

FLOUR BLUFF ISD

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**Flour Bluff Independent School District
2505 Waldron Road
Corpus Christi, TX 78418
361-694-9215**

REQUEST FOR QUALIFICATIONS

RFQ # 23-24-0522

**PRE-BOND SERVICES, POSSIBLE BOND, ARCHITECTURAL &
ENGINEERING SERVICES**

PROPOSAL ACCEPTED UNTIL: May 22nd, 2024 at 10:00am

DELIVERY ADDRESS: Flour Bluff ISD
Attn: Arti Bhakta, Purchasing Agent
2505 Waldron Road
Corpus Christi, TX 78418

CONTACT: Arti Bhakta, Purchasing Agent
361-694-9215

REQUEST FOR QUALIFICATIONS

The Flour Bluff Independent School District (also referred to as “the District,” or “FBISD”) in Corpus Christi, Texas, is seeking qualifications from firms capable of performing pre-bond services, possible bond services, and possible architectural and/or engineering services for a potential bond election.

Qualifications shall be clearly marked:

RFQ 23-24-0522

Submittals shall be mailed or delivered no later than May 22nd, 2024 at 10:00am to:

Flour Bluff Independent School District
2505 Waldron Road
Corpus Christi, Texas 78418
Attention: Arti Bhakta

Any submittal received after the time and date stated above will not be considered.

Contact Person: In the event clarification or additional information is needed contact *in writing*:

Arti Bhakta
Flour Bluff ISD
2505 Waldron Road
Corpus Christi, Texas 78418
361-694-9215
Email: abhakta@flourbluffschoos.net

If you intend to submit your qualifications, DO NOT contact any other member of the district or Board of Trustees in any form until a contract for this RFQ has been awarded unless the district permits you to do so.

Mail or deliver five (7) copies (8.5x11, double or single-sided binding), and a digital copy on a thumb drive with your firm's qualifications must be provided.

No response may be changed, amended, or modified after the qualifications package has been opened at the abovementioned date and time.

All qualified and interested architects are invited to submit a statement of their competence and qualifications.

Introduction

Flour Bluff Independent School District currently has approximately 5,600 students and operates seven campuses with grades Pre-K through 12. Other district facilities include Administration, Maintenance, Transportation, and an Athletic Facility.

General Qualifications

Firms submitting statements of qualifications/responses must be represented by a professional architect licensed to practice in the State of Texas and able to provide a professional architect to attend meetings of any official nature concerning the Project, including but not limited to Scope Review Meetings, periodic Board Meetings and other meetings as may be required for the Project. The architect should have expertise and extensive experience in developing plans for Texas public schools or other public facilities with similar regulatory, accessibility, and legal requirements. The architect does not need to have a local office. However, the architect should have experience and knowledge of local construction practices, procedures, regulations, soil conditions, and environmental conditions.

Required Information

1. Firm Information

A cover letter that briefly summarizes a statement of interest, years of business, and information regarding organizational structure, availability, and the firm's qualifications to provide planning, bond services, and architectural services to Flour Bluff ISD. The cover letter must include:

- a. Firm Name
- b. Address (Office serving Flour Bluff ISD)
- c. Address (Corporate office, if different)
- d. Website
- e. Type of Organization (Sole Proprietorship, Partnership, Corporation, etc.)
- f. Contact Person & Title
- g. Telephone
- h. E-mail Address

2. Financial Stability

Firms must provide financial information and statements for the past three years.

3. Professional Liability Insurance Information

Provide proof of professional liability insurance. It should remain in force for the duration of the contract. Please state the carrier's name and contact information. Provide a history of claims regarding design errors and omissions and other professional liability claims.

4. Proposed Team

Describe the proposed team that will participate in the project. List the education, relevant experience, and capabilities of the firm's current employees who would be assigned the project. Provide resumes for key team members needed to complete planning, bond services, and architectural services.

5. Permits & Licenses

Firms should be fully licensed to complete all required work. Your response should provide proof of professional licenses required by Federal, State, Local, or other administrative bodies for performing various components of the services.

6. Firm Experience

Provide a list of all projects for which the firm provided similar services for Texas public schools or comparable entities in recent years. Include the district name, reference contact, total amount approved, election date, and total scope of services provided (including pre-bond services.)

