



## **REQUEST FOR QUALIFICATIONS**

# **Architectural/Engineering Design Services**

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# Logistics

## DISTRICT CONTACTS FOR QUESTIONS

**Mr. Tim Loper**

Director of Facility Services

Phone: 903-262-1055

Email: tim.loper@tylerisd.org

## REQUEST FOR STATEMENT OF QUALIFICATIONS

This is an invitation and request for Statement of Qualifications from architectural firms. Services to be provided include customary architectural services and related civil, landscape, structural and MEP engineering. Depending upon the requirements of the specific assignment, additional disciplines may also be necessary, such as kitchen and food service design, acoustical design, theater sound and lighting, and others. These services shall be included in the architect's scope by either in-house specialists or consultants. The contract will be executed between TISD and the architect will be Tyler Independent School District "Agreement for Design Consultant Services" dated upon approval. Responses to this Request for Statement of Qualifications will be received at the time and location designated, and shall include the information requested hereafter. Responses received after this time will not be considered.

After evaluation of Statements of Qualifications, the Review Committee will select a short list of firms upon which to give further consideration. All firms selected for the second phase will be notified of their scheduled interview/presentation time, location and provided the specifics of second phase submission requirements.

## DUE DATE

Qualifications must be submitted by May 3, 2010 no later than 2:00 PM (local time). See "Instructions" in the Submission Requirements section of this document for details. No proposals will be accepted after this time.

## FEES

This Request for Qualifications does not ask for fee information. Upon selection of a consultant, TISD will meet with the selected firm to negotiate a price.

## ANTICIPATED SCHEDULE OF EVENTS

- |                                      |                  |
|--------------------------------------|------------------|
| ■ Request for qualifications issued  | April 16, 2010   |
| ■ Written questions due              | April 22, 2010   |
| ■ Qualifications due (by 2:00 PM)    | May 3, 2010      |
| ■ Notification to short-listed firms | May 6, 2010      |
| ■ Oral presentations                 | May 12 &13, 2010 |
| ■ School Board approval              | May 20,2010      |

Every effort will be made to adhere to the schedule set forth. The date of notification is subject to extension in the event that further clarifications is in the best interest of the district and in the event the

School District requires more time to assure that the selection of the consultant is in accordance with its policies, rules, and regulations.

## **SELECTION CRITERIA**

The firms will be selected based upon a two-part evaluation. Preference will be given to local and or partnering with local firms proposing. The first part will be weighted based on the written submission of the qualifications.

The elements of this review will include:

- Quality and Innovative Middle School Designs
- Volume of Middle School Design Experience
- Middle School Prototype School Design Experience
- Proposing Firm's Resources/Proposed Team and use of Historically Underutilized Businesses
- Overall Capacity to Provide the Scope of Services, "in-house"
- Technical Resources including CAD, Estimating, and Construction Support
- Past or Present Litigation
- Overall Form and Format of Submission (including ability to be concise and brief)

The second part will be weighted separately based on the presentation and the oral response to the questions. The interview selection criteria will include:

- Success of Architectural Design and Functional Planning
- Adherence to Time Schedules and to Cost Budgets
- Flexibility in the Planning Approach
- Experience and examples of Team Approach
- Follow-through During and After Construction
- Philosophy/Strategies for Project Completion, Punch List Completion & Owner Training
- Participation of Key Staff that will Complete the Scope of Work
- Technical Competence and Expertise in Middle School Design for similar size districts
- Key Sales Points and Firm Differentiators
- Verbal and Graphic Presentation Skills
- Question and Answer Participation

## **INSTRUCTIONS FOR SUBMISSION – PHASE I – MINIMUM REQUIREMENTS**

***Submittals for Minimum Requirements shall be prepared simply and economically, and shall provide concise answers to the requested information in the order and format prescribed. Failure to do so may be cause for disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response. A total of six (6) copies of each submittal shall be neatly packaged and sealed, with the address of the recipient affixed to the exterior face.***

### **1. Architect's Introductory Letter of Interest**

This document should be prepared and signed jointly by the Partner-in-Charge and the proposed Project Architect/Manager assigned to TISD projects—a statement in essay form that allows personal expression as to:

- a. Why you believe your firm and the individuals assigned are aptly suited to perform architectural services for TISD.
- b. What special qualities/attributes you and your firm possess that would render superior performance on your assignment.
- c. Specific instances where other public schools or clients have benefited because of your association with their construction program and similar projects.

