

REGION 16 EDUCATION SERVICE CENTER

Request for Qualifications

RFQ #PS-1-06-24

Request for Qualifications for Architectural/ Engineering Services

Five Year Contract

Region 16 ESC is requesting **Qualification Statements**, from qualified proposers in order to select Architectural/Engineering firms to design and provide all required services (architectural, engineering, electrical, structural and MEP) for future renovation and construction projects, in accordance with the requirements set forth by the Professional Services Procurement Act (Chapter 2254). **Sealed** Qualification Statements will be received at the office of Region 16 ESC, 5800 Bell Street, Amarillo, Texas, 79109 until **2:00 P.M. June 4, 2024**. Mark the outside of the envelope/package **“RFQ #PS-1-06-24, Qualifications for Architectural/Engineering Services.”**

Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to the completing proposer and will be kept confidential during the negotiation/evaluation process. However, all documents shall be open for public inspection after approval and acceptance by the Region 16 ESC except for trade secrets and confidential information so identified by the bidder as such. All confidential information should be clearly marked in red.

NO FEES OR CHARGES FOR SERVICES ARE TO BE DISCLOSED IN THE REQUEST FOR QUALIFICATIONS.

Any questions related to the Request for Qualification Statements should be directed to Andrew Pickens, Director of Purchasing and Operations in writing at andrew.pickens@esc16.net. Oral explanations or instructions shall not be considered binding on behalf of Region 16 ESC.

Architectural/Engineering submitting qualifications statements for consideration shall demonstrate that their firm has the competence and qualifications required to perform the service(s). Firms shall be current in all certifications and license requirements as required by the State of Texas for their profession. Firms that are currently under suspension, subject to disbarment or have litigation pending shall reveal the nature of each pending action.

Architectural/Engineering firms should provide a brief history of their organization and include the size and structure of their staff along with names of principals. Firms should indicate their area of expertise and are encouraged to submit references with their proposal.

Region 16 ESC will evaluate all qualifications received and will notify the proposers that the Region 16 ESC determines to be best qualified to serve as Architects/Engineers for future projects. Negotiations for individual projects will be entered into with the Architect/Engineer determined to be the best qualified for the specific project at the time of project start up.

The following list details possible locations for future projects for the Region 16 ESC. This list is provided as a guide for firms to use in determining if they have an interest in submitting their qualifications for consideration.

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Locations

5800 Bell Street, Bell property renovations are ongoing.

1601 South Cleveland, Cleveland property renovations are ongoing.

1023 North Nelson, Nelson property renovations are ongoing.

Other Locations, Region 16 ESC may determine a need for renovations at the locations described or at other locations during this contract period. It is anticipated that any contract(s) completed as a result of this RFQ will provide architectural/engineering services on the request of Region 16 ESC for these locations and any other location as requested by Region 16 ESC.

PROPOSAL REVIEW AND SELECTION TIMELINE

Qualifications	Date and Time
Request for Qualifications Issued	5/02/24
Deadline for RFQ Submissions	6/4/24
Interviews with Selected Firms	6/5/24 – 6/14/24
Board Approval	6/28/24

RFQ RESPONSE SUBMISSION

It is the sole responsibility of the vendor to ensure delivery of proposals by the deadline. It is not the responsibility of Region 16 ESC to ensure delivery, internal or external, to the Purchasing & Business Office. RFQ's submitted after the closing date and time will not be considered.

Telephone amendments, e-mailed, or faxed proposals will not be accepted at any time.

Cost of proposal Development: Region 16 ESC claims no financial responsibility for any costs incurred by the Responder in responding to this RFQ, whether or not it is the successful Responder. These costs include, but are not limited to, bonding, legal costs for any reason, production, reproduction, travel, postage, and mailing.