Disclose all projects in the last five years that have been or are currently in any judgments, claims, arbitration/mediation proceedings, or suits against your firm or its agents, employees, or consultants. Please attach details of each.

7. Project Approach and Workplan

Describe the process through which the firms will work with FBISD to produce the work pertaining to this RFQ. Describe the approach to complete the following tasks:

- a. Facility Assessments/Verification/District Profile
 - Understand the history and financial position of the district.
 - Conduct visioning sessions with the administration and other committees to share trends and other current designs for K-12 facilities.
 - Site visitations to FBISD schools and other school districts, as deemed appropriate.
 - Produce culminating documents and floor plans that outline all needs identified – infrastructure and program improvements.
- b. Long-range planning/Master Planning
- c. Bond Program Planning/Development/ Campaign Support
 - Develop campaign activities and create a schedule for them to occur during the campaign phase.
 - Conduct meetings with community groups.
 - Assist FBISD in all forms of public communication.
 - Prepare all written and graphic campaign material for distribution and display.
 - Other services, as deemed appropriate and agreed upon.
- d. Design
- e. Quality Control/ Quality Assurance
- f. Construction Administration

Comment on the firm's current workload, commitments, and your capacity to manage the work of this RFQ.

Describe any other advantages offered by your firm that would benefit FBISD.

8. Interview

An FBISD committee will evaluate the written submissions and may possibly request an in-person interview. Each firm's response to FBISD questions and the overall impression of the firm on the Committee may be considered in FBISD's selection.

9. Obligations

- a. FBISD reserves the right to award or not award a contract and to award the contract to the party or parties that the committee determines to be the most qualified.
- b. The receipt of a response by FBISD, submission of a response to FBISD, or selection of a submitter for the purposes of negotiating a contract confers no right on the submitter. It does not obligate FBISD in any manner.

- c. The District may negotiate with a Firm or Firm(s) judged to be the most capable, competent, and qualified to arrive at a fair and reasonable fee for the services required. However, the district reserves the right to recommend without negotiations.
- d. The submitter is solely responsible for all costs incurred in developing a response. FBISD will not reimburse such costs or be held liable for any preparation costs.
- e. Waiver of Claims: By submitting a response to the RFQ, the responder acknowledges that it has read and fully understands the requirements for submitting a response and acknowledges the process used by FBISD for selecting the architect based on the demonstrated competence and qualifications. Further, by submitting a response, the responder fully, voluntarily, and knowingly waives and releases any and all claims against FBISD and any trustees, officers, agents or employees that could arise out of the administration, evaluation, or recommendation of any response submitted in response to this RFQ.
- f. If a contract is agreed upon, the designs/instruments of service are agreed upon, FBISD reserves non-exclusive rights to ownership of the designs/instruments of services. Use of the designs/instruments of service by FBISD is permitted without consent. FBISD reserves the right to use the designs/instruments of services as often as desired and with as many providers as desired.
- g. FBISD is under no obligation regarding this RFQ until all parties approve the written contract.

10. Submittal

- a. Qualifications may be submitted until **May 22nd, 2024, at 10:00am**, to Flour Bluff ISD, Attn: Arti Bhakta Purchasing Agent, 2505 Waldron Road, Corpus Christi, TX 78418. **No late, electronic, or faxed submissions will be accepted.**
- b. This bid opportunity is prepared as a request for qualifications and will not be publicly read aloud. After a contract is awarded, tabulations may be requested.
- c. **Vendors shall submit one (1) original, and six (6) identical copies of the proposal. Vendors shall also submit an electronic copy of their response on one USB flash drive.**
- d. Submittals must be sealed and clearly labeled as “original” or “copy” and must include the bid title, bid number, due date, and time of opening. Failure to follow these instructions may result in your response being rejected.
- e. Upon receipt of qualifications, FBISD may request additional information, including product or service presentations, as deemed appropriate by FBISD. The district may choose to interview multiple short-listed applicants.

