



Garland Independent School District

Request for Qualifications (RFQ)

RFQ# 361-19

Facilities Condition and Education Assessment (FCEA)

The Garland Independent School District will be accepting requests for qualifications (RFQ) for the Facilities Conditions and Education Assessment (FCEA) until 10:00 a.m., December 18, 2018 at 701 N. First Street, Garland, Texas 75040, Purchasing Construction Bond Department, at which time they will not be publicly opened.

Pre-proposal Meeting: December 5, 2018, at 8:00AM, at the Padgett Building Conference Room, Padgett Building, 701 N. First Street, Garland, TX 75040.

Identify on the outside of the envelope: Name of Project, Proposal #, Attention: Garland ISD Purchasing Construction Bond Dept, Marvin Padgett Auxiliary Services Center, 701 N. First St., Garland, TX 75040.

Mark your sealed envelope in the lower left hand corner with RFQ#, time, and due date, as noted above. (Should the district close for unforeseen reasons (force majeure) on the date the solicitation is due, the above referenced date should be changed to 10:00 A.M. the first date the district is open to conduct business).

You are invited to submit a request for qualifications and price proposal to provide Facility Condition and Education Adequacy Assessments with Long-range Capital Planning for the Garland Independent School District (GISD) from February 1, 2019 (or date of award) through May 31, 2019 with the District's options to renew annually through May 31, 2024.

This Request for Qualifications (RFQ) includes provisions which shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated. THIS RFQ WILL NOT BE OPENED OR READ PUBLICLY.

Handwritten signature of Mark A. Booker

Mark A. Booker
Director of Purchasing

Form fields for Company Name, Address, City, State, Zip, Authorized Representative Name, Title, Signature, Printed Name, Email Address, Telephone #, Fax #

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INSTRUCTIONS FOR SUBMISSIONS:

PROCESS OVERVIEW: This section outlines the steps in the procurement process.

• Advertisement	• November 29, 2018
• Deadline for Questions	• December 7, 2018 by 4:00 pm
• Addendum Issue Date (If Necessary)	• No later than December 11, 2018 (4:00pm)
• Proposal Due Date	• December 18, 2018, no later than 10:00am
• Evaluation & Interviews	• December 19-20, 2018
• Projected Board Approval Date	• February 12, 2019

In accordance with Texas Government Code Chapter 2254.003, the Board of Trustees of Garland ISD is requesting qualifications (RFQ) for the assessments of facilities condition, education adequacy and long range capital planning. This RFQ does not include architectural, engineering, or surveying services.

To maintain fairness in this process, all inquiries concerning this procurement are to be directed only to the Garland ISD Purchasing Department, in writing. Attempts to contact Garland ISD's Board of Trustee members, Superintendent of Schools, Assistant Superintendents, Directors, or other employees, during this period beginning with the issuance of this document through approval of award are strictly prohibited unless authorized by the Purchasing Department. Any attempt by a Firm or representative of the firm to contact or influence a member or members of the aforementioned, will be grounds to disqualify a Firm from award for items or services on this RFQ.

Contact

Nancy Nunez, Construction Bond Specialist
E-mail: nrnunez@garlandisd.net and bids@garlandisd.net
Phone: (972) 487-4132

1. INSTRUCTIONS TO PROPOSERS

1.1 Submission of Qualifications/Proposal:

- 1.1.1. For clarification of the scope of services(s) of this Request for Qualifications, proposer may contact:

Nancy Nunez, Construction Bond Specialist of Purchasing at nrnunez@garlandisd.net

- 1.1.2 **All addenda issued will be issued via the district website at:** <https://www.garlandisd.net/connect/do-business/current-opportunities> . **All addenda, if required, will be posted on the aforementioned website by December 11, 2018 at 4:00PM. It is the proposer's responsibility to check this website for addenda postings prior to submitting responses.**

- 1.1.3 Questions pertaining to proposing procedures should be directed to Purchasing Department, Garland I.S.D. Proposers finding errors, requests for additional information, omissions, or corrections that need to be made in the Scope of Services shall contact the Purchasing

Department in writing by 4:00 P.M on December 7, 2018. You may email questions and requests for clarifications to nrnunez@garlandisd.net and bids@garlandisd.net .

