



# **Request for Qualifications RFQ #2024-01 Professional Architectural Services Pool**

## **SPECIFICATIONS**

### **INTRO**

#### **1.0 INTRO**

- 1.1 Jourdan Independent School District (“JISD” or the “District”) is requesting qualification statements from qualified Architectural Firms (“Proposer(s)”) to provide pre-planning, program planning, design, consulting, and construction administration in connection with current and future District construction projects. Such projects may include new facilities as well as additions and/or renovations to existing facilities.

The District anticipates awarding multiple Firms on this RFQ. Should your Firm be selected, the District does not guarantee your Firm will be included within any current or future District project. The District reserves the right to remove Firms from its architectural pool at any point in time.

- 1.2 Jourdan Independent School District is based in Jourdan, Texas and has an enrollment of 1,574 students in grades prekindergarten thru 12th grade. The district employs approximately 253 staff, which covers teachers and administrators at all the school and District offices. JISD is governed by an

elected seven (7) member Board of Trustees who appoints a Superintendent to manage the daily operations. JISD has an annual budget of approximately \$18,000,000 and consists of 3 locations. There is 1 early childhood center, 1 elementary school, 1 jr. high school and 1 high school.

- 1.3 Anticipated future funding for construction projects may include monies from bond, general and federal funds. If selected to participate on a federally funded project the consultant and any proposed sub-consultants must certify in writing that they are not currently debarred and/or suspended and excluded from participation in federal programs. The District's objective is to create a list of qualified firms to be included on a list through demonstrated competence and qualifications in accordance with law and to assign projects to a select firm or individual from the qualified pool list on a project-by-project basis as determined to be in the best interest of the District. Fees will not be negotiated until the most qualified firm or individual is selected for a particular project. If fee or contract negotiations are not successful with the highest ranked highly selected firm or individual, the negotiations will be terminated and commenced with the second ranked most highly qualified firm or individual and so forth until a successful contract is negotiated by the District. :
- 1.4 As required by law, the District will make the selection for firms to be included for the pool based on the most highly qualified firm or individual for each project through demonstrated competence and qualifications in compliance with Texas Government Code 2254 and District Policy. Projects will be assigned to firms selected for the pool on a project-by-project basis. Firms in the pool are not guaranteed any minimum number of projects. The District reserves the right to make project assignments all at once, or as each project is deemed ready for implementation, whichever is in the best interest of the District.

## **2.0 TERM OF CONTRACT**

- 2.1 The successful proposer(s) will enter into an annual contract for Professional Architectural Services Pool. The initial contract period shall be effective upon Board approval and be firm for one (1) year from the date of the award. The contract, upon agreement of both the successful proposer(s) and Jourdanton ISD, shall automatically extend for four (4) additional one (1) year periods. Jourdanton ISD has the option to extend this contract at the end of the performance period for up to 120 days if determined to be in the best

interest of the district to ensure availability of professional services. Jourdanton ISD has the option to issue subsequent RFQs as needed. The District intends to award multiple Firms by category to achieve the best value.

Initial Contract Period:	April 1, 2024 – April 1, 2025
Contract YR2 (Option):	April 1, 2025 – April 1, 2026
Contract YR3 (Option):	April 1, 2026 – April 1, 2027
Contract YR4 (Option):	April 1, 2027 – April 1, 2028
Contract YR5 (Option):	April 1, 2028 – April 1, 2029

If for any fiscal year (currently September 1 thru August 31) of this contract, the Board of Trustees for any reason fails to appropriate funds for these services, the District will notify the Firm immediately and will no longer be obligated under the contract.

The District shall have the right to terminate the contract, in whole or in part, for its own convenience and without cause any time upon thirty (30) days prior written Notice of Termination. Upon receipt of a Notice of Termination, the Firm shall promptly cease all further work pursuant to the contract award, with such exceptions, if any, specified in the Notice of Termination.

The successful proposer(s) may cancel the contract only at the end of the plan year by giving the District written notice ninety (90) days prior to the end of the plan year.

This bid will be awarded in the best interests of the District and may result in a split award. The District reserves the right to accept or reject any and all bids and to waive technicalities and informalities, and to be the sole judge of quality and equality. Awards will be based on what, in our opinion, is most advantageous to Jourdanton ISD. Nothing in this Contract may be construed to imply that a vendor has the exclusive right to use all available resources to procure other products and/or services as needed and doing so will not violate any rights of any vendor.

Being an awarded vendor signifies that your company is authorized to accept and fulfill orders received from authorized District staff; however, as an awarded vendor the District does not guarantee that your company will receive any business.

