



CHRISTOVAL INDEPENDENT SCHOOL DISTRICT

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT**

**RESPONSES ARE DUE: At the regular scheduled
board meeting on May 17 at 7:00 pm in the High
School Cafeteria located at 20454 Ranch Road ,
Christoval Texas 76935**

**Christoval Independent School District
PO Box 162
Christoval, TX 76935**

Request for Qualifications

Architect

April 19, 2023

General Request for Qualifications (RFQ):

The Christoval Independent School District ("CISD") is seeking an Architect to provide design and construction administration services on potential construction projects arising out of a potential bond election to occur in November 2023 or May, 2024. In connection with those services, CISD also seeks the Architect's pre-bond services similar to those customarily provided to Texas school districts.

It is the intent of the Board to obtain information in the request for qualifications that addresses these options.

General Qualifications

The Architect should have expertise and extensive experience in developing plans for Texas School Districts or other public facilities with similar regulatory and legal requirements. The Architect need not have a local office. However, the Architect should have experience and knowledge of local construction practices, procedures, regulations, soil and environmental conditions.

At a minimum the response to this RFQ must contain the following:

1. Name of architect and firm
2. Business address
3. Contact individual, telephone and e-mail address
4. Type of organization (i.e. partnership, corporation, etc.)
5. General statement of qualifications
6. History of firm and principals including
 - Years in business—if less than five years, previous experience of principals is critical
 - Years in business under present name
 - The former names, if any, your organization has operated under
 - Experience of business principals
7. Key personnel proposed to be assigned to project
8. Registrations, licenses, and certifications
9. General experience and experience related to school district planning and construction - include a list and brief description of all major projects performed in the last five years

10. Experience related to design of Texas school buildings. Include a list and brief description of all major Texas school projects performed in the last five years. If the Architect is not a firm with a local office, indicate the means by which it acquired experience in the CISD area and knowledge of local construction practices, procedures, regulations, soil and environmental conditions. Also indicate the means by which a non-local architectural firm will communicate and collaborate with the District and community in the design of the building given the distance from the architect's office to the District. State whether an officer or principal of your organization has been an officer or principal of another organization in the past five years when it failed to complete a project. If yes, provide details. List the major projects your organization has in progress, giving the name and location of the project, owner, contract amount, percentage complete, and scheduled completion date.
11. List and explain claims and litigation involving the firm in the last 5 years including arbitration proceedings, including:
 - Whether your organization has ever failed to complete any work awarded to it
 - If there are any judgments, claims, arbitration proceedings, or suits outstanding against your organization or its officers?
 - If your organization has filed any lawsuits or requested arbitration with regard to projects within the last 5 years
12. Provide statement regarding the ability of the firm to provide the following:
 - Insurance certificates
 - Audited financial statements
13. Fill out and submit the most recent copy of the Conflict of Interest Form CIQ promulgated by the Texas Ethics Commission
14. Fill out Felony Conviction Notification, included as Attachment A
15. Provide form 1295 from the Texas Ethics Commission
16. Provide business references
17. List any professional services provided by your organization (architectural planning, design, construction administration, engineering, mechanical engineering, electrical engineering, structural engineering, interior design, civil engineering, etc.)
18. Describe pre-bond services

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date.

Qualification Based Selection Process:

Professional services will be procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence and qualifications as determined by the Board of Trustees.

SCOPE OF SERVICES:

The Architect will be expected to recommend additional elements to be addressed in the Project master plan.

In General

As part of the planning process the Architect in coordination with the District staff and the project management firm (if one is selected) shall:

1. Evaluate and provide input on the District's Educational Program
2. Provide pre-bond services
3. Achieve objectives of the District
4. Develop cost effective alternatives
5. Evaluate constructability
6. Foster a high level of quality in design
7. Assist in the resolution of issues
8. Identify critical design issues related to the site and to the campus mission
9. Provide ongoing cost estimating
10. Full architectural services for the design of the building and the general area of the building will be provided.

Construction Phase

The details of the construction phase services of the planning firm will be determined as the planning process progresses.

SELECTION PROCESS:

Firms are requested to submit their qualifications outlining their background and experience in campus planning and building design. Selected firms will be invited to participate in interviews and formal proposals will be requested from finalists in the selection process.

SCHEDULE:

Requests for Qualifications are due no later than May 17, 2023 at 7:00 pm.

SUBMITTAL:

Submit of 8 copies of the RFQ to the following: Clint Askins at the regular scheduled board meeting May 17, 2023 at the Christoval High School Cafeterial, 20454 Ranch Road , Christoval, Texas 76935.

CONTRACT:

The District has included in this RFQ a proposed template (on a modified AIA B101 form) for the resulting contract. By submitting a response to the RFQ, the Architect represents that it has had an opportunity to review the template and that it, if selected by the District and offered the job, will agree to the proposed terms. The District reserves the right to propose and negotiate modifications to the attached template.

TERMS AND CONDITIONS CERTIFICATION

Issuance of this RFQ does not commit the District to award any Architect or pay any costs incurred in the preparation of a response to this request.

The District may ask respondents to send a representative for an oral interview prior to a formal selection. The District will not be liable for any costs incurred by the proposer in connection with such an interview.

The District reserves the right to waive any formality related hereto.

By submitting a response to this RFQ, each respondent agrees to waive any and all claims it has or may have against the school district and its trustees, employees and officers, including, but not limited to, those arising out of or in connection with the administration, evaluation, or recommendation of any response or proposal; waiver of any requirements under this RFQ, or the Contract Documents; acceptance or rejection of any response or proposal; and award of a contract.

By my signature below, I warrant that I am authorized to sign on behalf of my organization, and that I have read, understand, and agree with all the terms of this Request for Qualifications.

Name of Proposer

Date

Signature

**ATTACHMENT A
FELONY CONVICTION NOTIFICATION**

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 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 PUBLICLY-HELD CORPORATION
PLEASE COMPLETE THE INFORMATION BELOW

I, 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 (PRINTED):

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

Signature of Company Official: _____

B. My firm is not owned nor 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: _____