

**Kerrville Independent School District
Kerrville, Texas**

**DESIGN BUILD SERVICES FOR KERRVILLE ISD
REQUEST FOR STATEMENT OF QUALIFICATIONS
RFQ #21-012**

This Request for Qualifications (RFQ) is intended to solicit qualifications (Respondents) with capabilities to design and construct improvements for KERRVILLE ISD ("Owner"). For the purpose of this RFQ, "Respondent" refers to any entity or team that is qualified to provide all of the improvements 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 design and construction services for KERRVILLE ISD to Owner. Improvements may include but are not limited to, design and construction of new Maintenance Storage Facility. All design and construction are expected to meet current codes and standards for Kerrville, TX.

Responses must be received via email no later than: Tuesday, November 30, 2021 @ 2:00 P.M., CST

Please mark subject line: "RFQ #21-012 DESIGN BUILD SERVICES – KERRVILLE ISD"

Responses received after the deadline will not be considered.

Questions related to this RFQ should be sent via email to: wade.ivy@KerrvilleISD.net

Advertisement Dates:

1st Ad: November 4, 2021

2nd Ad: November 11, 2021

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A – OWNER SUPPLIED INFORMATION

1. **Purpose of Solicitation**
This Request for Qualifications (RFQ) is intended to solicit qualifications from design-build firms with capabilities to design, and construct KERRVILLE ISD new Maintenance Storage Facility Project for Kerrville ISD “Owner”. 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 3 a. below. It is the intent of Owner to select the most qualified Respondent to partner with that will provide design-build services to Owner.
2. **Owner Background**
The scope of work may include but is not limited to: Kerrville ISD new Maintenance Storage Facility Project to Owner. Improvements may include but are not limited to, design and construction of new Maintenance Storage Facility. All design and construction are expected to meet current codes and standards for Kerrville, TX. For more information see Appendix A.
3. **Services Requested**
Owner requests the turnkey services of a design-build firm (Respondent) with the capability to complete the following scope of work:
 - a. Analysis and assessment of Owner’s facilities to determine engineering, architectural, and site needs associated with improvements.
 - b. Development of project proposal(s) for Owner’s consideration
 - c. Design (Engineering and Architecture) of approved project
 - d. Construction of the approved project
4. **Project Budget**
The Owner has budgeted approximately \$850,000 for the preliminary scope of work outlined in Appendix A. Owner understands and acknowledges that scope change may result in either an increase or decrease in budget.
5. **Preliminary Project Schedule**
Questions Deadline: Tuesday November 16, 2021, 2pm CST
Send Questions to: wade.ivy@KerrvilleISD.net
RFQ Submission Deadline: Tuesday, November 30, 2021, 2pm, CST
Possible Submission to Board in December, 2021
6. **Procurement Process**
 - a. **Request for Qualifications (RFQ)**
The RFQ is the first step in a multi-step process aimed at identifying one or more qualified respondents. The Owner 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 may be formed to review responses submitted. Based on the selection criteria described in this document, the committee may short-list a maximum of five (5) of the most qualified respondents. The Owner retains the right to select only one

respondent at this stage and negotiate a contract. The Owner may also determine that no qualified submittals have been received and reject all submittals.

c. Oral Presentation (Owner's Option)

Oral presentations may be required of each of the interested short-listed respondents covering any unique qualities, methodologies, or approaches taken to differentiate from other Respondents. Short-listed respondent's may be asked to provide additional information to the Owner regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability to meet schedules, costing methodology, or other factors as appropriate. This additional information will be used in addition to prior information received in further evaluating the short-listed respondents to determine a rank-order of the short-listed firms.

d. Negotiate Project Development Agreement

The Owner shall select the design-build firm that submits the qualifications offering the best value for the Owner 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: architecture/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 the project proposal as outlined in this RFQ. 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.

e. Project Development

The selected Respondent will develop the project proposal 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. At the conclusion of Project Development, Respondent will provide Owner with a Guaranteed Maximum Price (GMP) for the agreed upon scope of work.

f. Project Implementation

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

7. 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.) 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 project approval criteria.