### 3.0 TIMELINE FOR SOLICITATION PROCESS

- 3.1 Process Overview: This section outlines the steps in the procurement process. Jourdanton ISD reserves the right to make any changes as may be required and will notify all participants accordingly.

Legal Advertisement Dates	March 20, 21, 25, 26, 2024
Issue RFQ	March 22, 2024
<b>Deadline for Questions from Offerors</b>	<b>April 2, 2024 by 4:00 PM CST</b>
Addendum Issued with Responses to Offeror Questions (if applicable)	April 8, 2024
<b>Receive Statements of Qualifications</b>	<b>April 10, 2024 at 2:00 PM CST</b>
Evaluation Period	April 10 – May 12, 2024
<b>Board of Trustees Meeting – Recommendation of Contract Award</b>	May 13, 2024

### 4.0. INSTRUCTIONS

- 4.1 The Proposer (or “Firm”) is strongly encouraged to read the entire RFQ document prior to submitting a response. Failure to provide the information requested in its entirety may be grounds for disqualification of RFQ.
- 4.2 Questions and requests for additional information shall be addressed in writing by **April 2, 2024, by 4:00 PM, CST**. Firm may submit via email to Dr. Tracy Canter at [tcanter@jisdtx.us](mailto:tcanter@jisdtx.us). Only questions answered by formal, posted, written addenda will be binding.
- 4.3 Qualification Statements are to be submitted via email to Dr. Tracy Canter at [tcanter@jisdtx.us](mailto:tcanter@jisdtx.us), by **2:00 PM, CST, April 10, 2024**. Emails should be clearly marked “RFQ #2024-01 Professional Architectural Services Pool”.
- 4.4 In the event the District’s offices are closed due to inclement weather or for any other unforeseen cause, the deadline for submission shall automatically be

extended until the next operational business day, unless Proposer is otherwise notified. The time of day shall remain the same.

- 4.5 Submission of qualifications statements, once received by Jourdanton ISD, may not be modified or withdrawn. Qualifications statements received after the deadline WILL NOT be accepted.
- 4.6 If any exceptions are taken to any portion of this RFQ, the Proposer must clearly indicate the exception taken and include a full explanation as a separate attachment to the RFQ. The failure to identify exceptions or proposed changes will constitute acceptance by the Proposer of the RFQ as proposed by the District. The District reserves the right to reject an RFQ containing exceptions, additions, qualifications or conditions.
- 4.7 In order to ensure the integrity of the selection process, Proposer's employees, officers, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation to the Proposer's response, directly or indirectly, through any contact with school board members or other district official from the date this RFQ is released until the award. **Any attempt to do so may result in the disqualification of Proposer's Qualifications Statement.**
- 4.8 This RFQ is subject to cancellation by the District if any person significantly involved in initiating, negotiating, securing, drafting, or creating the offer on behalf of the District, is at any time while the RFQ is in effect, an employee of any other party to the RFQ in any capacity or a consultant to any other party of the RFQ with respect to the subject matter of the RFQ.

## 5.0 SCOPE OF SERVICES

- 5.1 Jourdanton ISD is requesting qualifications statements for the purpose of retaining a pool of qualified professional architectural services associated with construction, renovation, maintenance and/or repairs.
- 5.2 Jourdanton ISD is seeking a firm to enclose two breezeways, one at the elementary and one at the jr. high school.
- 5.3 Jourdanton ISD is seeking to renovate and expand our current high school girls' locker room.

- 5.4 Jourdanton ISD is seeking to expand our current Central administration building by at least 4 additional offices and a conference room.

## **6.0 QUALIFICATIONS STATEMENT FORMAT AND CONTENT**

- 6.1 Responses to this RFQ should be submitted online via email to Dr. Tracy Canter at [tcanter@jisdtx.us](mailto:tcanter@jisdtx.us). Although we are legally required to accept paper bids, we strongly request that bidders submit this bid electronically.

- 6.2 To achieve a uniform review process and obtain the maximum degree of comparability, Qualification statements must be submitted and organized in the manner specified below. Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the District's needs. The Qualifications statement **MUST** indicate a response the following:

### **6.2.1 COVER LETTER.**

- a. Submit a cover letter, prepared on the letterhead of the Proposer, which summarizes the relevant characteristics that distinguish the Proposer in its ability to provide the services requested by the District.
- b. The cover letter should identify each team member and his or her role.
- c. The cover letter should identify a principal contact person authorized to commit the Proposer to a contractual agreement. In addition to providing the name of a principal contact person, the address, telephone number, facsimile number, and email address of said individual should be provided.

### **6.2.2 PROPOSER'S QUALIFICATION GENERAL QUESTIONNAIRE.** Complete and submit the Proposer's Questionnaire, RFQ Exhibit "A-3".

