



Eanes Independent School District
Purchasing Department
601 Camp Craft Road
Austin TX 78746
512-732-9036

Request for Qualifications
#201617-004
Construction Professional Services (A/E Pool)

The Eanes Independent School District ("District") wishes to establish a pool of professional service providers to support requirements as necessary for District wide renovations, additions, alterations and construction projects for a period of 5 years beginning on or about August 24, 2016 through August 24, 2021.

The pool of service providers will include the following categories:

- Acoustical Consultant
- ADA/ Accessibility Consultant
- Architect
- Archeology Survey
- Civil Engineer
- Environmental Assessment Consultant
- Geotechnical Consultant
- Kitchen Consultant
- Land Surveying
- Landscape Architect
- MEP Engineer
- Roofing Consultant
- Structural Engineer
- Sustainability Consultant

Eanes ISD invites qualified firms who are interested in being included in the District's professional services pool to submit one (1) original and one (1) pdf file sent via email of Letter of Interest, the enclosed Statement of Qualifications for the professional services provided by your organization, the Felony Conviction Notice, the Central Texas Purchasing Alliance Adoption Clause, and the Conflict of Interest Form. An electronic version of this document can be found at:

<http://www.eanesisd.net/departments/business/purchasing>

Completed original documents must be mailed to:

Eanes Independent School District
Purchasing Coordinator - RFQ #201617-004
601 Camp Craft Road
Austin, TX 78746

and emailed to: purchasing@eanesisd.net include "RFQ #201617-004" in the Subject line.

Awards will be made to firms that receive an acceptable evaluation rating by the District's Evaluation Committee. **Qualifications will be accepted until 10:00 AM on Monday August 15, 2016.** Vendors are encouraged to submit Statement of Qualification Questionnaires as soon as possible, as questionnaires will be opened upon receipt.

It is the policy of the District that the selection of firms to provide professional services in connection with the District's construction and maintenance projects be based on demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services required at a fair

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and reasonable price. Eanes ISD reserves the right at any time to reject any or all Letters of Interest and Statements of Qualifications.

The District will evaluate each Statement of Qualifications submitted to determine responsiveness to the District's needs. The District will establish a pool of professional service firms that have met the District's qualifications, based on the following criteria:

- Firm's Experience: The verifiable experience for excellence and an outstanding record of successfully completed projects for Eanes ISD as well as other school districts comparable in size and structure.
- Personnel Experience: The level of experience, education, certification and licensing profiles of the principal(s) and key personnel of the firm.
- Registration and Licensing Requirements: Confirmation of the firm's personnel's registration and licensing in accordance with the State of Texas regulations regarding engineering, architecture, land surveying, and related practices.
- Insurance Requirements: Ability of the firm to provide professional liability insurance of the coverage type and amounts required for the particular professional service.

Once it has been determined a District project is in need of a specific professional service, the District shall first select the most highly qualified provider from the pool on the basis of demonstrated competence and qualifications and then attempt to negotiate a contract with that provider at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider, the District shall formally end negotiations with that provider, select the next most highly qualified provider from the pool and attempt to negotiate a contract with that provider at a fair and reasonable price. The District shall continue this process until a contract is formed.

The Board of Trustees reserves the right to reject any and/or all offers, to award contracts for individual services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interests of the District. No offers may be withdrawn for a period of sixty (60) days subsequent to the deadline for receipt of offers without prior written consent of the Board of Trustees, Eanes Independent School District.

Please contact the Purchasing Coordinator at 512-732-9036 or spouget@eanesisd.net if you have any questions.