1.1.4 **PLEASE PROVIDE ONE (1) ORIGINAL AND ONE (1) COPY OF THE COMPLETE SUBMITTAL. CLEARLY LABEL THE ORIGINAL AND COPY. IN ADDITION, PROVIDE THREE (3) FLASH DRIVES CONTAINING DOCUMENTS IN THE ORIGINAL PROPOSAL SUBMITTAL.**

1.1.5 Responses hand-carried or submitted via carrier service are to be delivered to:

**Garland ISD Purchasing Construction Department
Marvin Padgett Auxiliary Services Center
701 N. First St., Garland, Texas 75040**

Responses submitted via the U. S. Postal Service are to be mailed to:

**Garland ISD Purchasing Department
P. O. Box 469026, Garland, Texas 75046-9026**

Clearly mark all envelopes and packages submitted in response to this RFQ with your Company Name and Address, the RFQ number and RFQ Title.
Allow sufficient transit time.

**RFQ#: 361-19; Facilities Condition and Education Assessment (FCEA)
DUE: Date December 18, 2018, 10:00AM. Local Time**

Responses received at the GISD Purchasing Construction Department after the time and date specified above will not be considered and will be filed unopened. The Garland ISD shall not be held liable for late Statement of Qualifications.

****Responses to this RFQ that are delivered to other Departments within the GISD is not considered as delivery to the Purchasing Department.**Responses will be deemed as late if they are not timed stamped in the Purchasing Office by the Statement of Qualifications Due date & Time.**

1.1.6. Once completed and signed, return your Statement of Qualifications to the Garland ISD Purchasing Construction Department (as instructed above).

1.1.7. Oral or telegraphic responses transmitted via the District's facsimile machine are not acceptable. Statement of Qualifications must be submitted to the District in an envelope. **DO NOT FAX YOUR STATEMENT OF QUALIFICATIONS!**

1.1.8. Statement of Qualifications must be signed by an individual who is authorized to contractually bind their firm when submitting the Statement of Qualifications. Failure to sign the Statement of Qualifications will be considered as a "mistake in Statement of Qualifications", and will be rejected as "non-responsive".

1.1.9. All information requested must be addressed and provided in your Response. Also, all services which the proposer is offering the district in response to the scope of services, must be stated and addressed in the response.

1.1.10. All information provided must be typed. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Response.

After submission, no responses to this RFQ may be withdrawn prior to due date without written request (addressed to the Garland ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. All Statements of Qualifications in response to this RFQ become the property of Garland ISD upon receipt.

- 1.1.11. Any and all deviations to terms and conditions, requirements, and/or scope of services of this RFQ must be listed in Section 8 of the submittal. Refer to pages 7 and 8 of this document for specific guidance for formatting the response and the minimal content.
- 1.1.12. Garland Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this Request for Qualifications may be subject to release as public information unless the response or specific parts of the response are an exception from public disclosure under such Act. The District assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form. The District assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.
- 1.1.13. Statement of Qualifications submitted and asserted to be copyright protected in their entirety may, in the District's sole discretion, be rejected as non-conforming. Proposers who submit copyrighted materials as part of their Statement of Qualifications must review and complete the Confidential Information Declaration & Copyright Authorization Form. Proposers submitting copyrighted materials should consult with their legal counsel regarding copyright and disclosure issues. By submitting copyrighted materials and completing the Confidential Information Declaration and Copyright Authorization Form, Proposers grant the District authorization to reproduce and provide copies of such information and agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited to, any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. In the event a proposer is unable to grant such authorization and waiver, copyrighted materials must not be included in the response.
- 1.1.14. Finger Printing Provisions for National Criminal History Check. The firm will, before beginning performance and at least annually during performance of any Agreement, obtain criminal history record information at its own expense concerning all covered employees, and will certify that to the District that it has done so on a form to be provided by District, attached hereto as "Exhibit A". A "covered employee" is a person who is an employee, applicant, agent or Subcontractor of the Proposer or of any Subcontractor of the Proposer, if (a) the person has or will have work duties related to the Project that will be performed on District property or at another location on a regular or repeated basis, (b) students are regularly present at such location, and (c) the person will have verbal or physical interaction with, or be in close proximity to, one or more students. A successful proposer shall be required to immediately remove from District's property or other location where students are regularly present any covered person who has been convicted of (a) any felony under the Texas Penal Code, (b) any offense for which the person is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure, (c) any equivalent offense under the laws of the United States or any other state, (d) any offense against a child, (e) misdemeanor possession of a controlled substance within 10 years, (f) any weapon offense, (g) theft, larceny, fraud, issuance of a bad check, theft by check above the class C

misdeemeanor level, or more than one offense at the class C level, (h) forgery, (i) altering an Official Document, (j) perjury, or (k) securing executing of a document by deception.

1.2. Award/Evaluation of Statement of Qualifications

- 1.2.1. The District reserves the right to award a single contract for Facility Assessment Services or to multiple firms based on the best interests of the District, unless the proposer states otherwise. Statement of Qualifications shall cover the entire program as described herein.