***Please limit your essay to two letter-size pages.***

**2. Architect's Qualification Statement:**

Attach a completed AIA Document B305 Architect's Qualification Statement. In event that the submitting firm has multiple offices, submit one B305 for the office nearest Tyler ISD and a separate B305 providing the information for the collective company. In event that one or more firms are submitting via joint venture, each participating firm shall fully complete a B305. Additionally, a detailed description of the proposed organizational structure, and the proposed role of each firm of the conglomerate shall be provided.

Where articles on the B305 would be duplicated on supplemental requested information, stipulate this on the form. Do not leave any spaces completely blank.

**3. Additional Information Required:**

Comment on your firm's qualifications, including general information and brief history of the firm, a chronology of the firm's origin through its current status and any changes in ownership, locale, or addresses since its inception.

Comment on your firm's ability and commitment to provide errors and omissions/professional liability insurance, which must be compliant with TISD purchasing policy and in limits of not less than \$1 million, effective for at least 2 years after date of substantial completion of the project. Refer to TISD Standard Form of Agreement for specific insurance requirements.

Comment on your firm's ability to determine programming and processes to insure facility design meets curriculum needs.

Comment on the areas you would utilize consulting services of other firms, which firms you would consider including on your team, your history with the firm and individuals, and why they are best suited for working with you and TISD

**4. Project Team:**

Include an organizational chart that depicts reporting responsibilities and organization of team members. This chart must specifically identify the Principal in Charge, Project Manager, Lead Architect, AutoCAD Manager, Specification Writer and Construction Administrator.

For each team member proposed, provide the following information:

- a. Resume with an overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.
- b. Current principal place of residence.
- c. List of personal experience specifically in the Middle School educational market.
- d. Involvement, if any, in terms of roles and responsibilities on the firm's experience described in Project Experience.
- e. Estimated allocation of individual's time to the TISD program on a monthly basis.

**5. Related Work Experience:**

Provide a listing of your Middle School experience. Indicate the level of school, type and magnitude of work, completion date, and the name of the schools or entity.

Provide a list of the 5 to 8 most recent new projects on which your firm has provided full architectural services and which represent the variety and range of your new Middle School experience. "Your firm" in this instance refers to the local office, not the corporate composite. Providing this information constitutes the respondent's invitation to TISD to contact the persons listed.

The list shall include, in this order, one project per letter-sized page:

- Name of Owner/Client
- Telephone Number
- Owner Contact
- Telephone Number
- Name of Project/Building
- Description of Project
- Size in square footage of project
- Date of Construction Contract
- Date of Substantial Completion
- Dollar value of Construction Budget at beginning of Design
- Dollar value of Construction at Date of Construction Contract
- Dollar value of Construction at Completion of Contract
- Partner in Charge
- Project Architect/Manager

6. **Supplemental Information:**

It is unnecessary to provide supplemental information on the first submittal. However, if the respondent so chooses, additional information may be provided in the form of promotional brochures or similar material.

7. **Submission Materials:**

The physical size of all submission materials shall be limited to an 8 ½ by 11 format, bound securely. Please avoid redundant and repetitious materials, limit the overall submittal packet to maximum of 50 pages.

8. **Submittal Deadline:**

Provide six (6) copies of your submittal, packaged and marked as:

**Statement of Qualifications – Architectural Services**

Due no later than 2:00 PM (local time) on May 3, 2010 to:

Mr. Tim Loper  
Director of Facility Services  
Tyler ISD  
1319 New Sunnybrook Drive  
Tyler, Texas 75701

Telephone, electronic or facsimile submissions will not be considered. Submissions received after the time and date of closing will not be considered. The District reserves the right to reject any or all qualifications and to waive informalities and minor irregularities in qualifications received, and to accept

any portion of a qualification or all of the qualifications if deemed in the best interest of the district to do so. TISD will not be liable for any costs incurred by firms in preparation of these requested qualifications or in answering to the Request for Qualifications.

The request for Qualifications contains specific requests for information. In those cases where specific and mandatory requirements are stated, material failure to meet those requirements will result in disqualification of the firm's response.

This RFQ in no manner obligates the district to eventual purchase of any services, products or equipment described, implied, or which may be proposed, until confirmed by written contract. Progress towards this end is solely at the discretion of the district and may be terminated without penalty or obligation at any time prior to the signing of a contract. The district reserves the right to cancel this RFQ at any time for any reason and to reject any or all qualifications completely or in part.

