

Boyd Independent School District
Leslie Vann - Superintendent
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Request for Qualifications

RFQ 2023-08 – Construction Management - Agent

Boyd ISD is seeking proposals for Construction Management – Agent services. The district invites interested parties to submit responses for this work.

The district will review all complete submittals received by the deadline. As required by law, the district will make selection based on the best qualified companies for each project. The selection process will be based on a review of the company's qualifications, completed projects, client references, and in some cases, interviews. Selection committee members may vary from project to project and will occur as each project is activated (only needed if multiple projects).

Scope of Services:

The selected Construction Manager - Agent will be expected to conduct a complete facilities review including but not limited to structural, mechanical, security and educational adequacy. Furthermore, provide a written report and present findings/recommendations to the administration and Board of Trustees. Provide equipment, software, and installation for the project. The selected Construction Manager - Agent will be required to perform the basic services to be specified more fully in a contract agreement to be negotiated after selection. Upon selection of a Respondent with whom negotiations will proceed, a Scope of Work will be developed. Work will be completed from the summer 2023 through the spring of 2024.

Instructions to Proposers

Read Carefully

Submission:

Proposal Returns: Forward (3) copies of your proposal package. One package must be clearly marked "Original" and the other two marked as "Copy".

"RFQ 2023-08 – Construction Management – Agent"

Each must be sealed in an envelope clearly marked with closing date, company name and addressed to:

Boyd ISD

Attn: Leslie Vann

600 Knox Ave.

Boyd, TX 76023

Due Date: no later than 2pm, July 31st, 2023



Review Date: August 4th, 2023

Award Date: August 14th, 2023

The timeline illustrated above is an estimate. It is subject to change according to the schedule availability of selection committee members.

Late Proposals will not be accepted for any reason. It is the sole responsibility of the proposer to ensure timely delivery of the proposal. Boyd ISD will not be responsible for failure of service on the part of the U.S. Postal Office, courier companies, or any other form of delivery chosen by the proposer.

Facsimile Proposals: Boyd ISD WILL NOT accept faxed proposals.

Acceptance: The right is reserved to accept or reject any or all the proposals, waive minor technicalities, and to accept the offer most advantageous to Boyd ISD.

Explanations or Clarifications:

Questions: Any explanation, clarification or interpretation desired by a proposer regarding any part of the proposal must be requested in writing and submitted electronically by **2 pm on July 31st, 2023**. This will allow time for a written addendum to reach each proposer before the submission of the proposal due date. Interpretations, corrections, or changes to the proposal made in any other manner are not binding upon Boyd ISD and proposers shall not rely upon such interpretations, corrections, or changes. Oral explanations or instructions given before the award of the contract are not binding. Any written information given to one proposer concerning a proposal will be furnished as an addendum to all proposers who have been issued a proposal.

Insurance: If insurance and/or worker's compensation is required by the School for said proposal item(s), proof of insurance and/or worker's compensation should be submitted. Boyd ISD reserves the right to review all insurance policies pertaining to proposal item(s) to guarantee that the proof of coverage is obtained by the proposer.

Proprietary Information: All material submitted to Boyd ISD becomes public property and is subject to the Texas Public Information Act upon receipt. If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at the time of submittal. Boyd ISD will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Submission Format:

Submissions must be complete, organized, and comply with the following conditions:



Late submittals shall not be considered. Four copies of the response should be included.

To enable the district to efficiently evaluate the responses, it is important that Respondents follow the required format in preparing their responses. RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.

Each copy of the response shall be bound using a semi-permanent binding method (GBC, Spiral, etc.), to ensure that pages are not lost. Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17") each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page. A table of contents should be next, followed by dividers separating each of the following sections:

• Divider #1: Letters

The first page following the divider shall be a letter transmitting the response to the district and stating that the proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

• Divider #2: Firm Information

- a. Firm name, addresses, and telephone numbers of firm office.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Year's firm has been in business.
- d. Names of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm's philosophy.