### **6.2.3 THE FORM OF CONTRACT.** The form of Agreement utilized for this Project shall be the Standard Form of Agreement Between Owner and Architect (AIA Document B101-2017) as amended by Owner. A copy of this Agreement, including Owner's amendments, is attached hereto as Exhibit "A-1". The Architect will be required to provide administration of the Contract between the Owner and the Contractor as set forth below, and in AIA Document A201™–2017, General Conditions of the Contract for Construction, as amended by Owner. A copy of these General Conditions, including Owner's amendments, is attached hereto as

Exhibit “A-2”. Proposer must delineate any comments or requested changes and include an explanation for the requested change in the Statement of Qualifications, otherwise Proposer will be deemed to have accepted the form of the contract by submission of its Statement of Qualifications and no further substantive revisions or negotiations will be accepted. The final contract is subject to review and approval of the District’s legal counsel.

**6.2.4 CONFLICT OF INTEREST QUESTIONNAIRE.** Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with District shall file a completed Conflict of Interest Questionnaire (CIQ) with District. The Conflict of Interest Questionnaire required by Chapter 176 of the Texas Local Government Code is attached hereto as RFQ Exhibit “B” and must be completed and submitted as part of Proposer’s response to this RFQ. Please consult your own legal advisor if you have questions regarding the statute or form.

**6.2.5 FELONY CONVICTION NOTIFICATION.** Complete, sign and submit the Felony Conviction Notification Form, RFQ Exhibit “C”.

**6.2.6 NON-COLLUSION AFFIDAVIT.** Complete, sign and submit the Non-Collusion Affidavit, RFQ Exhibit “D”.

**6.2.7 DISCLOSURE OF INTERESTED PARTIES – FORM 1295.** Texas Government Code, Section 2252.908 requires the Disclosure of Interested Parties, by a Contractor, using the form and procedure established by the Texas Ethics Commission, at the same time it submits the signed Contract, if the Contract award requires action or a vote by the Board of Trustees or the value of the Contract awarded as a result of the solicitation is at least One Million Dollars (\$1,000,000.00). The form requires disclosure of any “interested party” to the contract of which the contracting business entity is aware, and must be signed by an authorized agent of the contracting business entity acknowledging that disclosure is made under oath and under penalty of perjury. A copy of Form 1295 and further information about the process required is attached hereto as RFQ Exhibit “E”. By submission of its Response to the RFQ, Proposer agrees that upon Contract award and notification by the District of the applicability of this requirement, it will timely comply with the filing requirements set forth by the Commission and required by Section 2252.908 of the Texas Government Code. Note: The form attached as RFQ Exhibit “E” may only be filed electronically and is attached to this RFQ for reference only. Please consult your own legal advisor if you have questions regarding the statute or form.

**6.2.8 CRIMINAL HISTORY RECORDS CHECK (“CHRI”).** Texas Education Code Chapter 22 requires entities that contract with school districts (“Contractor”) to

obtain criminal history record information ("CHRI") on Covered Employees. Covered Employees with Disqualifying Criminal Histories are prohibited from serving at a school district. Contractor will be required to certify to the District that it has complied and will be required to obtain similar information from its employees, subcontractors of every tier and independent contractors, to the extent they are, or employ, Covered Employees. "Covered Employees" are defined as all employees of a Contractor, or its subcontractors of any tier, and individuals who are independent contractors, who have or will have continuing duties related to the service to be performed at the District and have, or will have, direct contact with students. The District will be the final arbiter of what constitutes continuing duties and direct contact with students. A "Disqualifying Criminal History" includes existence of one of the following offenses in the CHRI Report, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense to (a) or (b) under federal law or the laws of another state. By submission of a response to this RFQ, Proposer agrees that prior to commencement of its performance under the awarded Contract, it will timely obtain CHRI on Covered Employees, if required by the circumstances of the Project, at its sole expense.

6.2.9 SIGNATURE PAGE. Complete, sign and submit Signature Page, RFQ Exhibit "F". The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the qualifications statement. Responses signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority.

- 6.3 The District reserves the right to request supplemental information of any and all Proposers to aid the Owner in the evaluation process.
- 6.4 Time is of the essence, and the award of the contract to the successful Proposer is expressly conditioned upon (i) the Proposer's execution and delivery of the contract and evidence of insurance, within ten (10) calendar days after the successful Proposer is notified of the acceptance of its post-selection price proposal, and (ii) the Proposer's timely fulfillment of any and all other preconditions expressly set forth in the Contract. Should the Proposer fail to timely execute and deliver the contract, evidence of insurance, or fail to timely fulfill any other such preconditions, the Owner may, at its option and discretion rescind the award and thereafter negotiate with and award the contract to the next ranked Proposer, or may reject all Statements of Qualification.

