

**MANOR INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS #600(RA)20-00:
ARCHITECTURAL/ENGINEERING AND CONSTRUCTION ADMINISTRATION
SERVICES FOR THE UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2020
CONSTRUCTION PROJECTS IDENTIFIED IN THE RFQ
AND MISD POLICE DEPARTMENT PROJECT**

The Manor Independent School District (MISD) is soliciting qualifications from **ARCHITECTURAL/ENGINEERING FIRMS TO PROVIDE ARCHITECTURAL/ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2020 CONSTRUCTION PROJECTS IDENTIFIED IN THE RFQ AND THE MISD POLICE DEPARTMENT PROJECT** as identified herein.

Sealed submittals must be addressed to the Purchasing Department at the address listed below and marked as follows:

RFQ #600(RA)20-00: ARCHITECTURAL/ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2020 CONSTRUCTION PROJECTS IDENTIFIED IN THE RFQ AND MISD POLICE DEPARTMENT PROJECT

DUE NO LATER THAN 12:00 P.M. ON MONDAY, FEBRUARY 10, 2020.

Manor Independent School District
Attn: Purchasing Department
Ms. Carla Stevens, CTSBO, Director of Purchasing
10335 Highway 290 East
Manor, Texas 78653

ANY SUBMITTAL RECEIVED AFTER THE TIME AND DATE STATED ABOVE WILL NOT BE CONSIDERED. UNSIGNED SUBMITTALS AND/OR SUBMITTALS RECEIVED VIA FACSIMILE OR EMAIL WILL NOT BE CONSIDERED. ALL RESPONSES MUST BE RECEIVED AT THE ADDRESS SHOWN ABOVE. RESPONSES SENT/ DELIVERED TO ANY OTHER DISTRICT ADDRESS WILL NOT BE CONSIDERED.

FAILURE TO COMPLY WITH SPECIFICATIONS MAY RESULT IN THE DISQUALIFICATION OF YOUR SUBMITTAL.

Submitters must provide all requested information; failure to comply with any portion of this solicitation will be reflected in the evaluation process. The MISD reserves the right to accept or reject any Submission or any part thereof or any combination of Submissions and to waive any or all formalities. All responses in the Submission may be used by the MISD in the selection process. The MISD reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the MISD without regard to whether such information appears in the Submission.

OVERVIEW:

The MISD intends for this Request for Qualifications (RFQ) to result in the selection of one or more architectural/engineering firms to provide Architectural/Engineering and Construction Administration Services for the following Bond Construction Projects: (1) Manor Early College High School; (2) New Middle School; (3) New Transportation Facility; (4) New Elementary School; and (5) Performing Arts Center. MISD further intends for this RFQ to result in the selection of an architectural/engineering firm to provide Architectural/Engineering and Construction Administration Services for the MISD Police Department Project.

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Each project is further described, as follows:

(1) Manor Early College High School:

This will be a new campus constructed on an already existing plot of land next to the already completed Senior High School Campus. It will serve approximately 800-1000 students. The structure will need to be similar in design, look, and feel to the Senior High Campus, but also retain its own identity. Students will potentially be utilizing both campuses to secure all needed courses. The Project budget is approximately \$16,000,000.00.

(2) New Middle School;

This campus will serve between 800-1000 students. This campus will be a modern design while retaining excellent functional capacity for instruction both for individual and groups of students. The Project budget is approximately \$43,000,000.00.

(3) New Transportation Facility:

This facility will be able to secure a fleet of 150 buses and 30 district vehicles. It will include a fueling station, cleaning station, and bus mechanics shop as well as office space for administration and training and conference areas for drivers. The Project budget is approximately \$18,000,000.00.

(4) New Elementary School;

This campus will serve approximately 750-800 students. It will be a modern design with functional capacity to address the needs of all learners in both individual and group settings. The Project budget is approximately \$21,000,000.00.

(5) New Performing Arts Center:

This building will incorporate a two thousand seat auditorium, stage, dressing rooms, conference room, rest room facilities as well as limited classroom space. Options might include a black box theater section and Orchestra Pit. The Project budget is approximately \$35,000,000.00.

(6) MISD Police Department:

This is a renovation of an existing structure that entails internal and external building re-design that reflects MISD's commitment to not just safety and law enforcement, but also the MISD community and community connections. The Project budget is approximately \$350,000.00.

Interested firms are encouraged to submit for one or more projects.

RFQ SUBMITTAL INSTRUCTIONS:

1. One (1) original and ten (10) copies of the response must be submitted in a sealed package bearing the name of the firm, the firm's address, telephone number and the RFQ's title.
2. Sealed qualification packages must be addressed and delivered or mailed to the Manor ISD Administration Building, Attn: Purchasing Department, Ms. Carla Stevens – Director of Purchasing, 10335 Highway 290 East, Manor, Texas 78653, prior to 12:00 p.m. on Monday, February 10, 2020.
3. Responses received after the time and date set for receipt and opening will not be considered.
4. All questions regarding this RFQ shall be directed **in writing** to Ms. Carla Stevens – Director of Purchasing, via email at: Carla.Stevens@manorisd.net or fax at: 512.278.4017.

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5. No response may be changed, amended or modified by any means after the qualification package has been opened at the date and time shown in paragraph two.

