

**Pampa Independent School District  
2133 N. Hobart  
Pampa, TX 79065-7801**



**REQUEST FOR QUALIFICATIONS  
2016-010**

for

**Architectural/Engineering Services  
Ongoing and Recurring  
Roof Repair and Replacement Projects**

Pampa ISD is requesting proposals for:

**Architect/Engineer Services**

Ongoing and recurring repair, replacement and improvements to various roofs throughout the District, as needed

Qualifications will be accepted until 2:30 pm on April 15, 2016 to:

**Pampa ISD  
ATTN: Belinda Urrutia, Purchasing Director  
2133 N. Hobart  
Pampa, TX 79065-7801**

All responses must be annotated with the following:

**Architect/Engineer Services  
Ongoing and Recurring  
Roof Repair and Replacement Projects  
RFQ #2016-010**

Please enclose eight (8) copies of your response with the appropriate annotation to the address above.

Questions regarding this qualifications package should be directed to:

**Pampa ISD  
ATTN: Belinda Urrutia, Purchasing Director  
2133 N. Hobart  
Pampa, TX 79065-7801  
Ph: (806) 669-4700  
Fax: (806) 665-0506  
Email: [Belinda.urrutia@pampaisd.net](mailto:Belinda.urrutia@pampaisd.net)**

## **EVALUATION CRITERIA**

The decision to select an architect or engineer (“A/E”) will be based on demonstrated competence as required by Texas Government code §2254.004. Each response shall be evaluated on the following criteria:

### **CRITERIA**

1. Reputation of the A/E or firm
2. Experience over the last five years assisting Districts with projects of similar size and scope
3. References
4. Resumes of key personnel
5. Location of the firm and ability to provide services in District
6. Claims or suits filed against the A/E or firm in past 5 years for professional negligence, if any, and the disposition of such claims, if any
7. Past relationship with the District
8. Board impressions from response documents and interviews, if applicable

## **QUESTIONNAIRE ARCHITECT/ENGINEER SERVICES**

All interested and qualified A/Es are invited to submit a statement of their competence and qualifications, consisting of the following:

### **GENERAL QUALIFICATIONS**

The A/E should have expertise with assessing school district facilities and prioritizing needs, have expertise with programming, cost estimating, planning, designing and administering roof repairs and replacement construction projects for Texas school districts or other public facilities with similar regulatory and legal requirements, and be qualified and licensed to perform such roofing services and inspections in the State of Texas. Work includes designing and writing specifications and contract administration for new roof construction, roof renovation, roof repair, and roof maintenance projects. The A/E need not have a local office, but should have experience in the Pampa area and knowledge of local construction practices, codes, procedures, regulations, and environmental conditions is required.

At a minimum, the Statement of Qualifications must contain the following:

1. Name(s) of A/E(s) and firm
2. Business address
3. Contact individual, telephone and e-mail address
4. Type of organization i.e. partnership or corporation, or individual
5. General statement of qualifications
6. History of firm and principals, including:
  - Years in business-if less than five years, previous experience of principals is critical
  - Years in business under present name; and,
  - Past relationship with District
7. Key personnel proposed to be assigned to project
8. Registrations, licenses and certifications
9. General experience, school district experience, and prior experience with Pampa ISD
10. Experience related to design of roofing projects in Texas. Include a list and brief description of all such projects performed in the last three years. If the A/E proposed to perform the design of the project is not a firm with a local office, indicate the means in which it acquired experience in the Panhandle area and knowledge of local construction practices, codes, procedures, regulations, and environmental conditions.
11. List and explain all claims and litigations involving the firm in the last 5 years, including mediation or arbitration proceedings, if any
12. Statement regarding the ability of the firm to provide insurance certificates
13. Willingness to allow District to perform a credit check
14. Statement of any potential conflicts of interest
15. Business references
16. Preferred construction delivery method with explanation

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date stated herein. It is recommended that responding A/Es use an AIA B305, and supplement with the additional information requested.

**Inquiries and Interpretations**

Responses to inquires which directly affect an interpretation or changes to this RFQ will be issued in writing by the District as an addendum and faxed or e-mailed to all parties recorded by the District as having expressed their interest in the RFQ by contacting Belinda Urrutia. All such addenda issued by the District before qualifications are received shall be considered part of the RFQ.

