



October 2, 2020

RFQ #360-21, ADDENDUM # 1

ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES FOR ORG#916 HARRIS
HILL ADMINISTRATION BUILDING RENOVATION PROJECT

The following information is hereby made to the above referenced Request For Qualifications:

1. In accordance with RFQ #360-21, responses to the Request for Qualifications is **due no later than October 8, 2020 at 1:30 PM** at Garland ISD Purchasing, 501 S. Jupiter Road; Garland, TX 75042. Acknowledge receipt of this addendum with response to RFQ 360-21.
2. Attachment 1: Questions and Answers 1 - 37.
3. Attachment 2: Corrected Agenda and Sign in Sheets (5 pages) for Pre-proposal meeting on September 29, 2020.
4. Attachment 3: Updated Sections 5 D and 5 E. Word formats are available upon request.

Sincerely,

Mark A. Booker

Mark A. Booker
Executive Director of Purchasing

Company Name

Address

City State Zip

Email / Phone Number

Signature

**RFQ 360-21, ADDENDUM 1
ATTACHMENT 1**

1. Is there security control for the fencing with gate control?
ANSWER: This is a discussion item for consideration.
2. Site and building signage scope. Expand?
ANSWER: Current signage and adding where to go outside and interior: directional signage and standardize the signage.
3. Would you address scheduling and phasing?
ANSWER: Phasing-HVAC work while building is occupied. Swing space may be an option. Schedule-work planned for summer 2021.
4. Has delivery method been determined?
ANSWER: Delivery method is CSP (Competitive Sealed Proposal) for the construction work.
5. Gate feasibility study and extent of that scope, multiple options/designs.
ANSWER: Is it feasible to have a gate for traffic due to stacking and there are deliveries of large trucks including semi-trucks. Want/need assessment to be conducted to determine what works for the District.
6. Assuming Gate control is selected, should we assume that it will be tied into the existing access control.
ANSWER: Yes, existing system is Galaxy.
7. Will we have to take the design to the Board and then again for the contractor since it is already September?
ANSWER: The SD process will be completed, but approval will be an administrative action and not be taken to the Board.
8. I did not see a construction budget.
ANSWER: The construction budget with the project information at \$4,500,000.
9. What is the square footage of the building?
ANSWER: 131,120 SF
10. Do you have as-built drawings?
ANSWER: We have digital (TIF) files of the previous owner and changes by GISD.
11. Will there be a need for surveys?
ANSWER: All records on hand will be given to the architect selected. It is up to the design professionals to identify any other studies, surveys, etc. that will be needed.
12. What is the preferred location for chiller?
ANSWER: Firm's solution will be considered during discussions with the District. The location may be behind the kitchen or offsite. There will probably be a need for an electrical upgrade to support the new system.
13. Is there a HUB requirement?
ANSWER: GISD does not have a set goal, but would like each firm to identify procedures used to include HUBs in your process.

14. Consultants will not be a pass through expense as previously established in GISD agreements with one exception. An estimator will be the only added service to the architect's services. All other consultants will be the responsibility of the architect.
ANSWER: Some firms have internal estimators and some use a third party. The District is expecting very accurate results from the construction proposals compared to the estimated construction cost (within 1% -2 % variance).
15. Reference Item D: For the 5 TX School District references - Are we limited to only those from the most recent 5 years or is that "Last 5 years" only for the list of school districts. In other words - For the 5 TX School District references, can we choose from our entire ISD project experience history?
ANSWER: This evaluated factor is intended to provide recent, relevant projects. Firms with at least 5 projects with Texas school districts in the past 5 years need to submit those to get the maximum consideration.
16. Reference Item E: At the bottom of the page: There should be 5 references for D & E in the Evaluation Table. Is the Evaluation Table something we need to put together or something the evaluators will have?
ANSWER: The "RESPONDENT'S SUBMITTAL" should be followed and information submitted in the order requested. The word documents for D and E are available upon request.
17. Section D. identifies Texas School District Experience with supporting data on (5) five projects with references. Section E. identifies Previous Experience of Services with Supporting data on (5) five projects with references. Then it identifies "Company Name" and "District Name." Is the intention of Section D for the respondent to identify experience with a school district or with similar scope of work and projects with the respective districts? Is it the intention of Section E to provide experience with services similar to the GISD scope of work at either school districts or commercial/workplace type projects?
ANSWER: 5 D is for Texas School District experience and 5 E is for non-Texas School District administration building experience that is in line with the scope of this RFQ.
18. Section D and E identifies "Energy Efficiency." What is the intent of this question? Is the District asking for LEED certification? Is the District asking if the project is design with energy criteria that would qualify the project for a Federal Section 179 Expense/Tax Credit?
ANSWER: If there was a component that applied to the project for energy efficiency, add the information. If not, then put N/A. It is not to qualify for Section 179.
19. Section D and E identifies "Main Consultants." Is the District asking for the names of the consultants or number that participated on the project?
ANSWER: Company names and discipline.
20. Section D and E identifies "Main Staff Members." Is the District asking for the names of the staff or number that participated on the project?
ANSWER: Names and especially if those same people will be on the team proposed in response to this RFQ.
21. AIA Document B101: Section 3.7 of the Agreement references Basic Architectural Services includes specific scope of work identified in Section 3.7.1 through Section