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 known 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 qualifications 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 two (2) 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 on: **Tuesday, November 30, 2021 @ 2:00 P.M., CST**

Submit PDF of the Qualifications to: wade.ivy@kerrvilleisd.net

Late received Qualifications will not be considered for review.

e. Delivery and Submission

The Owner will not acknowledge or receive Qualifications that are delivered by telephone or facsimile (fax). Properly submitted Qualifications will not be returned to respondents. Qualification materials must be included in one PDF ONLY. The submittal title must clearly identify the submittal deadline, the RFQ title, and the name 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:

Name: Wade Ivy
Email: wade.ivy@kerrvilleisd.net

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.

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. Format

- a. Digital pdf only
- b. Qualifications shall be a MAXIMUM OF FIFTY (50) PAGES. The cover, table of contents, and divider sheets do not count as pages. Qualifications shall be printable on letter-size (8-1/2" x 11") paper. Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in this RFQ and in the oral interview will be used by the Owner for evaluation. Separate and identify each criteria response.
- c. Table of Contents
Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.
- d. Pagination
Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).

3. Required Information for RFQ

Criteria 1: Statement of Interest

- 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: Experience and Qualifications

- 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 both international headquarters and US headquarters
 - Location of office from which project will be managed
 - Discuss your project team's experience with implementing design/build projects at similar facilities. Include work with independent school districts or governmental entities. List a maximum of five (5) references indicating experience with improvements with owners of similar size and complexity. Include the following specific information for each project:
 - Year project was completed
 - Project title and location(s)
 - Name, address, and phone number of Owner's representative
 - Team member(s) involved and nature of team member's
 - Responsibility
 - General scope of work for the project
 - Total dollar contract amount
- 2.2 List the complete range of services and capabilities your firm offers (e.g. drainage design, 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 Design-Build in Texas.
- 2.5 List any contracts in Texas in the last ten years that were terminated by the owner prior to completion due to non-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.

The successful Design-Build firm shall upon approval of the contract, provide a Scope to Budget Estimate based on the Design Criteria Package. If the Scope to Budget Estimate is more than the Owner's Construction Budget. Moving further into the Design of the improvements project, the Design-Build Contractor shall work with the Owner to "Value Engineer" the project and scope to bring the project within a budget acceptable to the Owner. Upon approval of the revised Scope to Budget Estimate by the Owner, the project shall proceed forward into Design by the Architect/Engineer Team. If an acceptable construction cost is not reached, the Owner has the right to cancel the project.

The above Total Construction Budget Cost includes Design-Builder Construction Fees, A/E Design Fees, Building Permit, General Conditions, Administration, Personnel, Bonding, Insurance Costs and Subcontractor Cost of the Work.

Criteria 3: Personnel Qualifications

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

- 3.1 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.
- 3.2 Provide a list of all Professional Certifications.

Criteria 4: Program and Project Methodology

- 4.1 Describe your firm's methodology of developing design build projects for Owners. Address in detail the following key components, if provided by your firm or team, and how you would approach each one:
 - Project development
 - Engineering and design
 - Construction and project management
 - Safety precautions in active campuses.

Criteria 5: References and Related Information

- 5.1 Clearly identify who will have primary technical responsibility for engineering and design work, contract negotiations, construction management, and any other aspect of the project implementation. Please do not list individuals that will not be assigned to the project.
- 5.2 List all current projects (and their respective locations) assigned to each individual on the team, with Client contact names and numbers for reference checks.
- 5.3 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.

Criteria 6: Non-Collusion Affidavit and Audited Financials

- 6.1 Complete and submit as part of your proposal the attached Exhibit "A" form.
- 6.2 Provide Audited Financials for each of the last three (3) years for work performed in Texas.

Criteria 7: Safety

- 7.1 Submit information on your firm's accident rate, multiplier and history for the last five years 2016 thru 2021.
- 7.2 Provide name of bonding company, name and address of agent. Provide a letter from the bonding company indicating that Performance and Payment Bonds for 100% of the construction costs will be provided upon submission of the Guaranteed Maximum Price (GMP). Submit a letter from bonding company on Bonding Company letterhead stating the maximum single project bondable amount. This letter shall state the bonding company will bond the contractor for at least the amount of the project budget (including Design Build Fee, salaries, bonds, insurance, General Conditions).