- 6.5 BY SUBMISSION OF ITS STATEMENT OF QUALIFICATIONS, THE PROPOSER AGREES TO WAIVE ALL RIGHTS TO CLAIMS AGAINST THE DISTRICT, OR PERSONS AUTHORIZED BY THE DISTRICT FOR ANY DAMAGES WHATSOEVER ARISING FROM THE DISTRICT'S ISSUANCE OF THIS RFQ OR ANY RELATED ACTS OR OMISSIONS, INCLUDING ANY PERSON'S OR COMMITTEE'S EVALUATION OF THE PROPOSER'S QUALIFICATIONS AND SELECTION DECISIONS.
- 6.6 During the course of the selection process, the Qualifications Statements submitted by Proposers are exempt from disclosure to the public under the Texas Public Information Act. The Qualifications Statements will however, upon the award of the contract, become a public record; and therefore, subject to disclosure to any person who makes a proper request for review of the documents. Some of the information you may provide in your Statement of Qualification may contain commercial or financial information which are deemed privileged or confidential by statute, or may be of a nature which you feel may cause substantial competitive harm to your business if disclosed by the District to a third-party even after the award. You may be entitled to protect this information at the time the request is made for disclosure; however, you will need to consult your legal counsel to assure that this kind of information, if included in your Response, is properly marked as confidential prior to submission. Wholesale marking of your entire qualifications statement "Confidential" or "Proprietary" will not be effective. The District fully complies with the Texas Public Information Act. In the event information from Proposer's Qualification Statement is requested, the District will use its best efforts to notify the Proposer of such request but will have no duty to assert any claim to the Attorney General regarding that the qualifications statement or parts thereof are not subject to disclosure under the Act.
- 6.7 By submitting its Response to this RFQ, Proposer certifies that it does not and will not refuse to deal with, terminate business activities with, or otherwise take any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, unless the action taken for ordinary business purposes.
- 6.8 By submitting its Response to this RFQ, Proposer certifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement. This does not apply to sole proprietorships.
- 6.9 By submitting its Response to this RFQ, Proposer certifies that it does not discriminate against firearm entities or firearm trade associations and will not discriminate against firearm entities or firearm trade associations during the term of this Agreement. This does not apply to sole proprietorships.

- 6.10 The District reserves the right to waive any irregularities and informalities and make any decision that they judge is in the best interest of the school district regarding this RFQ. The District reserves the right to cancel this RFQ, and is in no way obligated to proceed with any project or to enter into a contract with any firm.

## **7.0 EVALUATION AND RANKING**

The review of RFQ responses received will determine the providers most capable of delivering the **"best overall value"** to the District, consistent with the requirements herein and as evidenced by the proposer's experience and expertise in providing the type and scope of services required within this Solicitation.

Upon receipt of the qualifications statements, the District's Evaluation Team will review the qualifications statements and may request additional information, including conducting interviews, as deemed appropriate. The most qualified Firms will be recommended to the Board of Trustees for approval. If the District desires an interview, the Firm will receive notification of the date, time, and location.

The District reserves the right to reject any or all Qualifications Statements. There will be no contractual obligations on the part of the District to any Proposer, nor will any Proposer have any property interest or other right in the contract unless and until a reasonable price for the services is negotiated and the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the Proposer have either been so fulfilled by the Proposer or waived in writing by the District.

Evaluation will be based on the Proposer's Qualifications Statement provided in response to this RFQ and on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price as required by law. The District will evaluate the submitted Qualifications Statements and will evaluate and rank each response submitted based on the following evaluation criteria:

1. **(35 points)** Firm Information Individual Qualifications
2. **(35 points)** Experience of the Firm and Key Personnel
3. **(20 points)** Capacity to Perform Work
4. **(10 points)** References

The District will have the sole authority to appoint the members of the architectural pool, as it deems in the best interest of the District. Should your Firm be selected for the pool, the District does not guarantee your Firm will be included in any District work. The District reserves the right to remove Firms to its architectural services pool at any point in time,

as it deems appropriate and, in the District's, best interest.