QUESTIONS

The deadline for submitting questions is **May 8th, 2024, at 5:00 pm**. Questions should be submitted by email and addressed to abhakta@flourbluffschoools.net. Answers to questions shall be made public by addenda and posted on the district’s website by the end of business on **May 15th,2024**. Answers shall be posted at <https://flourbluffschoools.net/about-us/finance-dept/>

Questions will not be accepted by phone. Flour Bluff ISD will only respond to questions submitted as directed above.

TIMELINE

The following timeline will be used (subject to change):

Event	Date
RFQ Available	April 30 th , 2024
Vendor Questions Due	May 8 th 2024 by 5:00pm
Answers Posted by	May 15 th 2024 by 5:00pm
Proposals Due	May 22nd 2024 by 10:00am

Proposal Awarded (Anticipated)	June 6 th 2024
Awards Posted (Anticipated)	June 21 st 2024
Contract Begins	TBD

EVALUATION CRITERIA

Demonstrated abilities in completing facilities master planning, pre-bond planning services, and architectural design	25 pts
Experience and qualifications of key personnel to be assigned projects	25 pts
References	15 pts
Availability and accountability of the respondent's firm/team	10 pts
Past experience with FBISD	10 pts
Financial Stability	5 pts
Proof of professional licenses required to complete contemplated services	5 pts
HUB Status	5 pts
Highest Possible Score	100 pts

11. Required Forms

- FBISD Terms and Conditions
- Non-Collusive Bidding Certificate
- Felony Conviction Notification
- Criminal Background Checks
- Certification Regarding Lobbying
- Suspension and Debarment Certification
- Resident/Non-resident Bidder Certification
- House Bill 89 Verification
- Conflict of Interest Questionnaire
- Certificate of Interested Parties (1295)
- W-9

TERMS AND CONDITIONS CERTIFICATION

Issuance of this RFQ does not commit the District to award any firm 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 concerning 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

Signature of Proposer

Date

NON-COLLUSIVE BIDDING CERTIFICATE

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder must certify that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

By submission of this bid, the bidder certifies that:

1. This bid has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of the bids for this project to any other bidder or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid.
4. The person signing this bid certified that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.

AUTHORIZED SIGNATURE

NAME OF COMPANY

PRINTED NAME

TITLE OF AUTHORIZED PERSON

TELEPHONE NUMBER

ADDRESS

DATE

CITY, STATE ZIP CODE

CERTIFICATION REGARDING LOBBYING

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of Organization

Address of Organization

Name/Title of Submitting Official

Signature

Date

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards 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 sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules.

AUTHORIZED SIGNATURE

NAME OF COMPANY

PRINTED NAME

TITLE OF AUTHORIZED PERSON

TELEPHONE NUMBER

ADDRESS

DATE

CITY, STATE ZIP CODE

RESIDENT/NONRESIDENT BIDDER CERTIFICATION

**FAILURE TO COMPLETE THE FOLLOWING INFORMATION WILL RESULT IN BID
DISQUALIFICATION**

As defined by Texas House Bill 620, a "nonresident bidder" means a bidder whose principal place of business is not in Texas, but excludes contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

Please complete either item 1 or 2 as it applies to your company along with the bottom section.

1. I certify that my company, _____, is a "resident bidder."
(Company Name)

Signature _____ Date: _____

OR

2. If you qualify as a "nonresident bidder," you must furnish the following information.

What is your resident state? (The state your principal place of business is located)

City State Zip Code

Company Name

a. Does your "residence state" require bidders whose principal place of business is in Texas to under bid bidder who residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence state" means the state in which the principal place of business is located.

YES _____ NO _____

ALL VENDORS MUST COMPLETE THE FOLLOWING:

I certify that the above information is correct.

Type Name Position

Signature Date

HOUSE BILL 89 VERIFICATION

I, _____, the undersigned representative of
_____ Company or Business name

(hereafter referred to as company) **being an adult over the age of eighteen (18) years of age, verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with the Flour Bluff Independent School District.**

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

SB 252

CHAPTER 2252 CERTIFICATION

I, _____, the undersigned representative of

(Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153.

I further certify that should the above-named company enter a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the Flour Bluff Independent School District's Business Office.

Name of Company Representative (Print)

Signature of Company Representative

Date