

# **ALICE INDEPENDENT SCHOOL DISTRICT**

## **Request for Qualifications**

The Alice Independent School District (“District”), Alice, Texas, is seeking Statements of Qualifications in response to this Request for Qualifications (“RFQ”) for architectural and engineering design services for the renovation and remodeling of various facilities. Projects could include installation of new roofs; air conditioning systems; improving plumbing, electrical and lighting systems; remodeling kitchens, restrooms, storage areas, classrooms, and cafeterias; installation of lighting, fire and alarm systems, cameras, and public address systems; and site enhancements improving drainage, parking, and fencing.

### **DEADLINE FOR SUBMITTING STATEMENT OF QUALIFICATIONS:**

**No later than 2:00 p.m. on Wednesday, February 15, 2012.**

Statement of Qualifications shall be clearly marked:

**“Statement of Qualifications – Renovation and Remodeling of Alice ISD Facilities**

Statement of Qualifications shall be delivered to:

Alice Independent School District  
#2 Coyote Trail, Alice, Texas 78332  
Attention: Dr. Melonae Day, Assistant Superintendent

### **LATE STATEMENTS OF QUALIFICATIONS WILL BE RETURNED UNOPENED.**

#### **Contact Person**

In event clarification or additional information is needed, contact the following **in writing**:

Dr. Melonae Day  
Assistant Superintendent  
Alice Independent School District  
#2 Coyote Trail, Alice, Texas 78332  
Facsimile: (361) 660-2106  
E-Mail: [mday@aliceisd.esc2.net](mailto:mday@aliceisd.esc2.net)

Questions and answers will be posted on the district website.

The Board of Trustees of the Alice Independent School District, reserves the right to accept or reject any Statement of Qualification or any part thereof or any combination of Statements of Qualifications and to waive any or all formalities. All responses in Statement of Qualifications may be used to help the District in the selection process. The District reserves the right to verify

the accuracy and completeness of all responses by utilizing any information available to the District without regard to whether such information appears in the Statement of Qualifications.

By submitting a Statement of Qualifications, each Architect agrees to waive any claim it has or may have against the District, its Trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any Statement of Qualifications; waiver of any requirements in the Request for Qualifications; acceptance or rejection of any Statement of Qualification; and award of a Contract.

**Timeline for Selection** (Dates are Estimates and are Preliminary; All dates are subject to change)

Statement of Qualifications Due	February 15, 2012
Announce short-listed firms	February 22, 2012
Short-listed firms interviews/presentations	As requested by Board of Trustees
Board of Trustees – Contract award	March 19, 2012

### **Introduction**

The District invites architects and any other qualified professionals (“Architect”) to submit Statements of Qualifications to provide services for the architectural and engineering design for remodeling and renovation of various district facilities.

### **Background**

The Project consists of design through construction of various renovation and remodeling projects of district facilities. The total scope of the projects will be approximately \$5,500,000.00.

### **Scope of Services**

All architectural, engineering, and consulting services for the Project as described in AIA Document B141 – 1997, Standard Form of Agreement Between Owner and Architect with Standard Form of Agreement, as modified by the Amendments to Standard Form of Agreement attached as Exhibit A.

### **Agreement**

The Agreement/Engineer should be prepared to sign AIA Document B141 – 1997, Standard Form of Agreement Between Owner and Architect with Standard Form of Architect’s Services, as modified by the Amendments to Standard Form Of Agreement attached as Exhibit A.

Any proposed change to the Agreement or Amendments must be submitted with the Statement of Qualification.

## **Contents of Statement of Qualifications**

The Statement of Qualifications shall be concise and complete. The District will require **an original and two (2) copies** of the Statement of Qualifications from all interested Architects. The original does not need to be permanently bound, so that additional copies can be made. The Statement of Qualifications should include:

1. A cover letter which shall include a brief statement of interest, availability, and intent to perform services; general qualifications for selection; and signature of an authorized officer of the Architect who has legal authority in such matters.
2. A completed copy of Architect's Qualifications Statement, AIA Document B305 – 1993.
  - Section 4 should list the names and qualifications of consultants proposed for the Project.
  - Section 5.1 should list: (a) all educational facilities in which Architect performed design services in the last seven (7) years and the name and phone number of the owner's representative, and (b) all projects of any type currently in progress and the name and phone number of the owner's representative.
  - Section 8 should list Architect's bank(s) including name of bank(s), individual and title, address, and phone number.
3. Names and qualifications of Architect's employees proposed to be responsible for Project design and administration.
4. A description of Architect's design and administration process for projects of this type.
5. The District requires all Architects to carry professional liability, general liability, auto liability and umbrella liability, and worker's compensation / employer's liability insurance coverage. Professional liability insurance should remain in force during the term of contract and for one year following substantial completion of the construction project. Please state the carrier, agent, amount, expiration date and length of time you have maintained coverage for professional liability, general liability, auto liability and umbrella liability, and worker's compensation/employer's liability insurance coverage.
6. Identify all building projects within the past seven (7) years on which Architect, or Architect's agents, employees or consultants, has rendered professional services wherein a construction or design claim has been asserted. "Claim" means litigation, submission to a dispute resolution board, or the use of other alternate dispute resolution such as mediation or arbitration. For each such project identified, please state the nature and description of the claim, including

alleged claims for professional errors or omissions, contract extras, delay, disruption or impact claims, time extension claims, or other similar claims; including the identity of the owner, architect or consultant, and contractor, whether Architect, or Architect's agents, employees or consultants, was a party or alleged to have some responsibility for the claim, and the disposition of the matter.

### **Method of Selection**

The District's Board of Trustees will select the most highly qualified Architect based on demonstrated competence and qualifications, and attempt to negotiate with the Architect a fair and reasonable fee.

One or more Architects may be interviewed by the Board of Trustees.

The Statement of Qualifications will be evaluated on the basis of the following criteria:

1. Experience with projects that include renovations of this type.
2. Quality of past projects.
3. Ability, capacity, skill, and organization to complete the Project within budget and required schedule.
4. The character, integrity, reputation, judgment, experience, location and efficiency of the Architect.
5. Manner in which the Architect interacts with the Board of Trustees, administration and faculty involved with the Project.
6. Financial stability.
7. The number and scope of any conditions attached to the Statement of Qualifications.
8. Familiarity with the requirements of the State of Texas, Texas Education Agency, Texas Department of Licensing and Regulation, the County, City, and other entities having jurisdiction.
9. Evaluation of application information provided.