## **8.0 RESPONSIBILITIES OF THE FIRM**

- 8.1 Firms or authorized representatives are expected to inform themselves as to all terms and conditions, requirements, and specifications contained within this solicitation and associated documents prior to submitting a qualifications statement. Failure to do so will be at the Proposer's own risk. The responsibility for compliance with this solicitation and the subsequent contract shall be with the Firm.
- 8.2 Qualifications Statements are to be submitted via email to Dr. Tracy Canter at [tcanter@jisdtx.us](mailto:tcanter@jisdtx.us) by **2:00 PM, CST April 10, 2024**.
- 8.3 The Firm shall comply with any and all Federal, State and Local laws, and District policies affecting the services covered by a resulting contract, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When requested, Firm shall furnish JISD with satisfactory proof of its compliance.
- 8.4 The Firm shall comply with all National, State, and Local standards, codes and ordinances and the terms and conditions of the services of JISD, as well as other authorities that may have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specifications shall be construed as waiving any rules, regulations, or requirements of these authorities. The Firm shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations.
- 8.5 This solicitation is not an offer by the District to contract with any party responding to it. This solicitation does not commit the District to award a contract or to reimburse any Firm for costs incurred in submitting a qualifications statement. The District, in its sole discretion, reserves the right to reject any or all qualifications statements received, to negotiate some or all elements of a qualifications statement and/or proposed contract with any Firm, to waive any technicalities and formalities, to extend the deadline to submit a qualifications statement, or to amend or cancel in part or in its entirety this solicitation.
- 8.6 This solicitation and any resulting contract will be governed by and construed in accordance with the Constitution and laws of the State of Texas, without regard

to its conflict of laws rules. The exclusive venue of any dispute or legal proceeding relating to this solicitation or any related contract will be Collin County, Texas.

- 8.7 The District accepts no financial responsibility for any costs incurred by the Firm in the course of responding to this solicitation.

**RFQ EXHIBIT A-1**

**Standard Form of Agreement Between Owner and Architect (AIA Document B101-2017)**

## **RFQ EXHIBIT A-2**

**A201™–2017, General Conditions of the Contract for Construction, as amended by Owner.**

**RFQ EXHIBIT A-3  
PROPOSER'S QUESTIONNAIRE**

**SECTION A - GENERAL INFORMATION**

1. **Company Information:** Provide the following information regarding your company.

Name/Name of Organization/Company: \_\_\_\_\_

Address \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please attach the following information regarding business Organization (Corporation, Partnership, Individual, Joint Venture, Other): (1) the state where chartered; (2) names of all principals (officers, directors, partners, general or managing partners etc.); and (3) if your organization was chartered outside of the state of Texas, a statement regarding whether are you registered to do business in Texas.

2. **Contact Information:** List the person who the District may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_

Address \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Does your Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its proposal?

Yes ☐ No ☐

4. Is your Company authorized and/or licensed to do business in Texas?

Yes ☐ No ☐

5. Provide any other names under which your business has operated within the last 5 years.

6. **Debarment/Suspension Information:** Has the Company or any of its principals been debarred or suspended from contracting with any public entity?

Yes ☐ No ☐

If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

7. **Bankruptcy Information:** Have you or the Company ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ☐ No ☐

If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

8. **ARCHITECT/ENGINEER DEFAULT/TERMINATION.** Have you or the Company defaulted and been terminated from a Project in the last ten (10) years.

Yes ☐ No ☐

If yes, state the name and address of the individual or entity with whom the Project was contracted, the name of the Project, the date of removal and the reason for removal.

## **SECTION B – QUALIFICATIONS, TEAM, AND EXPERIENCE**

- a. Describe your organization's background and experience in each discipline and licenses held related to professional services offered and related pre-planning, planning, assessment, design and administration of public works and an overview of the services your firm proposes to provide the District which address the specified services and disciplines
- b. Provide an organizational chart and summary of not more than one page per person on the capabilities, experience, qualifications of the firm management and each team member who would handle any of the requested services for the District. These summaries should include the team member's name, title, and education, a brief overview of professional experience and licensure information, if any.
- c. Provide qualifications information for subconsultants you propose to be used on the Projects, if any, including the location of their offices, capabilities, experience, qualifications of the firm management and team member(s) who will work directly on the Project including name, title, and education, a brief overview of professional experience and licensure information.
- d. Provide information regarding **three (3) school district projects** of similar size and scope to the ones for which services are requested herein, that your firm acted as the design architect and provided project administration, on which you are currently working or completed in the last five (5) years. For each, provide the following:
  - Project name and location
  - Services provided
  - Date of completion or project status
  - Original Budget and Actual Project Costs for the Project – provide any relevant information regarding a discrepancy.
  - Whether the Project was completed on schedule (if not, what were the issues)
  - Client name, address and telephone number(s) for contact persons that may provide information regarding the quality of your service on the Project and your qualifications.

## SECTION C – PROJECT APPROACH AND RESOURCES

- a. Provide a description of your firm’s overall approach to project administration, how you view your firm’s role in protecting the interests of the District and explain how this approach will benefit the District.
- b. List resources of the firm that would be made available to the District that would distinguish your firm as most qualified to perform the design, administration and closeout of the Projects.

