solicit qualifications from architectural firms with capabilities to develop, design, and install facility improvements. For the purpose of this RFQ, “Respondent” refers to any entity or team that is qualified to provide all of the services as listed in item A-3 below. It is the intent of Owner to select the most qualified Respondent to partner with that will provide architectural services to Owner. Owner intends to complete, at a minimum, the preliminary scope of work outlined in Appendix A. Owner retains the right to utilize this solicitation for additional work, from time to time, should additional grants or funding opportunities become available.

2. OWNER BACKGROUND

The Owner has the following campuses:

Campus	Area
All Valley View ISD Facilities	
Total Square Footage	931,358

3. SERVICES REQUESTED

Owner requests the turnkey services of an architectural firm (Respondent) with the capability to complete the following scope of work:

1. Analysis and assessment of Owner’s facilities to determine needs
2. Development of project proposal(s) for Owner’s consideration
3. Architectural Design and Engineering for future projects
4. Installation / implementation of the approved projects

4. PRELIMINARY PROJECT SCHEDULE:

VVISED issues Request for Qualifications	March 01, 2023 & March 22, 2023
VVISED receives responses to Request for Qualifications	April 12, 2023
VVISED, at our option, interviews Respondents to RFQ	<i>Owners Option</i>
VVISED Board approval of selected respondent	April 24, 2023

5. Procurement Process

a. Phase I RFQ

The Request for Qualifications (RFQ) is the first step in a multi-step process aimed at identifying one or more qualified respondents. In Phase I, the district will evaluate each respondent’s experience, technical competence, and capability to perform, the past performance of the respondent’s team and members of the

team, and other appropriate factors submitted by the team or firm in response to the request for qualifications, except that cost-related or price-related evaluation factors are not permitted.

b. Selection of Qualified Provider or Short-list of Providers

A committee has been formed to review responses submitted. Based on the selection criteria described in this document, the committee may short-list a maximum of three (3) of the most qualified respondents. The Owner may also determine that no qualified submittals have been received and reject all submittals.

c. Negotiate Future Project Development Agreement(s)

The district shall select the architectural firm that submits the proposal offering the best value for the district on the basis of the published selection criteria and on its ranking evaluations and enter into negotiations. It is anticipated that negotiations would encompass all phases of work, including but not limited to: engineering fees, preconstruction services, labor rates, contingency/risk, bonds, and markups for overhead and profit on subcontractors, as well as any other items the Owner feels are appropriate. If negotiations are successful, Owner and the highest-ranking Respondent will enter into an agreement to develop future project proposal(s). If an acceptable agreement cannot be reached between the Owner and the highest ranking Respondent, the Owner may choose to negotiate with the next highest ranking Respondent.

d. Project Development

The selected Respondent will develop future project proposal(s) based on the preliminary scope outlined in Appendix A. Owner expects the Respondent to complete the project development on a contingent basis (i.e. not bill for the development until completed and the implementation is funded) and roll the agreed upon cost of the development into the implementation cost. The owner reserves the right to pay for the development separately.

e. Project Implementation

After finalizing scope of work, the Respondent will provide turnkey engineering design and construction management services.

6. Instructions to Respondents

a. Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

b. Type of Contract

Any contract resulting from this solicitation will be in the form that meets any and all requirements of the final financing options and/or statutory requirements related to future project approvals. The District would prefer a one-year contract with the option to renew for two (2) additional (separate) one (1) year terms.

c. Clarifications and Interpretations

Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be included in an addendum and issued to each potential respondent. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due shall become a part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its response. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

d. Deadline

The Owner will receive Qualifications at the time described below.

April 12, 2023 @ 9:00 A.M., LOCAL TIME

Opening will be at 2:00 P.M.

Submit 4 four identical copies of the Qualifications to:

Name:	<u>Laura Harris</u>
Title:	<u>Purchasing Coordinator</u>
Address:	<u>9701 S. Jackson RD.</u>
City, ST Zip:	<u>Pharr, TX. 78577</u>

Late received Qualifications will be returned to the Respondent unopened.

e. Delivery and Submission

The Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

Properly submitted Qualifications will not be returned to respondents.

Qualifications materials must be enclosed in a sealed envelope (box or container); the package must clearly identify the submittal deadline, the RFQ title, and the name and return address of the respondent.

f. Point of Contact

The Owner designates the following person as its representative and Point-of-Contact for this RFQ.

Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ to the Point-of-Contact person.

Name:	<u>Laura Harris</u>
Title:	<u>Purchasing Coordinator</u>
Address:	<u>9701 S. Jackson RD.</u>
City, ST Zip:	<u>Pharr, TX 78577</u>

g. Evaluation of Qualifications

The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. Qualifications shall not include respondent's fees, pricing, or other compensation.

h. Owner's Reservation of Rights

The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP and no such representation is intended or should be construed by the issuance of this RFQ. The Owner reserves the right to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. The Owner reserves the right to waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.

i. Acceptance of Evaluation Methodology

By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.

j. No Reimbursement for Costs

Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

7. Use By Other Government Entities

Texas Education Code 44.031 (a) (5) allows for government entities, i.e. state agencies, local governments and school districts, to enter into cooperative agreements to allow the procurement process to be performed by a single entity on behalf of all those electing to participate. Any of the above entities may be granted the privilege of joining the awarded contract at the option of the successful bidder only. In the event the successful bidder allows another governmental entity to join the Owner contract, it is expressly understood that the Owner shall in no way be liable for the obligations of the joining entity.