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## **Project Overview**

Tyler Independent School District is considering design work for a new Middle School for grades 6 through 8. The school will be of sufficient size to accommodate 1200 students with the capability to allow for future expansion to accommodate 1500 students. All amenities required for normal Middle School operations will be included

TISD is seeking to select a qualified architect and engineer(s) to work with Tyler ISD. The consultants will be pre-qualified throughout the program. The Architect will work with TISD in developing the district standards and the coordination of design review, cost review and value engineering.

The selected A/E will coordinate its work with the Director of Facility Services or his designated representative. The A/E shall provide pre-construction and construction phase professional services and any other services as outlined in this RFQ and otherwise required by TISD using method(s) that will facilitate construction of the project according to schedules from start of construction to completion. It is anticipated that the project delivery method used for this project will be Competitive Sealed Proposals.

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## A/E Scope of Work

Presented below is a general outline of consultant services that may be required for this project.

### Pre-Design Services

Conduct a pre-design Charrette with TISD staff to establish criteria for design of the facility. Participate and prepare minutes in pre-design meetings with TISD, site committees and other consultants meetings to develop programming, site layouts, conceptual budgeting and when gathering existing available site information provided by the TISD

### Design Services

Prepare schematic design drawings, existing conditions base documents, design development drawings, and construction drawings; final construction documents; and bid documents for all work outlined in the beginning of this section in compliance with current local Building Codes, other applicable ordinances, and municipal, state and federal regulatory requirements. Prepare and distribute meeting minutes.

1. Existing Conditions Base Documents
  - a. Attend meetings. Lead architect and consultants as required.
  - b. A/E team is to conduct a thorough visual survey of the Site, verify and document the existing conditions in base drawings to be used for the design work.
  - c. These base drawings shall include (at a minimum) architectural floor plans and exterior building elevations; mechanical, plumbing and electrical floor plans and site plans for each discipline. These will be part of the schematic design phase in addition to any new design and other work.
  - d. Review and modify, if necessary, TISD education specifications to insure conformance for middle school programming.
2. Schematic Design Phase
  - a. Provide programming, schematic design documents, including building placement, drawings, and outline specifications developed around the District technical specifications, district templates, and standards.
  - b. Provide area and space tabulations by use, room, and building along with a balanced budget.
  - c. Provide certification that the design can be constructed within the budget.
  - d. Respond in writing to design review comments from the Director of Facility Services or his designee to incorporate those approved.
  - e. Provide certification that the design can be constructed within the budget.
  - f. Make submittals to the Department of Education, the Fire Marshal's office, City of Tyler and any other required agencies. Submittal will be coordinated through the Director of Facility Services.
  - g. The design team will make schematic presentations to the local public stakeholders during the evening for groups such as the CPOC Committee, local PTA ,School Staff other local stakeholders.
3. Design Development Phase
  - a. Attend meetings. Lead architect and consultants as required.
  - b. Development of the approved schematic phase documents and base drawings to design development level for submittals to the TISD. Submittals shall have accurately sized all equipment and materials to a degree that an accurate cost estimate can be prepared.
  - c. Develop alternates as required to allow options to keep project within budget.
  - d. Provide value engineering recommendations and solutions if budget constraints are exceeded.

- e. Respond in writing to design review comments from the Director of Facility Services or his designee and incorporate those approved by the TISD.
  - f. Provide certification that the design can be constructed within the budget.
  - g. The design team will make design development presentations to the local public stakeholders during the evening for groups such as the CPOC Committee, local PTA School Staff other local stakeholders
4. Construction Documents
- a. Attend meetings. Lead architect and consultants as required.
  - b. Coordinate and integrate TISD requested changes, owner-supplied equipment and pre-purchased materials as applicable.
  - c. Provide documents that are fully coordinated with each design discipline including the site abatement and demolition work.
  - d. Produce complete documents required for TISD to advertise for construction bids, including construction cost estimates. All drawings and specification shall be stamped and signed by Texas licensed engineers and architects.
  - e. Respond in writing to design review comments from the Director of Facility Services or his designee and incorporate those approved by the TISD.
  - f. Provide certification that the design can be constructed within the budget.
  - g. Make submittals to the Department of Education, the Fire Marshal's office, City of Tyler and any other required Agencies. Submittal will be coordinated through the Director of Facility Services or his designee.
5. Design Review Procedures and Value Engineering
- a. Design Review - Designer will comply with requirements of the TISD design review process. This includes meetings with the Director of Facility Services or his designee to review the design comments and incorporation of design review comments into the design document where directed by the District.
  - b. The Design team may be asked to attend a Value Engineering Workshop for each discipline in the design team for 1 to 2 days.
6. Prebid Services
- a. Conduct Prebid meeting with General Contractors and Subcontractors.
  - b. Prepare and distribute bid packages to Contractors, plan rooms and other agencies as required.
  - c. Respond to Contractors questions with written Addenda.