## SECTION D - INTEGRITY AND BUSINESS ETHICS. Please indicate whether you, or any principal in your company, or any partner in your partnership:

- a. Has committed fraud or a criminal offense in connection with obtaining or attempting to obtain a contract. Yes ☐ No ☐
- b. Has violated Federal or state antitrust statutes. Yes ☐ No ☐
- c. Has committed embezzlement, theft, forgery, bribery, falsification or destruction of records, or tax evasion. Yes ☐ No ☐
- d. Has made false statements, in connection with a prior solicitation or contract.  
Yes ☐ No ☐
- e. Has violated Federal criminal tax laws. Yes ☐ No ☐
- f. Has received stolen property; Committed any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of the contractor. Yes ☐ No ☐
- g. Has been indicted for any of the offenses described in this Sub-paragraph 2 A-F,  
Yes ☐ No ☐
- h. Has delinquent Federal or state taxes. Yes ☐ No ☐

If the answer to any of the questions in this Section C is “yes” please provide additional information.

## SECTION E - COMPLIANCE WITH PUBLIC POLICY

- a. Please confirm that it is Proposer’s policy to consistently comply with Equal opportunity and nondiscrimination laws and requirements of the Federal Government and state, local government and that and that it has complied with such laws and requirements on past construction projects.
- b. Please indicate which of the following affirmative steps Proposer has used on prior projects to assure participation by small and minority owned businesses and women’s business enterprises where possible and which of these have been most successful for the Proposer in the past:
  - i. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
  - ii. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;

- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- vi. Requiring subconsultants to take the affirmative steps listed in paragraphs (i) through (v) of this section.

## **SECTION E – DISCIPLINE AND SERVICES**

### **A. Mechanical**

- ☐ Heating, Ventilation and Air Conditioning (HVAC) repairs, upgrades and new installations
- ☐ Cooling tower replacements, boiler replacements, chiller replacements, air handler replacements, roof top unit replacements
- ☐ Building heat and cooling load analysis
- ☐ Installation of direct digital controls

### **B. Electrical**

- ☐ Electrical system (supply and service) renovation, upgrade and new installations
- ☐ Lighting repairs, upgrades and new installations
- ☐ Backup power generators

### **C. Plumbing**

- ☐ Plumbing repairs, upgrades, hookups, tie ins and new installations, including irrigation system upgrades, sewer line installations and upgrades, backflow preventers and necessary certifications and roof drains.

### **D. Elevators**

- ☐ Elevator system analysis for cab replacement, digital controls, hoist motor design and replacement

### **E. Utilities (electric, gas, storm water, sewer, potable water, telephone, cable, etc.)**

- ☐ Installations, tie ins, hookups and permits
- ☐ Telecommunication repairs and new installations
- ☐ Data processing cabling repairs and new installations

### **F. Structural and Waterproofing**

- ☐ Structural and building foundation work including but not limited to slabs, steps, sidewalks, drives, parking lots
- ☐ Parking garage and parking lot repairs and replacements and new construction

- ☐ Structural analysis of building frames for floor loadings, building movements, dead and live loads
- ☐ Waterproofing of deck surfaces, roof tops and the building exterior
- ☐ Expansion joint controls and analysis

**G. Building Envelopes**

- ☐ Masonry repairs and new installations
- ☐ Provide building envelope analysis for weather tightness (deck coatings, sealants, waterproofing, weather stripping, door and window gaskets and glazing)

**H. Building Renovations and New Construction**

- ☐ Design renovations, additions and possible new building construction. Prepare detailed construction plan(s) and specification(s) for submission to JISD's Procurement Staff, and for subsequent construction purposes.
- ☐ Procurement Phase: Provide technical support during the procurement process including preparation of all addenda as necessary, answering potential questions, and participation in the construction pre-submittal meeting as well as providing technical assistance as necessary for evaluation purposes.
- ☐ Interior and exterior renovation projects
- ☐ Facility, infrastructure and project design.
- ☐ Development of as-built plans, feasibility and comparative cost reviews

**I. Site Analysis**

- ☐ Site preparation and excavation
- ☐ Feasibility studies
- ☐ Provide property, geotech and topography surveys
- ☐ Provide as built surveys
- ☐ Environmental Planning
- ☐ Design and Engineering Services for Parking lot
- ☐ Storm and sanitary sewers
- ☐ Well closures
- ☐ Landscape Architecture

**J. Building Access Systems and Building Management Systems**

- ☐ Building security and card control access system
- ☐ Parking lot and parking garage security system
- ☐ Building Management Systems
- ☐ Building System evaluations