Only those inquiries to which the District replies by written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect

**ANTICIPATED SELECTION SCHEDULE:**

|   |  |
|---|--|
| Published Notice for RFQs:              | April 2 & 5, 2016                                    |
| Deadline to receive RFQ's:              | April 15, 2016                                       |
| Notify Shortlisted Parties (if needed): | April 20, 2016                                       |
| Board Interview/Rank Firms (if needed): | April 25 – 29, 2016                                  |
| Selected firm notified                  | Immediately following selection and ranking by Board |
| Board Action on A/E Contract:           | As needed on a project-by-project basis              |

The Board may interview firms recommended by the Pampa ISD administration from those responding to this solicitation, but the Board will determine the highest ranked A/E. If in the Board's discretion, however, one firm is able to demonstrate superior competence over all others, the Board reserves the right to select and rank firms without conducting interviews.

A/E firms invited for an interview, if any, may be required to provide comprehensive evidence of architectural/engineering services for projects of similar type and size.

All responses shall be evaluated and ranked on the criteria identified above, and final selection will be based upon the A/E's demonstrated competence, in comparison to the needs of the District, the quality of the documents provided, and factors that any entity would consider in selecting an A/E for roof repair and replacement projects.

The District intends to use a non-AIA contract, but reserves the right to use an AIA contract, as modified and amended by the District. The A/E selected shall maintain professional liability or errors and omissions insurance in the amount of at least \$1 million for each occurrence, and the must provide workers' compensation insurance, as set out in District Policy CV (EXHIBIT). The District reserves the right to require additional coverage, as needed, depending on the size and scope of a particular project.

## **PROJECT SCOPE AND DESCRIPTION**

Full architectural and engineering services for ongoing and recurring roof repair and replacement projects, including assessing current school facilities, prioritizing facility needs, assisting the District with selection of a delivery method as set out by current Texas law, preparing designs and specifications, assisting with advertising for bids/proposals, assisting with evaluating the bids/proposals, producing construction documents, overseeing the project, authorizing payments to contractor(s), etc.

It is the District's intent that the A/E Firm selected through this RFQ will be used for projects that develop over the next five (5) years. The selected A/E Firm, however, MAY NOT necessarily be utilized for projects funded with voter approved bonds or any other project that the District determines is in its best interest to use a different architect, depending on the scope of the project and the needs of the District at that time. Further, the District, at its discretion, reserves the right to terminate its relationship completely with any A/E Firm selected through this RFQ.

Responses are being solicited to ensure that the District hires only qualified A/E Firms for future projects. A/E Firms that submit responses will not be guaranteed any professional service contracts as a result of submitting a statement of qualifications.

### **In General**

As part of the services provided, the A/E, in coordination with District staff, shall:

1. Achieve objectives of the District
2. Develop cost effective alternatives
3. Evaluate constructability
4. Foster a high level of quality in design
5. Identify project scope for each project, as needed
6. Assist in the District in selecting contractors to perform the needed work.
7. Provide ongoing cost estimates
8. Identify critical design issues related to each project

**Construction Phase**

The details of the construction phase services will be determined on a project by project basis. It is currently anticipated that the architectural/engineering firm selected shall provide on-site representation during the construction phase as needed and directed by the District.

**CERTIFICATE OF INTERESTED PARTIES**

Effective January 1, 2016, Texas governmental entities must comply with the “Disclosure of Interested Parties” mandated by Texas HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, all contracts requiring an action or vote by the governing body of the entity or agency before the contract may be signed (regardless of the dollar amount) or has a value of at least \$1 million will require the on-line completion of Form 1295 “Certificate of Interested Parties,” per Texas Government Code § 2252.908. Form 1295 is also required for any and all contract amendments, extensions or renewals. Therefore, A/E will be required to create, electronically file, and present such Form 1295 to the District using the Texas Ethics Commission’s online filing application at final execution of any contract with the District.

**WAIVER OF CLAIMS: BY TENDERING A RESPONSE TO THIS RFQ, THE A/E ACKNOWLEDGES THAT IT HAS READ AND FULLY UNDERSTANDS THE REQUIREMENTS FOR SUBMITTING A RESPONSE AND THE PROCESS USED BY THE DISTRICT FOR SELECTING THE BEST A/E FOR THE DISTRICT ON DEMONSTRATED COMPETENCE. FURTHER, BY SUBMITTING A RESPONSE, THE RESPONDER FULLY, VOLUNTARILY AND UNDERSTANDINGLY WAIVES AND RELEASES ANY AND ALL CLAIMS AGAINST THE DISTRICT AND ANY OF ITS TRUSTEES, OFFICERS, AGENTS AND/OR EMPLOYEES THAT COULD ARISE OUT OF THE ADMINISTRATION, EVALUATION, RECOMMENDATION OR SELECTION OF ANY RESPONSE SUBMITTED PURSUANT TO THIS RFQ.**

# 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:

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(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.