By submitting a response to this RFQ, the Respondent agrees that, should other governmental entities with cooperative agreements with Owner be interested in this contract, all terms, conditions, specifications and pricing would apply.

B - RESPONDENT'S SUBMITTAL

1. General Instructions

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection. Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

Qualifications shall consist of answers to questions identified in this RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer. Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

2. Required Information for Phase I

Criteria 1: Unique Qualifications (25%)

- 1.1. Provide a statement of interest for the project including a narrative describing the Respondent's (and any subconsultant's) unique qualifications as they pertain to this particular project. Limit this section to 5 pages.

Criteria 2: Corporate Qualifications (10%)

- 2.1 Provide a brief history of your firm and any proposed subconsultants and/or subcontractors. At a minimum, include the following information:
 - Number of years your firm been in business under its present name;
 - All other names by which your firm has been known and length of time known by each name;
 - The address of your firm's website, if applicable;
 - Location of parent company headquarters. If international, please list international headquarters;
 - Location of office from which project will be managed; and,
 - Revenues for each of the last two (2) years for work performed **in Texas**.
- 2.2 List the complete range of services and capabilities your firm offers (e.g. energy analysis, construction management, etc.). Indicate all services which your firm performs with your own employees, and those which are usually subcontracted.
- 2.3 List any equipment manufactured by your company that may be included with this project. Describe your willingness to include other manufacturers' products. Identify and describe any business associations with equipment manufacturers or suppliers that might be specified for this project.
- 2.4 List past or present litigation in which your company is a defendant pertaining to Architectural Services.
- 2.5 List any contracts in Texas in the last ten years that were terminated by the owner prior to completion due to none performance.
- 2.6 Provide a claims history under professional malpractice insurance for the past five (5) years for the Respondent and any subconsultants or team members proposed to provide professional engineering services.

Criteria 3: Personnel Qualifications (25%)

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

- 3.1 Clearly identify who will have primary technical responsibility for engineering and design work, contract negotiations, construction management, training, and any other aspect of the project implementation or post-construction services. **Please do not list individuals that will not be assigned to the project.**
- 3.2 If applicable, provide a statement certifying to the Owner that each engineer or architect that is a member of its team was selected based on demonstrated competence and qualifications, in the manner provided by Section 2254.004, Government Code.

- 3.3 Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting for this program, along with each subconsultant and their area of responsibility.
- 3.4 Professional resumes for key personnel and their responsibilities for the duration of the Contract. Resumes should include a list of previous projects, similar in size and complexity, in which the team member has played a significant role.

Criteria 4: Program and Project Methodology (10%)

- 4.1 Describe your firm's methodology of developing and implementing comprehensive energy efficiency and conservation programs and projects for Owners. Address in detail the following key components, if provided by your firm or team, and how you would approach each one:
 - Architecture Design and Construction related strategies
 - Project development
 - Engineering and design
 - Construction and project management
 - Commissioning
 - Training

Criteria 5: References (30%)

- 5.1 Discuss your project team's experience with facility improvement projects in Texas K-12 school districts within the last 48 months **only**. List all relevant Texas **ISD** references, including the following specific information for each project:
 - Year project was completed
 - Project title and location(s)
 - Name, address, phone number and email of Owner's representative
 - Team member(s) involved and nature of team member's responsibility
 - Name of Sales / Account Manager, lead Project Developer, and lead Project Manager at time of contract execution
 - General scope of work for the program
 - Total dollar contract amount
 - Type of contract (guaranteed savings, shared savings, GMP, etc.)
 - Source(s) of project funding

APPENDIX A
PRELIMINARY PROJECT SCOPE OF WORK

1. Architecture Design and Construction Services for Valley View Independent School District

NON-COLLUSION STATEMENT & SIGNATURE SHEET

The undersigned affirms that he/she is duly authorized to execute this contract, that this company, corporation, firm partnership, or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business, or to any person affiliated with Valley View I.S.D., prior to the official opening of this proposal.

I, _____, have read the general terms and conditions.
(Print/Type Name of Company Officer)

I fully understand them and will fully execute them if I am awarded this proposal.

I have represented the truth concerning the felony conviction notification.

I fully understand the proposal specifications.

Company Name: _____

Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Authorized Signature: _____

Bidder (Print Name): _____

Official Position with Company: _____

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, 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 an 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 contract.”

This Notice is not required of a Public-Held Corporation.

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

Vendor’s Name: _____

Authorized Company Official’s Name (Printed): _____

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

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

Signature of Company Official: _____

C. 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: _____

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local government entity

This questionnaire is being filed in accordance with Chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date received

1) Name of person doing business 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 September 1 of the year for which an activity described in Section 176.006 (a) Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3)

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money.

4)

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs local government officer of the governmental entity that is the subject of this questionnaire.

Conflict of Interest Questionnaire (Continued)

**CONFLICT OF INTEREST QUESTIONNAIRE
FORM CIQ**

For vendor or other person doing business with local governmental entity

5) Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

D. Describe each affiliation or business relationship.

6) Describe any other affiliation or business relationship that might cause a conflict of interest.

7)

Signature of person doing business with the governmental entity

Date

CERTIFICATE OF INTERESTED PARTIES FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

ADD ADDITIONAL PAGES AS NECESSARY