**K. Fire Safety Systems**

- ☐ Fire alarm and fire sprinkler system repairs, upgrades and new installations
- ☐ Fire suppression system repairs, upgrades and new installations
- ☐ Ability and experience to design and draft in compliance with all fire codes

**L. Roofs**

- ☐ New installations of Roof Systems (various types)

- ☐ Roof repairs

**M. LEED and Energy Conservation**

- ☐ Design and certify Leadership in Energy and Environmental Design (LEED) projects
- ☐ Provide Commissioning Services for LEED certification of Mechanical, Electrical and Plumbing (MEP) designed systems and construction components
- ☐ Provide Energy Modeling of Building Components and Equipment for LEED certification
- ☐ Conduct surveys, analysis and Energy Modeling of existing buildings and systems for adaptation to LEED standards
- ☐ Energy management systems, designs, and certification in compliance with the State Energy Conservation Design Standards

**N. Space Planning and Interior Design**

- ☐ Provide space planning, exterior/interior design renderings and sample boards
- ☐ Oversee the design and installation of modular furniture
- ☐ Provide estimating services for fixtures, furnishings and equipment systems, components and installation

**O. ADDITIONAL SERVICES NOT LISTED**

Please indicate and describe any other or additional services that your firm qualifies for and proposes to perform as **a Licensed A/E** under the requirements Chapter 1001 or 1051 of the Occupations Code.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**P. Continuation of Offered Services**

Services Provided	Services Provided – Indicate by checking Appropriate Boxes
Facilities Conditions Assessment	
Master Facility Plans	

<b>Services Provided</b>	<b>Services Provided – Indicate by checking Appropriate Boxes</b>
Building Renovations and New Construction	
Feasibility Studies	
Site Analysis and Planning	
Civil Engineering	
Landscape Design	
Structural Engineering & Waterproofing	
MEP Engineering	
Interior Design	
Utilities (electric, gas, storm water, sewer, potable water, telephone, cable, etc.)	
Technology Infrastructure Design	
Communication Systems Design	
Acoustical Evaluation	
Space Planning and Interior Design	
Energy Audits	
Environmental / hazardous materials inspections	
Life Safety System / Fire Safety Systems	
Americans with Disabilities Act audit/review ADA	

## RFQ EXHIBIT B

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>	<p>Date Received</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(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.)</p>		
<p><b>3</b> Name of local government officer about whom the information in this section is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C, &amp; D) must be completed for each officer with whom the vendor 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 vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> <p>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 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 interest of one 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 and family relationship with the local government officer named in this section.</p>		
<p><b>4</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Signature of vendor doing business with the governmental entity</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>		

Adopted 8/7/2015

**RFQ EXHIBIT C**  
**Felony Conviction Notification**

The Texas Education Code, Section 44.034, 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 for services performed before the termination of the contract.”

This notice 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 conviction has been received by me and the following information furnished is true to the best of my knowledge.

Proposer’s Business Name \_\_\_\_\_

Authorized Company Official’s Name (Printed) \_\_\_\_\_

A. My firm is a publicly-held, stock-exchange corporation; therefore this requirement is not applicable.

Signature of Company Official: \_\_\_\_\_

Date Signed: \_\_\_\_\_

B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official: \_\_\_\_\_

Date Signed: \_\_\_\_\_

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony (printed name and general description of type of felony or felonies):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**RFQ EXHIBIT D**  
**Non-Collusion Statement**

\_\_\_\_\_, being first duly sworn, deposes and says this:

(1) She/He is \_\_\_\_\_ of \_\_\_\_\_  
(a partner or officer) (the firm of, etc.)

the Proposer who has submitted the attached Statement of Qualifications.

(2) She/He is fully informed respecting the preparation and contents of the attached Statement of Qualifications and of all pertinent circumstances respecting such Statement of Qualifications.

(3) That Statement of Qualifications is genuine and is not a collusive or sham response.

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with another Proposer, firm or person, to submit a collusive or sham. Response in connection with the Contract for which the attached Statement of Qualifications has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion, or communication or conferences, with any other Proposer, firm or person to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Jourdanton Independent School District of Jourdanton, Texas or any person interested in the proposed contract; and,

(5) The price or prices which will be offered if selected as the successful Proposer in connection with this Request for Qualifications will be fair and proper and will not be tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Proposer's Business Name): \_\_\_\_\_

(Proposer's Representative Signature) \_\_\_\_\_

(Proposer's Representative Title) \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

## RFQ EXHIBIT E

### Disclosure of Interested Parties

Under certain circumstances, the District is required to comply with Texas Government Code, Section 2252.908, Disclosure of Interested Parties. If the District is entering into a contract with a “business entity” (defined below) which requires action by the Board of Trustees or which has a value of the contract is at least \$1 million, Section 2252.908, requires the District obtain a Disclosure of Interested Parties Form 1295 from the contracting business entity that, at the time the contract is signed binding the parties. The form requires disclosure of each “interested party” to the contract of which the contracting business entity is aware, and must be signed by an authorized agent of the contracting business entity acknowledging that disclosure is made under oath and under penalty of perjury.