- 7.3 Required insurance - including workman's compensation must be maintained by the successful Design-Build Contractor throughout the project. Please describe your organization's insurance coverage. The successful respondent shall be required to provide to carry contractor's protective Liability Policy in limits of a minimum of \$1,000,000 with combined single limit naming the Owner as insured for each project.
- 7.4 Respondent shall certify to Owner each architect or engineer who is a member of the Respondent's firm was selected based on demonstrated competence and qualifications in the manner provided by Tx. Govt. Code Section 2254.004.
- 7.5 Provide Professional Liability Insurance information stating the Architect/Engineer design team carries and maintains errors and omissions insurance in the amount of \$ 1,000,000.

4. Criteria for Selection

Phase One – Owner shall prepare a request for qualifications and evaluate each qualification submittal based on the following:

- 1. Statement of Interest
- 2. Experience and Qualifications
- 3. Personnel Qualifications
- 4. Program and Project Methodology
- 5. References and Related Information
- 6. Audited Financials
- 7. Safety

The Owner shall qualify a maximum of 5 submissions to provide additional information and, the Owner MAY interview each for final selection.

Phase Two - Owner shall evaluate the information submitted by the respondents on the basis of the selection criteria (above) and the results of the interview. The Owner may request additional information regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability of the respondent to meet schedules, costing methodology or other factors as appropriate. The Owner may not require the respondent to submit detailed engineering or architectural design as part of the qualification's submittal.

A Selection Committee may recommend the Design-Build firm that submits the qualifications offering the best value to the institution on the basis of the published selection criteria and on its ranking evaluations. Notwithstanding, the School Board retains authority to determine all qualifications, ranking evaluations and to make all determinations of the published selection criteria and to make all selections of Design Build firms.

Selection and Contract Negotiations

The Owner shall first attempt to negotiate with the selected Design-Build team a contract. If the Owner is unable to negotiate a contract with the selected team, the institution shall formally, and in writing end all negotiations with that team and proceed to negotiate with the next team in the order of the selection ranking until a contract is reached or negotiations with all ranked teams end.

Note: Cost considerations are factors in the selection and contract negotiation period.

Ranking Criteria

Each proposal will be rated on a scale of 1 (least) to 5 (best) in the following categories. Each category will be weighted as follows:

- | | |
|---------------------------------------|-----|
| 1. Statement of Interest | 5% |
| 2. Experience and Qualifications | 25% |
| 3. Personnel Qualifications | 20% |
| 4. Program and Project Methodology | 15% |
| 5. References and Related Information | 20% |
| 6. Audited Financials | 10% |
| 7. Safety | 5% |

EXHIBIT "A"
QUALIFICATIONS ACKNOWLEDGMENT FORM

Submitted by:

Date: _____ Phone No.: _____

To:

In submitting this proposal, the undersigned acknowledges and agrees to the following:

1. Receipt of the Request for Qualifications and attached Exhibit "A".
2. To hold open this submittal for a period of 60 days following its submission.
3. To accept the right of the Owner to reject any and all qualifications submittals, to waive formalities and to accept the proposal the Owner considers most advantageous.
4. To enter into a contract with the Owner for "Design-Build" as specified in the Request for Qualifications and the response to the Request for Qualifications.
5. By signing, the undersigned affirms that, to the best of his knowledge, the Qualifications submittal has been developed independently and is submitted without collusion with any other respondent or with anyone that would serve to limit competition in the award of this contract.

Authorized Signature

Title

Name of Contracting Firm

Address

Telephone

Date

APPENDIX A
PRELIMINARY PROJECT SCOPE OF WORK

Kerrville Independent School District is expected to receive facility improvements that may consist of the following items:

Kerrville ISD Maintenance Storage Facility

The scope of work may include, but is not limited to:

Design and construction of new Maintenance Storage Facility and other improvements as needed.

Outline specifications and proposed site and building layout are attached.