Thank you,

Sylvie Pouget

Sylvie Pouget
Purchasing Coordinator, Eanes ISD

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Firm Information

Name of Firm: _____

Address 1: _____

Address 2: _____

City/State/Zip: _____

Contact Person: _____

Phone: _____ Fax: _____

Email Address: _____

Type of Organization (Individual, Partnership, Corporation, Association): _____

Federal Tax ID Number: _____
(please include a copy of a current W-9 with response)

1. List the professional service category(ies) this Statement of Qualifications (SOQ) is being submitted for (check or "x" the appropriate box(es) below):

- Acoustical Consultant
- ADA/ Accessibility Consultant
- Architect
- Archeology Survey
- Civil Engineer
- Environmental Assessment Consultant
 - A) Phase 1 Assessment
 - B) Phase 2 Assessment
 - C) Archeological
 - D) Waters of the US Assessment
 - E) Endangered species and habitat assessment
- Geotechnical Consultant
 - A) Soil Testing
 - B) Concrete Testing

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C) Welding Testing

D) Mortar Testing

Kitchen Consultant

Land Surveying

Landscape Architect

MEP Engineer

Roofing Consultant

Structural Engineer

Sustainability Consultant

Business Address of Office that will provide services (if different from above):

Principals:

Years in Business: _____

Has firm operated under any other name(s)? If so, state name(s) and dates of operation.

(Name) *(Date)*

(Name) *(Date)*

(Name) *(Date)*

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Financial Statement

Please attach a financial statement for your firm as of your most recent fiscal year end. An audited financial statement is preferred.

Please furnish bank reference and bank contact person:

Name of Bank: _____

Business Address: _____

Contact Person: _____ Phone Number: _____

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Architect's Litigation and Arbitration History

If, in the last ten years, your firm has been involved in litigation or arbitration, either as a party or expert witness, please describe such involvement in detail. Include the issues and outcome for each instance.

Attach additional pages as necessary

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Architect's Professional Liability Insurance

It is the policy of the district to require Architects to carry professional liability insurance for their involvement in the projects throughout the contract period and for three years thereafter. (Please attach a current copy of Insurance Accord with response.)

Current Coverage \$ _____ Deductible amount \$ _____

Maximum coverage limits _____

Insurance Company Name _____

Address _____

Contact Person: _____ Phone Number: _____

Have any claims been made against your firm for errors and omissions in the past five (5) years?

Yes _____ No _____

If yes, what was the disposition of the claim(s)?

Attach additional pages as necessary

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Consultant's Professional Liability Insurance

It is the policy of the district to require all consultants to carry professional liability insurance for their involvement in the projects throughout the contract period and for three years thereafter. (Please attach a current copy of Insurance Accord with response.)

Current Coverage \$ _____ Deductible amount \$ _____

Maximum coverage limits _____

Insurance Company Name _____

Address _____

Contact Person: _____ Phone Number: _____

Have any claims been made against consultant firm for errors and omissions in the past five (5) years?

Yes _____ No _____

If yes, what was the disposition of the claim(s)?

Attach additional pages as necessary

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Firm Experience

Types, budgets, and completion dates of projects for Eanes ISD (please list last 5):

Name and Location of Project: _____

Eanes ISD Contact: _____ Phone No. _____

Original Budget \$ _____ Final Cost: \$ _____

Date Completed _____

Managing Principal: _____

Project Manager: _____

Scope of Services Performed _____

If Outside Consultant(s) Used:

Type: _____ Firm Name: _____

Contact: _____ Phone No.: _____

Types, budgets, and completion dates of projects for other school districts (please list last 5):

Owner: _____

Contact: _____ Phone No. _____

Name and Location of Project _____

Original Budget \$ _____ Final Cost \$ _____

Date Completed _____

Managing Principal _____

Project Manager: _____

Scope of Services Performed _____

If Outside Engineering Firm(s) Used:

Type: _____ Firm Name: _____

Contact: _____ Phone No.: _____

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Assessments, plan reviews, inspections, and other services provided for Eanes ISD (please list last 5):

Name and Location of Project: _____

Eanes ISD Contact: _____ Phone No. _____

Original Budget \$ _____ Final Cost \$ _____

Date Completed _____

Managing Principal: _____

Project Manager: _____

Scope of Services Performed _____

If Outside Consultant(s) Used:

