

ALPINE INDEPENDENT SCHOOL DISTRICT

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ARCHITECTURE AND ENGINEERING SERVICES
FOR DISTRICT FACILITY PLANNING, DESIGN AND CONSTRUCTION
ADMINISTRATION**

PROPOSALS ARE DUE AUGUST 10, 2017, 3:00 p.m., CENTRAL TIME

July 27, 2017

**Alpine Independent School District
704 W. Sul Ross Ave.
Alpine, Texas 79830**

General Request for Qualifications (RFQ): 2017-001

The Alpine Independent School District is seeking an Architectural Firm to provide facilities planning, design and construction administration services for the project needs identified by the Board of Trustees in its Long Range Facilities Planning process. The District may elect to engage the firm in the planning and design of these projects simultaneously or in groups of complimentary projects or campuses. Therefore, it is the intent of the Board to obtain information in the request for qualifications that addresses these projects and the design ability of the firm. The proposer must demonstrate the capability to perform architectural/engineering services needed and possess the integrity and general reputation of a quality architectural firm. The firm should be of sufficient size to handle all anticipated architectural/design work. The firm must have a support staff large enough to accomplish required tasks. Preference will be given to firms that can demonstrate experience with K12 school planning and design projects or related areas.

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 should have experience and knowledge of local construction practices, procedures, regulations, soil and environmental conditions. 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:

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 of the Alpine Independent School District based upon the Qualifications submitted in response to this RFQ.

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

1. Name of architect and firm including primary contact individual, telephone and e-mail address
2. Business address
3. Type of organization (i.e. partnership, corporation, etc.)

4. The total number of employees in your organization, and the number of employees in the closest office to Alpine
5. General statement of capabilities
 - Please check the blanks below for categories of work your organization normally performs with its own staff:

_____ Facilities Assessment
_____ Educational Specifications for Facilities
_____ Bond Planning & Assistance
_____ Campus Site-planning
_____ Architectural Design
_____ Architectural Landscape Design
_____ Civil Engineering
_____ Structural Engineering
_____ Mechanical Engineering
_____ Electrical Engineering
_____ Interior Design
_____ Cost Estimating
_____ Sustainability/LEED Design
_____ Energy Audits/Modeling
_____ Construction Administration

6. History of firm and experience of business principals including
 - Years in business—if less than five years, previous experience of principals is critical
 - Years in business under present name
 - Years in business with a local office, if applicable
 - The former names, if any, your organization has operated under
7. Key personnel proposed to be assigned to project
8. Registrations, licenses, and certifications
9. K12 School Design Experience, including work with other Region 18 Districts, gained in last 10 years. Indicate specialized expertise in the design of K12 learning environments.
10. Experience assisting\ developing School District Long Range Facility Plans into designs and awardable projects. Indicate the means by which the architectural firm will communicate and collaborate with the District in the design process. Indicate how the firm will provide response to the District's needs during design and construction.
11. Explain your firm's approach to project budgeting and role in cost control, including work with Region 18 Districts.

12. General experience related to K12 school facility design and construction. Include a representative list and brief description of major projects performed in the last five years, with a list of business references including the client's primary contact person and phone number.
13. Please describe one project where your firm phased construction to meet the client's program.
14. Describe your firm's approach to construction administration and how you communicate with both the contractor and the District.
15. Describe other factors or attributes of your firm that would be of benefit to Alpine ISD.
16. Have any lawsuits been filed by your firm against a school district? Please provide the names of the school district(s). Has any school district ever filed a claim or suit against your organization? Please provide the name of the school district(s).
17. Provide statement regarding the ability of the firm to provide professional liability insurance certificates.
18. Fill out and submit the most recent copy of the Conflict of Interest Form CIQ promulgated by the Texas Ethics Commission, included as Attachment A.
19. Fill out Felony Conviction Notification, included as Attachment B.

SCOPE OF SERVICES:

The District currently operates 3 instructional facilities and two support facilities. The planning process has included a focus on Alpine High School, originally constructed in 1972. Full replacement or substantial replacement and renovation is being considered. It is possible that some capital projects at other campuses may be undertaken, and could include mechanical and electrical work.

In General:

As part of the planning process the Architect in coordination with the District staff shall:

1. Achieve objectives of the District
2. Develop cost effective 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 campus mission
7. Provide ongoing cost estimating

A more detailed scope of work will be developed upon approval of the Board of Trustees to proceed.

SELECTION PROCESS:

Firms are requested to submit their qualifications outlining their background and experience in campus planning and school facility design. Selected firms may be invited to participate in interviews, although the District reserves the right to select from the written responses alone.

SCHEDULE:

Requests for Qualifications are due no later than Thursday, August 10, 2017 at 3:00 p.m., Central Time.

SUBMITTAL:

Submit 4 hard copies of the RFQ and one electronic copy in PDF form on flash drive to Mr. Darrell Dodds, Assistant Superintendent, 704 W Sul Ross Ave., Alpine, Texas 79830.

CONTACT WITH THE DISTRICT:

Proposers shall not contact District Staff, Trustees or Administrators in reference to this request for proposals except via the designated contact(s) listed below.

Questions and clarifications should be directed to Mr. Darrell Dodds, Assistant Superintendent for Finance and Operations, 704 W Sul Ross Ave., Alpine, Texas, 79830, or via phone at 432-837-7700, or by email to Mr. Dodds at the Alpine ISD Business Office at dodds@alpine.esc18.net.

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