COMMITMENTS:

1. The MISD reserves the right to withdraw this RFQ at any time and for any reason.
2. Receipt of response by the MISD or submission of a response to the MISD or selection of a Submitter for the purposes of negotiating a contract; confers no rights to the Submitter, nor obligates the MISD in any manner.
3. The MISD reserves the right to award or not award the contract(s). The MISD also reserves the right to award the contract(s) to the party or parties that the Board of Trustees of the MISD determines to be most qualified and most responsive to this RFQ.
4. The MISD is under no obligation regarding this RFQ until written contract(s) are approved and executed by all parties and funding for the services occurs.
5. The cost of developing a response is the sole responsibility of the Submitter. The MISD shall not provide reimbursement of such cost and shall not be liable for any response preparation cost for any reason whatsoever.
6. If a contract or contracts is agreed upon, and designs/Instruments of Service are completed, the MISD reserves non-exclusive rights to ownership of the designs/Instruments of Services. Use of the designs/Instruments of Service by either the MISD or the consultant at any time without consent of the other is permitted. The MISD reserves the right to use the designs/Instruments of Services as many times as desired and with as many providers as it desires. The provider maintains the right to use the designs/Instruments of Services with any client it desires and as often as desired.

REQUIREMENTS OF THE RESPONSE:

Response shall include or address the following items in the same sequence, identifying each Project and responding for each Project for which the Submission is made:

Section 1: Applicant Introduction

- 1-1. A cover letter which shall include a brief statement of interest, years of business, and information regarding organizational structure, availability and intent to perform services; and general qualifications for selection and signature of an authorized officer of the Submitter who has legal authority in such matters. The cover letter should also indicate the Submitter's name, address, phone and fax numbers, and person to be contacted regarding the response.
- 1-2. The education, experience, capabilities, and accomplishments of Submitter's employees who would be assigned to the Project(s). Include brief resumes of these personnel.
- 1-3. Provide proof of professional liability insurance, general liability, auto liability and worker's compensation/employer's liability insurance. Professional liability insurance should remain in force during the term of the contract(s). Please state the carrier, agent, amount, expiration date and length of time you have maintained coverage for professional liability, general liability, auto liability and worker's compensation/employer's liability insurance coverage.

Section 2: Proposed Team for MISD

- 2-1. Describe the team proposed for the Project(s). Address specific experience on projects of the same or similar nature.

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- 2-2. Organizational chart, proposed schedule and summary report reflecting the Submitter's approach and factors to be considered in designing like projects. Provide a description of planned efforts to provide quality work, meet schedules, and work within an agreed budget.

Section 3: Applicant Project Experience

- 3-1. Provide a comprehensive list of all projects for which the applicant firm provided comparable services for Texas Public School Districts or other governmental entities in the last three (3) years. Include total scope of services provided, project cost and Client/Owner contact information.
- 3-2. Identify all construction projects within the past seven (7) years for which Submitter rendered professional services on which a claim was 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; the identity of the owner or consultant, and contractor; whether Submitter, or Submitter's agents, employees or consultants, was a party or alleged to have some responsibility for the claim; and the disposition of the matter.

Section 4: Project Approach

- 4-1. Describe the Submitter's process for project(s) of this type.
- 4-2. Describe Submitter's quality assurance Projects.
- 4-3. Describe your firm's demonstrated technical competence and qualifications.
- 4-4. Describe how your firm manages dispute resolution and claims avoidance services.
- 4-5. Describe your approach to managing the Project(s) expertly and efficiently, including team participation.
- 4-6. Provide a description of how you believe your firm would add value to the MISD's Project(s).

Section 5: Interview

The MISD Board will interview the firms, with each given approximately 10 minutes for presentation and interview, on Wednesday, February 12, 2020 beginning at 5:30 p.m. Each firm's response to MISD's questions and the overall impression of the firm on MISD will be considered.

METHOD OF SELECTION:

The MISD will first select the most highly qualified provider(s) based on demonstrated competence and qualifications, and then attempt to negotiate with the provider a fair and reasonable fee. TEX. GOV'T CODE §2254.004.

Texas Administrative Code, Title 22, Rule §1.147 provides: "Architect may submit information related to the monetary cost of a professional service, including information found in a fee schedule, only after the governmental entity has selected the Architect on the basis of demonstrated competence and qualifications pursuant to the Professional Services Procurement Act."

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REPRESENTATIONS AND CERTIFICATIONS

By submitting this RFQ the Submitter:

1. Represents that to the best of its knowledge it is not indebted to the MISD. Indebtedness to the MISD shall be basis for non-award and/or cancellation of any award.
2. Certifies that no suspension or debarment is in place that would preclude receiving a federally funded or state funded contract.
3. Certifies it's understanding that, should Submitter be selected for one or more Project(s): "The requirements of Subchapter J, Chapter 552, Government Code, may apply to this contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter."

Section 44.034 of the Texas Education Code, Notification of Criminal History, Subsection (a.), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity of services performed before the termination of the contract." Note: **This Is Not Required of a Publicly Held Corporation.**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and following information furnished is true to the best of my knowledge.

SELECT ONE:

- My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned nor operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____

Details of Conviction(s): _____

The undersigned affirms that they are duly authorized to execute this Submission, that this company, corporation, firm, partnership or individual has not prepared this response in collusion with any other consultant, and that the contents of this response as to terms or conditions of said response have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this response.

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Printed Name & Title

Signature

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Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
	2 Business name/disregarded entity name, if different from above
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) * _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions)* _____
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) _____ 6 City, state, and ZIP code _____
	7 List account number(s) here (optional) _____ Requester's name and address (optional) Dripping Springs Independent School District 510 W Mercer Street, Dripping Springs TX 78620

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number													
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person *	Date *
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY Date Received	
1 Name of person who has a business relationship with local governmental entity. _____		
2 <input type="checkbox"/> 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 the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name of local government officer with whom filer has employment or business relationship. <div style="text-align: center;"> _____ Name of Officer </div> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
4 <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> _____ Signature of person doing business with the governmental entity </div> <div style="width: 45%;"> _____ Date </div> </div>		