



Chilton Independent School District
905 Durango Avenue
Chilton, TX
254.546.1200

July 29th, 2022

REQUEST FOR QUALIFICATIONS

The Chilton Independent School District is now accepting qualification statements for the following:

CONSTRUCTION MANAGER AT RISK RFQ #CMAR-22

Qualification statements will be received by the Chilton Independent School District in the Purchasing Department, located at the Chilton Independent School District (ISD), 905 Durango Avenue, Chilton, Texas 76632, in accordance with the RFQ. **RFQ responses will be received until 2:00 p.m. Central Time (CT) on August 12th, 2022**

Proposal materials can be submitted in a single package, box, or envelope bearing the proposer's firm name, return address and marked RFQ #CMAR-22 – Construction Manager at Risk services to:

**Attention: Dr. Brandon Hubbard
Chilton ISD
905 Durango Avenue
Chilton, Texas 76632**

It is the District's intention to review the qualifications and proposal material from all firms submitting and select the highest rated firm. The District may determine to visit each of the firm's respective clients and/or conduct interviews with the firm personnel. The District will select a firm based on merit with a first firm and second alternate firm.

Questions regarding this qualifications package should be directed to:

Chilton ISD
ATTN: Dr. Brandon Hubbard
905 Durango Avenue
Chilton, Texas 76632
254.546.1200
bhubbard@chiltonisd.org

**CHILTON INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS:
CONSTRUCTION MANAGER AT RISK**

General Request for Qualifications (RFQ):

The Chilton Independent School District is seeking a Construction Manager at Risk to provide pre-construction consultation and construction administration services on its project for the construction of a new baseball field and potential for an upcoming bond program consisting of various additions and renovations to the existing campuses.

Intent of Request for Qualifications:

The School Board of the Chilton Independent School District or its designee is seeking qualification of a Construction Manager at Risk to oversee and assist in the construction of a new baseball field and potential for an upcoming bond program consisting of various additions and renovations to the existing campuses. Therefore, it is the intent of the Board to obtain information in the request for qualifications that addresses these options.

General Qualifications:

The Construction Manager at Risk should have expertise and extensive experience in providing pre-construction services to include high quality cost estimating services, extensive knowledge of labor markets in the area, and value engineering for Texas School Districts or other public facilities with similar regulatory and legal requirements. The Construction Manager at Risk should have experience and knowledge of local construction practices, procedures, regulations, soil, and environmental conditions.

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

1. Name of Construction Manager at Risk 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
 - a. Years in business – if less than five years, previous experience of principals is critical
 - b. Years in business under present name
 - c. The former names (if any), your organization has operated under
 - d. Experience of business principles
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 pre-construction services and construction administration of Texas school buildings. Include a list and a brief description of all major Texas school projects performed in the last five years. If the Construction Manager at Risk is not a firm with a local office, indicate how it acquired experience in the Chilton ISD area and knowledge of local construction practices, procedures, regulations, soil, and environmental conditions. Also indicate the means by which a non-local Construction Manager at Risk firm will communicate and collaborate with the District and community in the design of the building given the distance from the Construction Manager at Risk office to the District. State whether an office 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 five years including arbitration proceedings, including:
 - a. Whether your organization has ever failed to complete any work awarded to it
 - b. If there are any judgments, claims, arbitration proceedings, or suits outstanding against your organization or its officers?
 - c. If your organization has filed any lawsuits or requested arbitration regarding projects within the last five years
12. Provide statement regarding the ability of the firm to provide the following:
 - a. Insurance certificates
 - b. Audited financial statements
13. Fill out and submit the most recent copy of the Conflict-of-Interest Form (CIQ)
14. Fill out Felony Conviction Notification, included as Attachment A
15. Provide business references
16. List any professional certifications or licenses held by members of your firm who will provide services for the project.

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

Qualifications Based Selection Process:

The Decision to select a Construction Manager at Risk will be based on demonstrated competence and qualifications as required by Texas Government Code 2269.207 and 2254.004. Each response shall be evaluated on the following criteria and weights:

CRITERIA	WEIGHTS
1. Firm(s) qualifications, background, and experience related to projects of similar size and scope	25 Points
2. Previous and current experience in School Districts for Construction Manager services related to possible bond projects	25 Points
3. Proposed project management team and experience	25 Points
4. Experience in working in the listed education service centers 6, 10, 11, 12 & 13	15 Points
5. Any other relevant factor specifically listed in the request for qualifications	10 Points
Total	100 Points

SCOPE OF SERVICES:

In General

As part of the planning process the Construction Manager at Risk in coordination with the District's staff and the Architect shall:

1. Achieve objectives of the District
2. Develop cost effective alternative for District construction alternatives
3. Evaluate constructability
4. Foster a high level of quality in design
5. Assist in the resolution of issues
6. Identify critical design issues related to the site and to the District's educational mission
7. Provide ongoing cost estimating
8. Full pre-construction and construction administration for the design and construction of a new baseball field and potential for an upcoming bond program consisting of various additions and renovations to the existing campuses.

A more detailed scope of work for the design of the building will be developed as the project progresses.

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 may be invited to participate in interviews and formal proposals. If the School Board elects to conduct interviews selected firms will be invited to participate in interviews.

SCHEDULE:

Release RFQ _____	July 29th, 2022
Deadline to submit questions _____	August 9th, 2022
Deadline to receive RFQ _____	August 12 th , 2022
Interviews (if needed) _____	August 15 th , 2022
Date of Approval _____	August 15 th , 2022

TERMS AND CONDITIONS CERTIFICATION

Issuance of this RFQ does not commit the District to award any Construction Manager at Risk 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 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 all claims it has or may have against the school district and its Board of Managers, 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; selection of a Construction Manager at Risk 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 Authorized Representative

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 NAMES: _____

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 have been convicted of a felony.

Signature of company official: _____

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____