3.7.31. However, the scope of work and services in the RFQ may or may not require these services. Can the District identify the specific scope services required in Section 3.7 or is it the District's intention to negotiate the services and fees once the AE has been selected.

ANSWER: The AIA Sample agreement will be updated to reference the appropriate details for this work product once the Architect has been selected and services negotiated.

22. AIA Document B101: Section 2.1.1 identifies that the District may retain the services of a Program Manager, Contractor or CMAR. Other Sections reference CMAR. What is the District's intentions relative to PM and procurement?

ANSWER: The procurement method will be CSP. The District reserves the right to address other services beyond construction administration.

23. AIA Document B101: Section 2.2.1, 2.7, 3.1.2 and 12.6 identifies that the instruments of service are to be in compliance with 19 Texas Administrative Code 61.1036. Is it the intention that the instruments of service be in compliance with the adopted code as of the date of the execution of the agreement. it is my understanding they may change upon adoption after the first of the year.

ANSWER: At time of execution of the agreement.

24. AIA Document B101: Section 2.9 and 3.8.3 identifies that the Architect shall incorporate sustainable design concepts into the project design and contract Documents. The Harris Hill Administration building is an existing building with a predominate amount of the project allocated to site design with architectural services limited to the redesign of the vestibule and mechanical systems. Is it the District's intent to seek LEED certification or CHPS Designation on the administration building.

ANSWER: The abilities of the design professional to provide the most energy efficient solutions to reduce costs since a large portion of the project is HVAC and is an evaluated factor.

25. AIA Document B101: Section 3.1 identifies professional services to be included in Basic Services that are not limited to but include kitchen and food service equipment design, site feasibility design, roofing consulting and a list of other professional services specific to a new school or renovation of an existing school. Is it the District's intention to select the AE firm then negotiate the services allowing revisions to the published Agreement?

ANSWER: The Harris Hill Building has the components of design listed above. Negotiations will occur with the selected firm.

26. AIA Document B101: Section 3.2.5.1 identifies that the architect is to consult with the Owner's CMAR regarding sustainable design alternatives and aesthetics. Is it the intention of the District to utilize a CMAR and are there sustainable design requirements on this project?

ANSWER: The architect will discuss with the District and is responsible for any consultants needed for this project.

27. AIA Document B101: Section 3.2.2.2.9, 3.6.1.4, 3.6.1.5, 3.6.2 and 6.1.1 identifies procurement through CMAR or Contractor. Is it the intention of the District to utilize PM/CMAR/CSP Contractor?

ANSWER: CSP

28. AIA Document B101: Section 10.2 indicates that that a standard form A201 General Condition for the Contract for Construction will not be utilized, but rather an amended version of that document. Is the amended document available for review at this time?

ANSWER: No.

29. AIA Document B101: Section 10.19 indicates that the AE is to make every effort to achieve the percentage of HUB participation committed in the response to the RFQ. Has the Board established a participation requirement or goal for the project identified in the RFQ?

ANSWER: See answer to 13 above.

30. Has a proposed timeline for design and construction been established for the project yet?

ANSWER: The construction is scheduled for Summer 2021. Design timeline will be discussed with the selected firm to meet the schedule.

31. Based on Item 1.1.3 of the RFQ, we understand that the district is requesting one original and one copied hard copy submission of the response, along with three digital copies delivered via flash drive. However, Item 1.1.5 in the RFQ makes reference to the Oracle Sourcing platform. Is this reference to Oracle applicable to the submission of this particular RFQ response, or was it inadvertently left in the RFQ document as a generic note?

ANSWER: Submit as identified in 1.1.3. The submission through Oracle is an option for some solicitations. In the paragraph regarding delivery of proposal, the second sentence after Oracle sourcing it says "the District has decided to accept hard copies only."

32. Based on our understanding of Texas Education Code 22.0834 and Item 3.8 in the RFQ, all employees of the contracted firm would be considered "noncovered employees" for the purposes of the Attachment B certification form. Can you please confirm that this is the case?

