

SAN ANGELO INDEPENDENT SCHOOL DISTRICT

Architectural Services Request for Qualifications #21-023

The San Angelo Independent School District is accepting sealed requests for qualifications for architectural services.

Requests will be received in the Purchasing Department, 1621 University, San Angelo, TX 76904 until **3:00PM, Wednesday, November 3, 2021**. Request envelopes shall be plainly marked on the lower left-hand corner:

**Sealed RFQ # 21-023
Do Not Open Until:**

**For: Architectural Services
3:00 PM, 11/03/21**

Requests will be opened immediately following the specified deadline. At the time of the opening, only a listing of the respondents will be read. The specific requests and their contents will not be revealed, as the school district reserves the right to evaluate and negotiate with any respondent before a final decision is made. A short list of finalists will be selected for possible interviews before a final recommendation is presented to the Board of Trustees. A recommendation is expected to be made in December 2021.

Any reply received later than the specified date/time, whether delivered in person or mailed, will be disqualified, electronically date/time stamped, and returned unopened. **FAXED and/or E-MAILED REPLIES WILL NOT BE ACCEPTED.**

The San Angelo Independent School District reserves the right to reject any or all RFQ's and to accept any RFQ deemed most advantageous to the District.

The RFQ packet may be found at <http://www.saisd.org/bids>.

If additional information should be required, contact the undersigned at 325.947.3759.

Respectfully,



Jason Henry
Director of Purchasing

PURCHASING DEPARTMENT
1621 UNIVERSITY
SAN ANGELO, TX 76904
325.947.3758
FAX: 325.947.3837



Jason Henry
Director of Purchasing

**San Angelo Independent School District
Request for Qualifications – Architectural Services
RFQ 21-023 Architectural Services**

San Angelo ISD is soliciting a Statement of Qualifications from qualified architectural/engineering firms specializing in the K-12 public education sector to provide services for projects identified in our proposed \$22 million projected construction plan.

Respondents:

To be considered a responsive offer, submit the Original Signed Qualifications sheet and provide five (5) of your firm's response and any other requested information in a sealed envelope in the following manner:

- a. Mail the Qualifications to:
Jason Henry, Director of Purchasing
1621 University Avenue
San Angelo, TX 76904

OR

- b. Hand Deliver to SAISD Purchasing Department at 1621 University Avenue

All responses are due no later than 3:00 p.m., Wednesday November 3, 2021.

Offeror Conduct- Beginning with your receipt of this Notice and during the Request for Qualifications process, Offerors are not permitted to contact any Board of Trustees member, officer, or employee of the district. Please direct all questions and information requests to Jason Henry, Director of Purchasing.

Submissions should include the following:

- I. Firm Background and Experience
- II. Description of the Architectural/ Engineering (A/E) Personnel:
 1. Identification of the primary point of contact for the A/E team
 2. Identification of key firm personnel to be assigned to the project
 3. Identification of sub-consultants, as appropriate
 4. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the architectural firm and each of its consultants
- III. Relevant Experience and Capabilities
 1. Relevant experiences and capabilities will be judged through a review of both completed and ongoing projects; however, greater weight will be given to completed projects. The key area of interest for which project data and photographs should be submitted is as follows:
 - a. School conversion projects/ school renovations
 - b. New school construction
 - c. Public school district athletic facilities (Indoor Turf)

PROJECTS

Supply data for no more than five projects on which the firm has been involved in providing services and which best illustrate current experience and capabilities. For each project, please provide the following information:

1. Project name and location
2. Brief project description including:
 - a. Size and scope
 - b. Firm's role in project
 - c. Key firm strengths exhibited by project and relevant to SAISD
3. Owner's name, address, contact person, and telephone number
4. Schedule Data (any unusual events or occurrences that affected the schedule should be explained):
 - a. Date design began
 - b. Design completion date
 - c. Construction completion data
5. Construction Cost Data:
 - a. Pre-design construction budget
 - b. Pre- construction budget
 - c. Actual construction cost
6. Photos
 - a. No more than three color photographs per project
 - b. Photographs should be selected to facilitate evaluation of design
 - c. Photographs need not be submitted for every project for which data is provided, but project data must be provided for all projects with photographs included

Respondents are strongly encouraged to visit our website at www.saisd.org to familiarize themselves with the district.

Based on your review which of the projects do you feel your firm would best be considered for and what delivery method do you prefer?

☐ **Athletic Facilities**

- Construction of 2 matching indoor athletic fields. Both will have a fully enclosed 100-yard turf practice field. Possible HVAC and bathrooms in both Facilities.
- Lake View - Indoor facility will be located on the campus.
- Central - Located within the San Angelo Stadium complex, in front of Pays school. Proposed facility will connect to newly constructed Pays and a general use meeting space.

Preferred Delivery Method

☐ **Pays**

- Construction of a new learning center containing 6 classrooms. The new building will connect to the proposed indoor practice facility and provide a general use meeting space.
- New construction will include a controlled entry vestibule.
- Possible removal of portables.

Preferred Delivery Method

☐ **McGill Elementary**

- Construction of a new campus administrations offices, cafeteria, and 12 classrooms Building will be located next to the existing gymnasium facing Sherwood Way. Possible two story. Possible removal of older buildings except for the 1997 classroom building.
- New construction shall include a controlled entry vestibule.

Preferred Delivery Method

Other Information

Approach:

1. State briefly, what you believe to be the most pertinent considerations and challenges that must be addressed in the design of SAISD project(s).
2. State why you believe your firm is best qualified to skillfully address the issue(s) that you feel are relevant to these project(s).
3. Discuss how your firm will coordinate the development of design solutions, the production of contract documents, and construction administration. Be specific regarding internal and external communications, quality control, cost capabilities, specification system, and responsible individuals including their locations.
4. Describe technology expertise and experience your firm offers.
5. Describe safety and security expertise you firm offers.
6. Indicate how a non-local architectural firm will communicate and collaborate with the School District and community in the design of the Project given the distance from the architect's office to the District.

ORIGINAL SIGNED QUALIFICATIONS

APPLICATION SIGNATURE:

Until a contract resulting from the process is executed, no employee, agent, or representative of this professional services provider shall make available or discuss its proposal with the media (in any form), any elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the Purchasing Department.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow San Angelo ISD to check references given and that the information regarding each project is accurate. Further, the signature below certifies that the Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project(s).

NAME (Please print or type) TITLE

DATE

SIGNATURE of FIRM'S CONTACT PERSON

I. Tentative Project Schedule Summary

The tentative schedule for this Request for Qualifications is as follows:

- RFQ issued to firms October 8
- Qualifications received by SAISD November 3
- Interview Firms November 15-19
- Contract Award by Trustees December 2021

II. Evaluation Criteria

The District will review the qualifications submitted and select a firm based on the following criteria:

30% **Business Organization, Capabilities**

Has the firm demonstrated in the past that it has the financial, personnel, and technical resources to undertake the project?

40% **Experience**

Has the firm successfully completed comparable projects?

Has it consistently realized its client's program, budget, and schedule objectives?

Does the quality of the firm's completed projects meet the District's goals?

10% **Personnel**

Does the staff assigned to the project(s) have the requisite capabilities and relevant experience?

5% **Process**

Will the described process and schedule realize the District's objectives for the project(s)?

Is it suited to the District's procedures and requirements?

15% **References**

Attach 3 letters of reference.

Does the firm fulfill its commitments?

Does it make schedule deadlines?

Did it work well with the District's personnel?

Was the design work functional and creative?

Were the documents complete?

Were the budget objectives met?

Were the personnel responsive, cooperative, supportive, and knowledgeable?

Were change orders necessitated by problems with the firm's documents?

III. A/E Team Interviews

Following receipt and review of the qualification's statements by SAISD, each selected firm's will be allotted a one-hour interview session with SAISD personnel to elaborate on the firm's qualifications. During the interview you will be asked to discuss and illustrate your thoughts, concepts, opinions, and approach on how SAISD programmatic, functional, spatial, budgetary, and scheduling goals and objectives can be accomplished. Your presentation during the interview may be accompanied by sketches, drawings, site plans and photographs as needed. Each firm will be allotted up to thirty (30) minutes during the interview to present. A thirty (30) minute question and answer period will follow your presentation.