Type: _____ Firm Name _____

Contact: _____ Phone No.: _____

Assessments, plan reviews, inspections, and other services provided for other school districts (please list last 5):

Owner: _____

Contact: _____ Phone No: _____

Name and Location of Project _____

Original Budget \$ _____ Final Cost \$ _____

Date Completed _____

Managing Principal _____

Project Manager: _____

Scope of Services Performed _____

If Outside Engineering Firm(s) Used:

Type: _____ Firm Name: _____

Contact: _____ Phone No.: _____

(List only those projects that were designed by the firm completing this questionnaire.)

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Firm Capacity

Attach resume for each person listed below

Proposed RAS, Architects, Engineers or Consultants assigned to Eanes ISD Projects:

_____ <i>(Name)</i>	_____ <i>(Title)</i>	_____ <i>(Tx. Registration No.)</i>
_____ <i>(Name)</i>	_____ <i>(Title)</i>	_____ <i>(Tx. Registration No.)</i>
_____ <i>(Name)</i>	_____ <i>(Title)</i>	_____ <i>(Tx. Registration No.)</i>
_____ <i>(Name)</i>	_____ <i>(Title)</i>	_____ <i>(Tx. Registration No.)</i>

Number of Full-time employees in firm (Minimum 40 hours per week):

Number of employees in proposer's local office: _____

Number of employees in all proposers' office locations: _____

Number of persons with firm licensed as:

Registered Accessibility Specialists _____ Architects _____ Engineers _____

Attach additional pages as necessary

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Current Work In Your Firm's Office (list five largest):

	Type of Project	Estimated Cost	Project Stage	Completion Date	Client Contact Person & Phone No.
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____

All other projects combined:

Number _____

Total Estimated Cost \$ _____

Attach additional pages as necessary

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Current Work In Consultants' or Joint Venture Partners' Offices (list five largest):

	Type of Project	Estimated Cost	Project Stage	Completion Date	Client Contact Person & Phone No.
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____

All other projects combined:

Number _____

Total Estimated Cost \$ _____

Use separate page for each major consultant as necessary

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Additional Qualifications

Additional qualifications that make your firm uniquely qualified to perform professional services to the District:

Other advantages offered by your firm that would be of benefit to Eanes ISD.

At the conclusion of the project, would your firm transfer electronic files containing drawings, specifications, and other project data, for Eanes ISD's continued use?

_____ Yes _____ No

Would your firm grant to the district the license to reproduce electronic drawings, specifications, and other project data, for purposes of future maintenance of the building(s) and as background data for future alterations or additions to the building(s), provided that the architect for any such alterations or additions would assume liability for said alterations or additions?

_____ Yes _____ No

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Submission Process

Proposals shall be submitted in a booklet or loose leaf binder. The proposal shall be organized as shown below, with each section separated by a divider. Each divider shall have a tab clearly identifying the contents of the section.

Tab 1: Firm information:

- Firm name, address, officers, contact
- Financial statement, bank reference(s), approved line(s) of credit
- Litigation/arbitration history
- Insurance carrier, coverage amounts and limits, coverage duration, claim history
- W-9

Tab 2: Firm Experience

- Building types, budgets, and completion dates of projects for Eanes ISD
- Building types, budgets, and completion dates of projects for other school districts
- Functional and space programming services provided for Eanes ISD
- Functional and space programming services provided for other school districts.

Tab 3: Firm Capacity

- Names and résumés of principals and personnel proposed for Eanes ISD
- Names and résumés of principals and personnel of major consultants proposed for Eanes ISD
- Building types, budgets, and scheduled completion dates of current projects in architect's office
- Building types, budgets, and scheduled completion dates of current projects in major consultants' offices

Tab 4: Sustainable Design

- LEED certificates or other sustainable design credentials of professionals assigned to Eanes ISD.
- Examples of sustainable design solutions

Tab 5: Certifications

- Principal, officer, authorized representative non-collusion certification
- Suspension and debarment certification
- Certificate of residency
- Conflict of interest questionnaire
- Felony conviction notice

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Request for Qualifications Certification

The undersigned affirms that he or she is duly authorized to execute this questionnaire, that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other person, firm, or entity making or considering making a proposal to Eanes ISD for any of the future District projects, and that contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

The foregoing is true and correct. Eanes ISD, or any authorized representative of Eanes ISD, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information which Eanes ISD might determine as being desirable.

