

Request for Qualification (RFQ)

For Architectural Services

Celina ISD Celina, Texas 75009

REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES

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Celina Independent School District
Notice of Request for Qualifications
For Architectural Services to execute a 10-year plan for
The District for Secondary Campuses

Request for Qualifications (RFQ) for Architectural Services of Construction projects pertaining to secondary campuses for future construction projects.

A copy of the RFQ Package in its entirety, including scope of work is available from the Celina ISD website at www.celinaisd.com. The RFQ will also be available in the local Celina News Paper.

The selection of an architect for professional services is made in the discretion of the district. The ISD reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities or to accept the firm who Celina ISD determines to be most qualified. Celina ISD may determine no action and reserves the right to do so. Qualifications submitted after the deadline date will not be accepted. Note: Firms submitting qualifications not in proper form may be rejected.

Celina ISD

Request for Architectural Services

Purpose of RFQ

Celina ISD invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the design and planning of secondary campuses, additions, and renovations within the district.

Objectives

Celina ISD proposes to retain a highly qualified, capable firm(s) to act as architect throughout completion of the 10-year plan the district has in place. The firm(s) who participates in the RFQ process is sometimes referred to as “Respondents” or “Architects”. Celina ISD will give prime consideration to the architect with significant, current experience in development, design, renovation and construction of similar buildings and projects. The overall goal of the district is to complete the 13 projects outlined in the districts 10-year plan and devise the most cost effective means with the highest quality of construction.

Scope of Work

The selected architect(s) will be required to perform the basic Architectural and engineering services to be specified in contract agreement to be negotiated after selection. The contract agreement will provide payment for phases of work completed with options to proceed through all phases. Once selected the district will outline a scope of work.

Celina ISD anticipates a contract, which will include schematic design; production of computer generated renderings, and cost estimations for the projects. Celina ISD reserves the right to include additional project elements in the initial or subsequent professional services agreements as Celina ISD may deem appropriate. The architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the scope of work negotiated. Celina ISD reserves the right to approve proposed sub-consultants that will be associated with the projects.

The work will include at a minimum, the following components:

1. With each project present a basic budget figure for completion of all projects.
2. Development of a design plan, including schematic designs and renderings, of all projects
3. Analysis of existing facilities to plan for most cost effective means for the 10-year plan.
4. Design plans for all projects for the district.

Project Funding

Funding for all projects will come from 2019 bond series passed by the voter May 2019.

Selection Process

From a review of the statements of qualification received, Celina ISD intends to evaluate the proposals and possibly invite one or more firms to be interviewed by the Board of Trustees. CISD Administration will notify selected firms of the date and times of any interview. The ISD reserves the right to make a selection based solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with Celina ISD on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will then proceed with other qualified respondents until a mutually agreed contract can be negotiated.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not limited to, the following (items listed below are not listed in order of importance):

A. Qualifications of Firm

Qualifications as they specifically relate to this project.

- B. Firms Experience on Similar Projects
Related project experience of the firm(s) and individuals who would be assigned the project

- C. Available Resources to Complete Project
These criteria would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the projects.

- D. Responsiveness to the RFQ
This would include any documents submitted such as concept plans, space planning and design concepts and other related items.

- E. Professional References
Provide names and contact information for professional references.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. **ALL INFORMATION TRUE-** by submitting a response, Respondents represent and warrant that all information provided in the response

Submitted shall be true, correct and complete. Respondents who provide false, misleading, or Incomplete information, whether intentional or not, may be excluded.

- B. **Cost of Responses-** Celina ISD will not be responsible for the costs incurred by anyone in the submittal of responses.
- C. **Contract Negotiations-** This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by Celina ISD the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- D. **No Obligation-** Celina ISD reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed Celina ISD best interest; or cancel the entire process.

E. Professional Liability Insurance- The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of Texas.

Submittal Instructions

Sealed submittals are required. Three copies of the responses are to be delivered to CISD Administration Building Bill Hemby Assistant Superintendent of Maintenance and Operations, at the address listed below at or before 3:00 pm. On Thursday June 20, 2019. All submittals must be labeled: **RFQ Architectural Services 2019.**

**Celina ISD
Attention: Bill Hemby
205 South Colorado
Celina, Texas 75009**

To enable Celina ISD to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than (8 ½” by 11”) or, if folded to that dimension, twice letter size (11”by17”) each section (defined below) shall be separated by a tabbed divider.

CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the project. The Ten-Year Plan for Construction.

A table of contents should be next, followed by dividers separating each of the following sections:

Divider #1: Firm Information

- a. Firm name, addresses, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Years firm has been in business.
- d. Name of Principals in the firm.
- e. Primary contact

- f. Organizational description
- g. Description of firm's philosophy

Divider #2: General Company History/Qualification

- a. A brief history of the Architect and the services routinely provided.
- b. An organizational chart that explains team member responsibilities.
- c. Name of the project team leader in charge of projects.
- d. Resumes of persons to be assigned to the project with their prospective roles identified.
- e. Documentation that the members of the architectural team are certified with the State of Texas.

Divider #3: Experience and References

- a. Discussion of architect's experience in working with school districts.
- b. List of school projects from the last 3 years, whether complete or ongoing, including references. Texas projects only. For each, please provide:
 - i. Project name and location
 - ii. Year completed

- iii. Short description of project
- iv. Name, addresses and telephone numbers of owner and contact person tasked with daily responsibilities of project.
- v. Cost of construction for projects
- vii. Design and construction cost and whether it was completed on time.

Divider #4: management and Organization

On two pages or less, please describe your management and organization approach to the 10-year plan created by the district. The following should be addressed in the two pages:

- a. Describe your firm's understanding of the projects.
- b. Describe how the firm will organize to perform the services.
- c. Description of Architect's approach to code analysis and jurisdictional approvals.

Divider #5: knowledge of community

In one page please give knowledge of Celina ISD and how you plan to partner with the ISD.

Scope of work for middle school campus 1 and 2

1. Design specifications for 3 grades 6,7,&8. Design will include 6th grade isolation from 7&8.
2. Capacity of campus to house 1500 students.
3. Campus to include adequate parking as well as room for extra curricular activities.
4. Building will need areas of collaboration, maker spaces, Stem abilities, areas for programs, & testing environments.
5. Transportation access for parental pick-up and bus lane isolated accessibility.
6. PVC white roofing systems, LED lighting, flooring carpet squares and laminate hallways not requiring waxing and buffing.
7. Give storage strong considerations in design.
8. Easy access spaces for maintenance staff to repair plumbing, electrical, and HVAC systems.