### **Construction Support Services**

1. Attend bid openings, board meetings, pre-bid meetings, pre-construction meetings (pre-foundation, pre-masonry, pre-roofing, pre-tiling) and prepare agenda.
2. Participate in Teaming sessions during the course of the contract.
3. Respond to Requests for Information (RFI) and other inquiries from the field.
4. Prepare and issue Architectural Supplemental Instructions (ASI) as required.
5. Prepare design changes to the work initiated by TISD.
6. Review and approve submittals, shop drawings, substitutions and change orders.
7. Attend onsite construction meetings and weekly coordination meetings with Design Team, and TISD designee. Prepare minutes.
8. Conduct site observations as required by the Agreement with TISD.
9. Administrate the expeditious issuance and completion of architectural, mechanical, electrical, plumbing, kitchen equipment, roofing, site and landscaping punch lists. An above ceiling MEP punch list will also be required.
10. Coordinate and interface materials testing and inspections for buildings, structures and paving executed by a local testing laboratory per the Agreement with TISD.

## All Phases of the Work

1. The A/E shall work with TISD, other consultants and architects through all phases of the contract. The A/E is also responsible for coordination and approval of his design with control agencies as applicable. The work will require meetings with various members of the team identified above, in the consultant's offices and at the construction site.
2. The A/E shall respond to all directives from TISD and/or its representatives and act in a timely manner.
3. The A/E shall follow and implement all standard guidelines, specification and procedures used by TISD.
4. The A/E may be required to participate in a computer-based communication network utilizing the Internet (extranet). A comprehensive "Extranet" program may be utilized during the design and construction phases of the work. It is TISD's intent that all correspondence, drawing submittals, reviews and other documentation is done on the Extranet. The A/E will demonstrate the technical ability, experience and willingness to perform its work with TISD on this Extranet. The Extranet is a communications tool. Drawings will not be done on the Extranet but will be posted there.
5. The Extranet will keep the District and the Project team, as designated by the District, informed as to the overall status of the projects. The system will provide security to limit access to the site and track as much of the project as possible, to give the District a real time communication and tracking tool. A comprehensive account of project activities, conditions and problems will be achieved with record keeping systems. Including, but not necessarily limited to, general correspondence files, periodic reports of activity performance, drawing schedules, submittals, shop drawings, payments, samples, transmittal, change requests and authorizations, meeting minutes, confirmation of oral instructions, notice of non-conforming contract work, progress photographs and other documentation as may be specified by the District.
6. The Designer shall control and manage all sub consultants and be responsible for maintaining appropriate channels of communications with other team members. It is required that services will be performed by a firm with offices in the local area.
7. The Designer shall obtain required approval of documents from the TISD through their design approval process.
8. The Designer shall perform all work in accordance with TISD standard Agreement for services with no exceptions.
9. TISD shall be responsible for all asbestos and hazardous materials testing and abatement as needed.
10. TISD shall be responsible for any Phase I Environmental Site Assessment and remediation as needed.

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## Appendix B: General Information Sheet

Date:  
Legal Name of Firm:  
Corporation Identification Number:  
Federal Employer Identification Number:  
Date Office Established:  
Firm's Address:  
Firms Telephone #:  
Website:  
E-Mail:  
Type of Organization (Partnership, Corporation, etc.):  
Name of Principal-in-Charge, Title, License Number:  
Name of Project Manager and Title:

For the firm that will serve as Architect of Record, please provide:

Total number of office staff:  
Breakdown of Staff:  
Licensed Architects:  
Interns:  
Licensed Interior Designers:  
Mechanical Engineers:  
Electrical Engineers:  
Civil Engineers:  
Structural Engineers:  
Construction Administrators:  
Business Developers:  
Administrative Staff:  
Others:

For the past five years, the approximate total gross revenues attributed to office:  
 Approximate allocation of gross revenues between Architectural and Engineering services:  
 Approximate allocation of gross revenues specifically allocated to Middle School education clients:  
 Total number of school projects actually completed by this Firm:

	ES	MS	HS	Other	Stadiums	Field Houses	
Renovation							
New Construction							

For each project in progress by this office provide:  
 Date Design Complete:  
 Estimated Construction Value:  
 Date Construction Complete:  
 Lead Designer:  
 Lead Project Manager:

List up to five (5) Middle School new projects you feel represent your best efforts to date; and you would suggest visiting. Provide a listing of lawsuits or litigation within the past five years including a brief description, the status or outcome, and any comments. Statements failing to provide the requested information on lawsuits or litigation will be considered non-responsive disqualified from the selection process and will not be evaluated. Firms that assert attorney-client privilege and fail to provide the requested information may also be considered non-responsive to the submittal requirements, disqualified from the selection process, and will not be evaluated.