Firm: _____

Address: _____

City/State/Zip: _____

Phone No: _____

Fax No: _____

Signature: _____

Typed Name: _____

Date: _____

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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, the bidder:

1. Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034 of the Texas Education Code, and
2. Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (____.36)

Firm Name: _____

Address: _____ City: _____ Zip Code: _____

Telephone: () _____ Fax Number: () _____

E-mail Address: _____

Authorized Company Official Signature: _____

Please Print Company Officials Name: _____

Title of Official: _____

Date: _____

CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A. <http://www.capitol.state.tx.us/statutes/docs/GV/content/htm/gv.010.00.002252.00.htm>. This law makes it necessary for Eanes ISD to determine the residency of its bidders. In part, this law reads as follows:

Section: 2252.001

- (3) 'Non-resident bidder' refers to a person who is not a resident.
- (4) 'Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest proposal submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that

(Name of Company Bidding)

is, under Section: 2252.001 (3) and (4), a

_____ Resident _____ Non-resident

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of

_____ in the state of _____.

Signature of Authorized Company Representative

Print Name

Title

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Eanes Independent School District
601 Camp Craft Road, Austin Texas 78746

FELONY CONVICTION NOTICE

Senate Bill 1 passed by the State of Texas Legislators, 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 owners 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 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 disclosure is not required of a publicly-held corporation (option A).

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction had been reviewed by me and the following information furnished is true to the best of my knowledge (select one answer).

Vendor’s Name: _____

Authorized Company Officer’s Name: (please print) _____

Title: _____

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Officer: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Officer: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony (list names and titles):

Details of Conviction: _____

ALL VISITORS TO ANY EANES ISD BUILDING WILL BE REQUIRED TO PRESENT A PICTURE ID AND BE ENTERED INTO THE VISITOR MANAGEMENT SYSTEM IN ORDER TO RECEIVE A VISITOR’S PASS. NO VISITOR WILL BE ALLOWED ENTRY WITHOUT A VISITOR’S PASS.

Signature of Company Officer: _____

FORM J: CTPA ADOPTION CLAUSE

A list of members that may utilize the vendor's contract can be found on the CTPA website located at: <http://www.txctpa.org>

Any member district wishing to utilize such contract(s), will contact the vendor to verify that the contract is available to them and will place its own order(s) directly with the successful vendor. Successful vendors may contact the member districts to inform them of the contract award. There shall be no obligation on the part of any participating district to utilize the contract(s).

This clause is voluntary. A negative reply by the vendor will not adversely affect consideration of the vendor's solicitation response. (Vendors may opt out of this clause without penalty.)

Each participating district has the option of executing a separate contract with the successful vendor, which may contain general terms and conditions unique to that contracting district. If, when preparing such contract, the general terms and conditions of a district are unacceptable to the successful vendor, the successful vendor may withdraw its extension of their offer to that district.

The contract Lead District shall not be held liable for any costs or damages incurred by another district as a result of any award extended to that district by the successful vendor(s).

BY SIGNING BELOW, THE VENDOR HEREBY AUTHORIZES THE MEMBER DISTRICTS AS INDICATED BY CHECK BELOW TO ADOPT ANY CONTRACT RESULTING FROM THE VENDOR'S RESPONSE TO THIS SOLICIATION:

Yes

No

Yes, with the exceptions of the following districts:

Vendor Name: _____

Printed Name of Authorized Company Official: _____

Signature of Authorized Company Official: _____