PROFESSIONAL SERVICES

Typical professional services include, but are not limited to, the following:

- Provide basic design services: Programming/Pre-Design; Schematic Design; Design Development; Construction and Bid Documentation; Construction Administration; Closeout

- Investigate and coordinate project requirements with the Owner, Site, and Community for thorough project execution. This includes community engagement interactions.
- Provide project cost estimates at least at the end of each design phase. Provide project schedule and phasing. Assist owner through Bidding and Award. Act as a project administrator.
- Manage design scope with respect to budget for successful bid and award.
- Manage and administer the construction contract through warranty, coordinate construction administration with the General Contractor or Construction Manager as Adviser when applicable.
- Provide construction observations with reports.
- Provide closeout documentation including electronic record drawings and specifications.
- Provide inspection and remedial actions prior to the expiration of the one-year warranty.

REQUIRED COMPONENTS

1. Table of Contents (1 page maximum)

Provide a Table of Contents for the information in the RFQ, including page numbers, in the sequence outlined below.

2. Organization Information (1 page maximum)

Information about the firm including:

- a) Name of Firm and Location of principal and branch offices
- b) Length of time in business and year established
- c) Contact Information
- d) Type of firm and ownership (Corporation, Partnership, Joint Venture, Other)
- e) If corporation, list officer's names
- f) If Partnership, list type (General, Limited, Association) and list partners' names
- g) Firm size and other available services provided by the firm
- h) Total staff by discipline
- i) Identify if women, minority or veteran-owned (for informational purposes only)

3. Legal Status and Affirmative Action (1/2 page maximum)

- a) A statement that the Responder is not currently disbarred or suspended by the federal government, the State of Texas or any of its departments or agencies or another government entity.
- b) An Affirmative Action Certificate of Compliance or Affirmative Action Plan, assuring that the Responder is an Equal Opportunity/Affirmative Action employer.

4. Resumes of key personnel with relevant experience (6 pages maximum). Resumes shall be no more than one single-faced page per person.

5. Relative Firm Experience (4 pages maximum)

- a) An outline of the Responder's background and experience with particular emphasis on K-12 educational or other relevant projects including owner-occupied phased remodeling projects, with or without additions. Examples may also include complex phased remodeling of owner-occupied buildings from other than the educational sector that the responder deems relevant (please explain why it was included).
- b) Region 16 ESC is placing a heavy focus on remodeling experience incorporating the latest fashion and workspace options. A high level of electrical and mechanical experience is desired. Examples are encouraged.
- c) List experience working with other municipalities or governmental entities.

6. Provide up to six (6) examples of relevant projects, completed during the past 10 years. (4 pages maximum)

- Include renovations, additions, and new buildings.
- Provide the following information for each project listed:
 - Project owner, name, and location.
 - Client contact and telephone number.
 - Project description (new, renovation, expansion) and size in gross square feet or other applicable index.
 - Scope of services provided.
 - Original and actual start and finish dates of construction.
- Describe if project was executed in an Owner-occupied facility and/or if construction was phased.
- Describe initial estimates, final construction costs and total project costs.
- Describe construction delivery method: General Contractor, Construction Manager, etc. and identify major Contractors and Construction Managers.
- Describe if project was either executed in an occupied facility or phased/coordinated around normal school business operations of the facility or campus.
- Reference(s) most knowledgeable of project. Region 16 ESC may contact references at its discretion.
- Any and all litigation or threatened litigation involved with project.

7. Termination from a project (1/2 page)

Has the Responder ever been terminated from a project before completion? If yes, please describe when, where and why.

8. Financial Information and Contract Experience (1/2 page maximum)

The Responder shall answer each of the following questions. If any answer is in the affirmative, explain all relevant circumstances in detail, including the current status and ultimate disposition of each matter:

- Has your firm been declared in default of any contract?
- Within the past three years has your firm filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?
- Is your firm now the subject of any litigation in which an adverse decision might result in a material change in the company's financial position or future viability?

Please Return the Entire RFQ Document with your Submission

Company Name _____

Authorized Signatory Name _____

Printed Name _____

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