**Sub-Consultants** – List up to three firms in each discipline you normally associate with. Rank in order of preference.

## Structural Engineer

Firm Name:  
 Lead Engineer:  
 Structural Registration number:  
 Business Address:  
 Phone:  
 Total number of jobs, responsible for engineering services with your firm:  
 Number of school renovations/modernizations in last five years:  
 Remarks:

Date of Registration:

Firm Name:  
 Lead Engineer:  
 Structural Registration number:  
 Business Address:  
 Phone:  
 Total number of jobs, responsible for engineering services with your firm:  
 Number of school renovations/modernizations in last five years:  
 Remarks:

Date of Registration:

Firm Name:  
 Lead Engineer:  
 Structural Registration number:  
 Business Address:  
 Phone:  
 Total number of jobs, responsible for engineering services with your firm:  
 Number of school renovations/modernizations in last five years:  
 Remarks:

Date of Registration:

## Mechanical Engineer

Firm Name:

Lead Engineer:

Mechanical Registration number:

Date of Registration:

Business Address:

Phone:

Total number of jobs, responsible for engineering services with your firm:

Number of school renovations/modernizations in last five years:

Remarks:

Firm Name:

Lead Engineer:

Mechanical Registration number:

Date of Registration:

Business Address:

Phone:

Total number of jobs, responsible for engineering services with your firm:

Number of school renovations/modernizations in last five years:

Remarks:

Firm Name:

Lead Engineer:

Mechanical Registration number:

Date of Registration:

Business Address:

Phone:

Total number of jobs, responsible for engineering services with your firm:

Number of school renovations/modernizations in last five years:

Remarks:

## Electrical Engineer

Firm Name:

Lead Engineer:

Electrical Registration number:

Date of Registration:

Business Address:

Phone:

Total number of jobs, responsible for engineering services with your firm:

Number of school renovations/modernizations in last five years:

Remarks:

Firm Name:

Lead Engineer:

Electrical Registration number:

Date of Registration:

Business Address:

Phone:

Total number of jobs, responsible for engineering services with your firm:

Number of school renovations/modernizations in last five years:

Remarks:

Firm Name:

Lead Engineer:

Electrical Registration number:

Date of Registration:

Business Address:

Phone:

Total number of jobs, responsible for engineering services with your firm:

Number of school renovations/modernizations in last five years:

Remarks:

## Civil Engineer/Landscape Architect

Firm Name:

Lead Engineer/Landscape Architect:

Registration number:

Date of Registrations:

Business Address:

Phone:

Total number of jobs, responsible for engineering/Landscape Architectural services with your firm:

Number of school renovations/modernizations in last five years:

Remarks:

Firm Name:  
Lead Engineer/Landscape Architect:  
Registration number: Date of Registrations:  
Business Address:  
Phone:  
Total number of jobs, responsible for engineering/Landscape Architectural services with your firm:  
Number of school renovations/modernizations in last five years:  
Remarks:

Firm Name:  
Lead Engineer/Landscape Architect:  
Registration number: Date of Registrations:  
Business Address:  
Phone:  
Total number of jobs, responsible for engineering/Landscape Architectural services with your firm:  
Number of school renovations/modernizations in last five years:  
Remarks:

### **Food Service Consultant**

Firm Name:  
Lead Designer:  
Registration Number: Date of Registration:  
Business Address:  
Phone:  
Total number of jobs, responsible for food services with your firm:  
Number of school renovations/modernizations in last five years:  
Remarks:

Firm Name:  
Lead Designer:  
Registration Number: Date of Registration:  
Business Address:  
Phone:  
Total number of jobs, responsible for food services with your firm:  
Number of school renovations/modernizations in last five years:  
Remarks:

Firm Name:  
Lead Designer:  
Registration Number: Date of Registration:  
Business Address:  
Phone:  
Total number of jobs, responsible for food services with your firm:  
Number of school renovations/modernizations in last five years:  
Remarks: