



Garland Independent School District

December 14, 2018

ADDENDUM #2,
RFQ# 361-19, Facilities Condition and Education Assessment (FCEA)

This addendum forms a part of the solicitation documents, modifies the original document as indicated in this Addendum 02 and is hereby made part of any pursuant award. Acknowledge receipt of this Addendum below and include in the bid package submittal documents. Failure to submit the acknowledgement of addenda will be used as an evaluated factor.

*AS A REMINDER, THE SUBMITTAL DATE FOR THIS RFQ HAS CHANGED TO: **10:00 a.m. local time, January 10, 2019** at the Garland ISD Purchasing Construction Bond Department, Marvin Padgett Auxiliary Services Center Building, 701 N. First Street, Garland, Texas 75040.

The pre-bid meeting sign in sheet is included with this addendum.

Mark A. Booker

Mark A. Booker
Director of Purchasing
Garland ISD

Company Name

Address

City State Zip Code

Signature

Title

RFQ #361-19, ADDENDUM 2

- 1. RFQ #361-19 due date is changed from “December 18, 2018” to “January 10, 2019.”
The time remains “10:00 a.m.”**
- 2. “Instructions for Submissions”: The proposal due date is changed as noted in item #1 above and the “Evaluation & Interviews” is changed to “January 11-15, 2019.”**
- 3. Replace “Addendum 1, Attachment A” with “Addendum 2, Attachment A, 1 page.”**
- 4. Replace “Exhibit E” with “Addendum 2, Attachment B, Exhibit E, 9 pages.”**

**RFQ #361-19, ADDENDUM 2
ATTACHMENT A**

6. Evaluation Criteria -Qualifications of all business entities will be evaluated using the following selection criteria.

Criteria	Maximum Score
Pricing	40%
Corporate Background and Experience (Facility Assessment, Educational Programming Services, Conceptual Design Services, Life Cycle documentation, Data Collection Services, Costing/Estimating and Documentation, and long-range capital planning.)	10%
References (Provide three (3) references with most updated contact information including email and phone number. (References shall be from Owner for the Project(s) listed under the experience category below) Minimum two (2) owners. The District reserves the right to evaluate references not included in the submitted proposal.	8%
Previous experience with K-12 school systems-- Past and current experience on K-12 or similar projects will be considered in scoring this section. Proposer is required to list no more than five (5) K-12 projects in the past 5 years.	10%
Organizational Chart - Key Project Personnel with resumes	20%
Project Management Plan (Proposer to provide detailed execution plan demonstrating a thorough understanding of the scope and timeline.)	10%
Financial Qualifications- <i>Based on ranking of the proposals after "Evaluation Criteria Step 1," the financial strength will be evaluated for only the top ranked proposals or as many as deemed necessary by the district.</i>	2%
Financial status of the firm (as rated by Dun & Bradstreet)	
Proposer must indicate number of years as a D&B member.	
Proposer to provide current D&B rating.	
Proposals must include the DUNS account number and location of office. Failure to provide the DUNS Number or no DUNS rating will result in zero (0) points.	
MAXIMUM %	100%

**ATTACHMENT B
ADDENDUM 2**

**EXHIBIT E
PROPOSAL INFORMATION**

Proposal Form Execution

Firm Name (legal name)	
Federal Tax I. D. Number	
Firm's Street Address	
Firm's Contact Phone Number	
Firm's Contact Fax Number	
Firm's Contact Email Address	

SUBMITTED BY:

(Corporation, Partnership, Individual, etc.)

Name of President of Corporation *or*
Name of Principal Owner

Name of Secretary of Corporation
(if applicable)

(Corporation, Partnership, etc.) is organized under the laws of the State of _____.

Firm: _____

By: _____

Title: _____

Legal Address: _____

Date _____

Affix Corporation Seal here (if applicable)

Name of Proposer	
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**REQUEST FOR QUALIFICATIONS
to
GARLAND INDEPENDENT SCHOOL DISTRICT**

PART A. GENERAL

1.01 Firm Information

Firm Name (Legal Name)	
Firm's Point of Contact with Signature Authority	
Street Address	
Phone and Fax Number	
Point of Contact Email Address	
Type of Business: <input type="checkbox"/> Corporation, <input type="checkbox"/> Partnership, <input type="checkbox"/> Sole proprietorship, <input type="checkbox"/> Joint Venture	
State of Incorporation	
DUN & BRADSTREET NUMBER:	
In continuous business since (Date of Incorporation/ Years in Business):	
List other fully staffed offices or fully staffed branch offices of your organization:	
Name	Branch Manager Telephone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
Corporate Officers, Partners or Owners of Organization:	
Name	Title Assessment Experience (Years)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
Check box(es) corresponding to the nature of your business:	
<input type="checkbox"/> Large Business (100 or more employees) <input type="checkbox"/> Small Business (fewer than 100 employees)	
<input type="checkbox"/> Minority Owned Business; Certified with _____ (provide certificate copy)_	
<input type="checkbox"/> Women Owned Business; Certified with _____ (provide certificate copy)_	
<input type="checkbox"/> Other (Define) _____ (provide copy of certificate)	
Has your organization ever defaulted or failed to complete any work awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, stipulate where and why:	
Provide a percentage distribution of your firm's total fees that are derived from assessment and planning services. _____ %	

Name of Proposer	
------------------	--

The proposer is requested to submit a complete response to each of the items listed in this submittal form. If the question is not applicable, please provide a response after each question or section with: "N/A" (which indicates "not applicable to this project"). Responses requiring additional space should be brief and submitted as an attachment to this section.

2. Quality and Reputation

2.1. References, Past Experience, Project Role, and Litigation

➤ **References:** Proposer will provide three (3) references with most updated contact information. (References shall be from Owner who directly oversaw the Project(s) listed under the past or recent experience category below) Minimum two (2) owners. The District reserves the right to evaluate references not included in the submitted proposal. Answer the questions for each relevant project, **with emphasis on facility condition and educational adequacy experience**, that your organization has in-progress or completed. *Ensure availability of the references after close date of RFQ.*

2.2. If your firm's primary business is facility assessment services, please indicate the number of K-12 projects and school construction dollars for each of the following years:

2013 _____ \$ _____	2016 _____ \$ _____
2014 _____ \$ _____	2017 _____ \$ _____
2015 _____ \$ _____	2018 _____ \$ _____

2.1. Who would your firm propose as a consultant(s) for the following areas and how long has your firm worked with these consultants? (Only Applicable if services are not performed by the firm)

Long-range Capital Planning _____

Accessibility ADA _____

Civil _____

Structural _____

MEP _____

Life Safety & Security _____

Architectural Elements _____

Roofing _____

Food Service _____

Educational Programming _____

Educational Adequacy _____

Landscaping _____

Playgrounds _____

Technology _____

Costing/Estimating _____

Electronic survey of staff & public _____

Traffic Engineer _____

2.4 Does your firm furnish educational specifications / program / capacity criteria / adequacy and calculations? Yes _____ No _____

2.5 Briefly describe the manner in which your firm will work with the District to define the educational / program criteria for campus capacity planning purposes.

2.6 Identify advantages offered by your firm that would be of benefit to the District.

2.7 Describe any specialized expertise and experience your firm offers.

Proposer should copy this form for use to submit References

Table 1: Project Reference Information

Project No. _____ :

Owner / Name and Location of Project:	
Type of Project: (Facility Conditions Assessment, Education Adequacy Assessment, or Long-range Capital Plan?)	
Number of facilities and Square Footage	
% of Resources who were full time employees assigned to project.	
Type of Contract:	
Contract Amount at time of award:	
Final Contract Amount: (If in progress, contract amount to date)	
Contract Time: (at time of award)	
Percent Complete:	
Projected/Actual Completion Date:	
If completed, was the project completed on Time? If in progress, is the project on schedule?	
What kind of delays occurred?	
Did Firm operate in a safe manner? Was safety a priority to the Firm?	
Type of Reporting Tools used: (Software programs, formats, etc.)	
Project Manager's Name:	
Owner* or Appropriate Owner's Reference Contact Name Telephone-Facsimile Address Email address: *If reference is no longer employed by the Owner indicate current Employer and Title.	

➤ **Past Experience**

1 **School Districts K-12:** Past and current experience on K-12 or similar projects will be considered in scoring this section. Submitter is required to list up to five (5) K-12 projects in the past 5 years in addition to projects similar in size and scope. Size = Square footage (SF) of project(s). Scope is the type of assessment and deliverables specific to the scope of work in this RFQ. Past experience with Garland ISD will also be evaluated.

Table 2a: Past and Current experience on K-12 projects

Provide below the Owner's Name, ISD, and Email; School Name; Final Value; and, Contract Duration for no more than 5 completed K-12 Projects. Further Details should be included in Table 1, References for up to 3 of those listed below.

<u>OWNER/ISD and Email</u>	<u>School Name</u>	<u>Type of Assessment and Long-range Capital Plan</u>	<u>Square Footage of Assessment</u>	<u>% of Full time employees assigned to the Project</u>	<u>Final Contract Value</u>	<u>Contract Beginning and Completion Dates</u>

➤ **Litigation**

- Does the Proposer have any current or past litigation with an Owner organization(s).
No _____ or Yes _____ If yes, then complete Table 3.

Table 3: Litigation

Provide below the Date, Description, and Status of any litigation directly with an Owner organization only.

<u>Date</u>	<u>Description</u>	<u>Status (Pending, Active, Closed)</u>

2. b. **Additional information:**

- i. Has your organization ever been the subject of any mediation/arbitration proceedings or suits regarding your services for any public school district? Yes ___ No ___ if yes, explain.

- ii. Are there any judgments, claims mediation/arbitration proceedings or suits, pending or outstanding against your organization or its offices? Yes ___
No ___ if yes, explain.
- iii. Has your organization filed any lawsuits or requested mediation/arbitration with regard to services within the last five years?
Yes ___ No ___ if yes, explain.
- iv. Has your organization received any legal demand letters from school districts and what was the outcome?
Yes ___ No ___ if yes, explain.
- v. State the amount of liability insurance your firm would typically carry on projects of the type and cost included in this RFQ. Include the amount of deductible you generally include with this insurance. Explain.
- vi. State, by discipline, the amount of liability insurance your consultants would typically carry on projects of the type and cost included in this RFQ. Include the amount of deductible for each. Explain.

3. Execution:

3a. Proposed Project Team(s) and Management approach to proposed projects:

Please note that Garland ISD requires a superintendent to be assigned while Work is in progress, contingent upon the continued employment of those personnel by the Firm. Firm's staffing approach and organization must reflect this requirement. The Firm may not make any changes to these personnel assignments without the prior approval of the Owner.

- Proposed Project Team(s) and approach to proposed projects.
- Proposer to include resumes of actual staff who will be assigned to the project(s).
- Provide a Staff Organization Chart depicting your staff roles, relationships, and responsibilities with resumes.

Identify the proposed key staff and position by name and title and provide the following information for each. Include additional key staff, as necessary. Indicate which staff are assigned either on a full time, part time, or consulting basis. For part time personnel, identify the percent of full-time participation. For example, Project Manager 50% of Full-time, Consultant per Discipline 75% of Full-Time, Software Manager 25% of Full-Time, etc., Table 8.

Table 8: Proposed Project Staff

Staff: Project Manager

Name:	
Current Assignment: (Project name, client name and anticipated project completion date.)	
Total years of experience:	
Full Time or Part Time (For part time Personnel, identify the percent of full-time participation. For example, Project Manager 50% of Full-time, etc.)	
Relevant experience with similar projects: (educational and/or assessments and/or Long-range capital planning, as applicable)	
Years with the Organization:	

Staff: Title:

Name:	
Years with the Organization:	
Current assignment:	

Proposer should copy this form as needed to present information for all proposed staff.

3b. Proposed timeline plan:

- a. Provide the technical approach and management plan for completing the proposed scope of work.
 - b. Provide a description of all of the required tasks, how they fit within the context of the proposed scope of work, and what the final deliverable will include. Include a proposed schedule that addresses at least the following:
 - c. Start date (assume notice to proceed January 31, 2019)
 - d. CAD Conversion and space inventory
 - e. Standards Development
 - f. Field Data Collection (procedures Development, Pilot Preparation, Field Assessment, Data Input, Cost Estimating, Prioritization)
 - g. Capital Planning
 - h. Final Reporting and Training (assume completion June 2019)
- Proposer to provide detailed execution plan demonstrating a thorough understanding of the scope, and methodology in compliance with the timeline plan/information provided in the documents. The proposed schedule is a vital part of the evaluation process and sufficient information should be provided for Garland ISD to assess the time frame, work plan and approach.
 - Describe the proposed software and its ability to meet the criteria listed in the Software Specifications section of this document. In addition, include information about whether the firm will provide the software as part of the professional service, or whether there will be additional fees for licenses, maintenance, and support. Garland ISD is not looking for the actual prices of the software discussed in the qualifications submission, but rather, the structure under which the software will be provided.

4. Financial Strength: **Financial status of the proposer (as rated by Dun & Bradstreet):**

- Proposer must indicate number of years as a D&B member. _____
- Proposer to provide current D&B rating. _____
- Proposals must include the DUNS account number and location of office:

D-U-N-S Account Number: _____

Complete Legal Company Name: _____

(As recorded with Dun & Bradstreet)

Location: _____

(This information will allow the owner to confirm that the correct reports are being used for the evaluation.
Failure to provide the DUNS number or no rating with Dun & Bradstreet will result in zero (0) points.)