• **Divider #3: General Company**

History/Qualifications

- a. A brief history of the Construction Manager-Agent
- b. Explain the services routinely provided on educational building projects.

• **Divider #4: Financial Information and**

Insurance

- a. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed for the last ten years.
- b. List all litigation against or involving the firm or its agents or employees with respect to any work performed for the last ten years.
- c. All insurance coverage that the firm has which would be applicable to the work. Please provide a sample Insurance Certificate.

• **Divider #5: Experience and References**

- a. Discussion of Construction Manager - Agent experience in collaborating with School Building Projects, specifically new construction, and renovation.
- b. Describe and list three projects most similar to the scope of work for this proposal and your role in the completion of the projects.
- c. List of all representative school district projects, whether ongoing or completed, including references. For each, please provide:
 - i. Project name and location
 - ii. Year completed.
 - iii. Type of Construction (New, Additions, Renovations, etc.)
 - iv. Names, and phone numbers of owner and contact person tasked with daily responsibilities of project.
 - v. Names, and telephone numbers of Architect.
 - vi. Construction cost, Size (SF) and date of completion.



d. List of all projects currently under contract. Include contact information for Owner and Architect, whom we can contact.

- **Divider #6: Management and Organizational Approach** – please describe your management and organization approach to the project.

The following should be addressed within this description:

- a. Describe how the firm will organize to perform the services.

- **Divider #7 – Vendor Application**

- Completed [Vendor Application](#). www.boydisd.net Departments; Finance Tabs

PROJECT FUNDING

Funding for the work described herein will be provided from bond election Tentatively scheduled for May 2024.

VI. SELECTION PROCESS

Selection of firms will follow the noted proposal process.

From a review of the statements of qualification received, the district will evaluate the qualifications received and will make a recommendation to the Board of Trustees of the best qualified firm.

The district will use a Staff Evaluation Panel to evaluate the submittals. The statements of qualifications received will be evaluated in the selection process utilized by the district to determine if a contract should be pursued. The Staff Evaluation Panel will recommend one firm to the Board of trustees for their consideration.

After Board approval, the selected respondent will then negotiate with the district on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the district, negotiations will proceed with the second-choice respondent until a mutually agreed contract can be negotiated.

VII. EVALUATION CRITERIA



The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

A. Qualifications of Firm (50 points maximum)

- Qualifications of firm, specifically as they relate to the scope of work to be completed.
- Number of years/ experience the firm has worked as a Construction Manager-agent Requirements met for insurance.
- Ability to show proven record to remain within budget.
- Ability to complete projects on time.

B. Firm Experience (30 points maximum)

- Related project experience of the firm(s) and the individuals who would be assigned to this Project.
- Previous work completed by the firm most like the scope of work provided.
- Previous experience with district

C. Professional References (20 points maximum)

- School District and Architecture Firm references who have worked with the Construction Manager as a Construction Manger Agent.

**VIII. ADDITIONAL INSTRUCTIONS,
NOTIFICATIONS, AND INFORMATION**

- A. No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the district for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of the Staff Evaluation Team, who are outside of the established process, should not be initiated.



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- B. All Information True** – By submitting a response, Respondents represent and warrant to the district that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to Ferris ISD for consideration in the selection process may be excluded.
 - C. Inquiries** – Do not contact the Superintendent and Board members or the Staff Evaluation Team to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
 - D. Cost of Responses** – The district will not be responsible for the costs incurred by anyone in the submittal of responses.
 - E. Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the district the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
 - F. No Obligation** – The district reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the districts best interest; or (6) cancel the entire process.
 - G. Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance in accordance with Texas Government Code Section 2269.208 written by an insurer authorized to transact insurance in the State of Texas. Said section requires the construction manager-agent to maintain professional liability or errors and omissions insurance in the amount of at least \$1 million for each occurrence.
 - H. Preliminary Project Information** –To be determined by facilities planning committee.