Since the Proposer qualifies as a “business entity” and the contract to be entered for this solicitation is for a value greater than \$1 Million or requires action or a vote by the Board of Trustees the selected Proposer will be required complete and submit Form 1295. **THE FORM MAY ONLY BE FILED ELECTRONICALLY.**

Form 1295 must be submitted on the form promulgated by the Texas Ethics Commission and in compliance with the Commission’s rules, at the time the business entity submits the signed contract to the District. The form must be completed electronically and the process for doing so can be found at the Texas Ethics Commission website at: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). The filing process will include:

1. **Completing Form 1295 electronically** with the Texas Ethics Commission using the online filing application. The portal for completion of Form 1295, instructions for completion and answers to Frequently Asked Questions can be found at the Texas Ethics Commission website: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)
2. **Printing a copy of the completed form** (make sure that it has a computer-generated certification number in the “Office Use Only” box)
3. Having an authorized agent of the business entity **sign the form before a notary public.**
4. **Submitting** the completed, signed and notarized Form 1295, showing the certification of filing with your signed contract.

The District will then acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after the date the contract is executed by the District, binding all parties to the Contract. Within seven (7) business days after receiving acknowledgement from the District the Texas Ethics Commission will post the completed Form 1295 to its website.

A copy of the current Form 1295 is attached hereto for your reference. You are encouraged to contact your own legal counsel with any questions you may have about the process.

The following **definitions** apply:

1. **“Business Entity”** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. TEX. GOV’T CODE §2252.908(1).
2. **“Interested Party”** means a person:
  - a) who has a *controlling interest* in a Business Entity with whom the District contracts; or
  - b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the Business Entity. TEX. GOV’T CODE § 2252.908(3).
3. **“Controlling interest”** means:
  - a) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;

- b) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
  - c) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.
4. **“Intermediary”** means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:
- a) receives compensation from the business entity for the person’s participation;
  - b) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
  - c) is not an employee of the business entity. TEX. ETHICS COMM. RULE 46.3(e).

## FORM 1295

**OFFICE USE ONLY**[illegible]☐

Signature of authorized agent of contracting business entity  
(Declarant)

Revised 12/22/2017

**RFQ EXHIBIT F**  
**Signature Page and Declaration of Compliance**

Check (✓) the box that indicates business structure of Proposer.

☐ Individual/Sole Proprietorship   ☐ Partnership or Joint Venture   ☐ Corporation   ☐ Other Entity (State Type) \_\_\_\_\_

The undersigned certifies that (s)he is \_\_\_\_\_ (title) of the Proposer entity named below; that (s)he is authorized to sign this Statement of Qualifications (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity, if any, named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFQ, and has the requisite authority to execute an Agreement on behalf of Proposer, if awarded, and that the 11-digit Comptroller's Taxpayer Number for the entity, if any, is:

\_\_\_\_\_  
11-digit Comptroller's Taxpayer Number

\_\_\_\_\_  
Employer Identification No.

\_\_\_\_\_  
Proposer Organization Name

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

(If Proposer is a Joint Venture, an authorized signature from a representative of each party is required.)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By signing this Signature Page and Declaration of Compliance, I do hereby declare that I have read the Request for Qualifications, on which our Qualifications Statement is submitted with full knowledge of the requirements, and do hereby agree to furnish all services in full accordance with the requirements outlined in the Request for Qualifications.

By signing and executing this Qualifications Statement, I further certify on behalf of my organization and represent to the Jourdanton Independent School District that Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by **TEXAS PENAL CODE ANN. § 218**, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this Qualifications Statement; the Proposer also certifies and represents that Proposer has not offered, conferred or agreed to confer a pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal; the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Jourdanton Independent School District concerning this Qualifications Statement on the basis of any consideration not authorized by law; the Proposer also certifies and represents that Proposer has not received any information not available to other Proposer so as to give the undersigned a preferential advantage with respect to this proposal; the Proposer further certifies and represents that Proposer has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Jourdanton Independent School District in return for the person having exercised the person's official discretion, power or duty with respect to this Qualifications Statement; the Proposer certifies and represents that it has not nor and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of

the Jourdanton Independent School District in connection with information regarding this Proposal, the submission of this Qualifications Statement, the award or performance of a contract in connection with this RFQ.