ANSWER: There are students at the Harris Hill Building and employees/consultants are considered "Covered." Badging through DPS will be required.

33. Should insurance certificates provided for review as a part of the RFQ response, or will these be submitted at a later date if selected?

ANSWER: Insurance certificates will be submitted from the firm selected for this project. You may include a sample certificate with your response to confirm you have the necessary insurance or make a statement that you are in compliance with the requirements.

34. Under Sections A, B, and F of the RFQ response, there are items which seem to duplicate one-another when asking for lists of services to be provided by the firm (in house or through the use of consultants). Would you like us to provide these lists in all three locations, or in just one particular place? The list in Section F seems to differ slightly as it asks the respondent to distinguish between basic vs. additional services being offered.

ANSWER: Include the information in each section in the order requested.

35. For Sections D and E of the RFQ response, are we limited to five projects under each heading, or may we submit additional projects if desired? Also, if we have already provided the information requested in the evaluation criteria table within our project marketing pages, do we need to provide this information in the Section D/E evaluation criteria table as well?

ANSWER: Submit the information for each section in the order requested in the "RESPONDENT'S SUBMITTAL" section.

36. Can we re-create the matrix in Tabs D and E in our own template, or are we required to fill out the PDF form within the RFQ document?

ANSWER: The word document is available upon request. The format and content should be followed whether in the pdf or word format.

37. In lieu of submitting audited financial statements, is it acceptable to provide a bank reference letter and a letter from our CFO speaking to our financial stability?

ANSWER: The information submitted will be an evaluated factor. The RFQ does not require an audited financial statement. It says if you “choose to submit audited financial statements”. It allows you to “provide other financial documents which provide evidence of financial stability.” If the bank reference and CFO letter is provided, that is what will be evaluated.

RFQ 360-21
ATTACHMENT 2
Agenda

Garland Independent School District
Pre-Proposal Meeting

RFP# 360-21
ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES FOR ORG#916 HARRIS
HILL ADMINISTRATION BUILDING RENOVATION PROJECT

Date & Time: Tuesday, September 29, 2020 at 10:30 AM.
Location: GISD Harris Hill Garland/Rowlett Conference Room

1. Introductions:

➤ **Project(s) Team:**

GISD:

Purchasing: Nancy Nunez

**Facilities/
Maintenance:** Paul Gonzales, Executive Director of Facilities and Maintenance

Facilities: Javier Fernandez, Director, Facilities Planning and Construction Services

Maintenance: Brian Finley, MEP Manager, Maintenance HVAC Management
Scott Judson, Facilities Specialist (Harris Hill)

➤ **Attendance Verification: Distribute Meeting Sign-in Sheet**

2. Safety

3. RFQ Questions

4. Walk-thru Process

5. Comments:

1064

TUESDAY, SEPTEMBER 29, 2020 at 10:30 AM -HARRIS HILL Pre-proposal Meeting Sign in sheet

	Name	Attending Walk-thru Y or N	Initial	Company	Email	Phone
1	Nancy Nunez	N		GISD	nrmunoz@garlandisd.net	972-487-4132
2	De. H. Chapman	Y		GISD	kchapman@garlandisd.net	214 876 9128
3	Paul Gonzales	Y		GISD	PGonzalez@garlandisd.net	972-935-8009
4	Scott Judson	Y		GISD	MJUDSON@GARLANDISD.NET	409-267-2243
5	Salvia Hernandez	Y		GISD	shernandez@garlandisd.net	
6	BRIAN HARLAN	Y		DEPUTY / WINSLOW	harlan.b@comp.com	917-235-8364
7	GENE FLAHERTY	Y		GISD	gflaherty@garlandisd.net	972-877-4954
8	Allison Davenport	Y		GISD	abdavenport@garlandisd.net	972 487 3145
9	DAVID FINLEY	Y		Parkhill	dfinley@parkhill.com	432-778-4837
10	Monica Huynh	Y		B & H Engineers, Inc (MEP)	mhuynh@bandhengineers.com	(214) 496-1670
11						
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2024

TUESDAY, SEPTEMBER 29, 2020 at 10:30 AM -HARRIS HILL Pre-proposal Meeting Sign in sheet

	Name	Attending Walk-thru Y or N	Initial	Company	Email	Phone
1	DAVID HANFORD	Y		DAVINCI TRAINING, PC	hanford@dvni.com	919-801-4851
2	STEVE DANSON	Y		BRW ARCHITECTS	STEVE@BRWARCH.COM	214-528-8704
3	KATHY THOMPSON	Y		RHARD	kthompson@rharchitects.net	972-494-0174
4	JOHN TAYLOR	Y		CALDWAY ARCHITECTS	jtaylor@caldwayarchitects.com	214-368-2525 X105
5	TIM KONGANDA	Y		PGAL	tkonganda@pgal.com	469-274-2685
6	ROSS RILEYS	Y		RTF	PRINER@RTFARCHITECTS.COM	682-888-3511
7	Mitch McKinley	Y		MZ Consulting	mitch@mzconsulting	936-900-4473
8	RIECK BARR	Y		PBK.	RIECK.BLANCFBK.	713-805-2752
9	TEFFESA RODRIGUEZ	Y		LPA	trodriquez@lpadesignstudios.com	214-968-4084
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Garland Independent School District
RFQ #360-21

ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES FOR ORG#16 HARRIS HILL ADMINISTRATION BUILDING RENOVATION
PROJECT

3 of 4

TUESDAY, SEPTEMBER 29, 2020 at 10:30 AM -HARRIS HILL Pre-proposal Meeting Sign in sheet

	Name	Attending Walk-thru Y or N	Initial	Company	Email	Phone
1	Bailey Kobs	Y	BK	BNA Architects	bkobs@bnaarchitects.com	972-661-5467
2	MARK Johnson	N		TLC Engineering	mark.johnson@tlc-eng.com	469-503-1455
3	David Gustaf	Y		Huckabee	david.gustaf@huckabee-inc.com	817-233-3345
4	BRIAR GLENN	Y		GLENN PARTNERS	briar.gleenn@glenn-partners.com	214-498-2455
5	CHRISTOPH BARMANN	Y		WLA ARCHITECTS	glenn@wlaarchitects.com	214-750-0077
6	ROBERTO DIAZ	Y		Calo Architecture	RDIAZ@caloarch.com	214 697 0680
7	Brian V. Pflanz	Y		FACTORY		214 588 2554
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4664

TUESDAY, SEPTEMBER 29, 2020 at 10:30 AM -HARRIS HILL Pre-proposal Meeting Sign in sheet

	Name	Attending Walk-thru Y or N	Initial	Company	Email	Phone
1	SANJEEVA KARTHIK	Y	SK	CORGAN	sanjeeva.karthik@corgan.com	214-757-1620
2	Alex Barron	Y	AB	DeShazo Group	chuck.deschazo@deschazogroup.com	214-748-6740
3	Dustin Yates	Y		DBR	dyates@abrinc.com	13-306-1996 214-277-4500
4	Kenny Roland	Y		Jones DBR	kroland@jonesdbr.com	832-776-7895
5	NANCY MARTINEZ	N	NM	DUR Group	nmartinez@durgroup.com	817-975-0967
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**RFQ 360-21, ADDENDUM 1
ATTACHMENT 3**

D. TEXAS SCHOOL DISTRICT EXPERIENCE Duplicate for five (5) references in D of the evaluation criteria table for projects similar in size and scope of this engagement.

List the districts for which your firm has performed Architectural Consulting Services in the previous five (5) years.

DISTRICT NAME: _____
 Contact person / Title _____
CURRENT Phone number _____
CURRENT Email _____
 Project Name/Description _____
 Original Contract Sum _____

Service Provided	Yes	No		Service Details	Response
Pre-design services				Design Started-Yr	
Site analysis services				Initial CCL Budget	
Specialty Services				Final CCL Cost	
Schematic design services				Initial SubCom Date	
Design development services				Final SubCom Date	
Prepare contract documents				Main Consultants	
bidding assistance				Main Staff Members	
contract administration service				% HUB Participation	
field observation services				GC/Builder's name	
project closeout services				Provide Awards	
post construction services				Energy Efficiency	

E. PREVIOUS EXPERIENCE OF SERVICES

Duplicate for five (5) references in E of the evaluation criteria table for projects similar in size and scope of this engagement.

COMPANY NAME: _____

DISTRICT NAME: _____

Contact person / Title _____

CURRENT Phone number _____

CURRENT Email _____

Project Name/Description _____

Original Contract Sum _____

Service Provided	Yes	No		Service Details	Response
Pre-design services				Design Started-Yr	
Site analysis services				Initial CCL Budget	
Specialty Services				Final CCL Cost	
Schematic design services				Initial SubCom Date	
Design development services				Final SubCom Date	
Prepare contract documents				Main Consultants	
bidding assistance				Main Staff Members	
contract administration service				% HUB Participation	
field observation services				GC/Builder's name	
project closeout services				Provide Awards	
post construction services				Energy Efficiency	

PLEASE ATTACH A BROCHURE OR MATERIAL THAT DESCRIBES EXAMPLES OF YOUR FIRM'S RELEVANT PROJECTS. THERE SHOULD BE FIVE (5) REFERENCES FOR D AND E IN THE EVALUATION TABLE