Each Statement of Qualifications submitted in response to this RFQ shall be evaluated based on the requirements/scope of services, and terms and conditions listed in the RFQ. The table below identifies the criteria to be considered in the evaluation of qualification statements received in response to this RFQ:

ALL CONTENTS PROVIDED IN RESPONSE TO THIS REQUEST FOR QUALIFICATIONS WILL BE CONSIDERED DURING THE EVALUATION PROCESS

- 1.2.2. Upon notification of potential selections for award, the person or entity submitting this Statement of Qualifications must give 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 this conviction of a felony (this requirement does not apply to a publicly held corporation).

2. CERTIFICATIONS

- 2.1 By signing this Request for Qualifications, the undersigned proposer affirms that its company, corporation, firm, partnership or individual has not prepared this Statement of Qualifications in collusion with any other proposer(s) and that the contents of this response to this Request for Qualifications have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official due date of this Statement of Qualifications.
- 2.2 The person whose signature appears on the cover page of this Request for Qualifications hereby certifies (by signing this document) that the individual and/or firm on whose behalf this Statement of Qualifications is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the due date of this Request for Qualifications.
- 2.3 By signing this Request for Qualifications, the proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request for Qualifications, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of proposer to sign RFQ will render it null and void.
- 2.4 By submitting a response to this request, proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at www.Garlandisd.net/departments/purchasing/conflict_of_interest.asp. Failure to comply with this provision may result in the Statement of Qualifications being considered non-responsive.

3. CONTRACT TERMS AND CONDITIONS

3.1 Length of this RFQ shall be for a maximum period of one (1) year from the date of the Board approval, with the option to renew annually for four (4) additional, one (1) year terms.

3.2 This Request for Qualifications (RFQ) and any resulting award(s) shall be interpreted within the laws of the State of Texas. Venue for any legal action filed relative to this Request for Qualifications or any resulting contract shall be in Dallas County Texas.

3.3 In the event that any one or more of the provisions contained in this Request For Qualifications (or resulting contract) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request For Qualifications (or any resulting contract) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

3.4 The Garland Independent School District reserves the right to cancel any contract resulting from this Request for Qualifications at any time, for any reason (or for no reason) with a thirty (30) day written notice to the firm(s). Firm may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the firm's address appearing on the face of the Request For Qualifications (or as subsequently revised or changed). Any compensation due the contractor(s) will be limited to services performed and accepted by the District.

3.5 It is understood that in the performance of any services herein provided, for Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.6 Any assignment by Firm of this contract or any part thereof without written consent of Garland ISD shall be void.

3.7 Firm agrees to indemnify and save harmless Garland ISD and all its officers, agents, employees acting in their individual and official capacity, and all entities, their officers, agents, and employees who are participating in this contract effort, from all suits, claims, actions, damages, demands or other demands of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligence act or fault of the Offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under any contract which may result from award. Firm shall pay any judgments with cost, which may be obtained against Garland ISD.

3.8 Contractor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State (the "Foreign Organization List"). In the event that Contractor is added to the Foreign Organization List at any time during the term of the Agreement, Contractor shall promptly provide notice to Garland ISD. Garland

ISD may, at its discretion, terminate the Agreement immediately upon receipt and verification of information, by any means, that Contractor has been added to the Foreign Organization List.

3.9 Contractor hereby certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Related Companies"), currently boycotts Israel, and Contractor agrees that Contractor and Related Companies will not boycott Israel during the term of the Agreement. For purposes of the Agreement, the term "boycott" shall mean refusing to deal with, terminating business activities with, or otherwise taking 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. The term "boycott" shall not include an action made for ordinary business purposes.

4. INSURANCE REQUIREMENTS

4.1 The Firm shall purchase and maintain, in a company or companies licensed to do business in the State of Texas, such insurance as will protect the Firm and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The firm shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection. The Firm shall, during the performance of this Agreement, keep in force the following insurance: General Liability, \$1,000,000 each occurrence and, if applicable, Professional Liability, \$1,000,000 each occurrence. Also, statutory Worker's Compensation or equivalent accident policy in case of employee injuries and automobile coverage of at least \$500,000 combined single limit (CSL) is required.

4.2. All such policies of insurance shall contain a provision that they shall not be cancelled or altered nor the amount of coverage reduced until at least thirty (30) days after notice of such cancellation, alteration, or reduction has been delivered to the District.

4.3. Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Firm shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

4.4. The Certificate of Insurance must be presented prior to start of service. The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

END OF SECTION

5. Garland ISD Supplied Information

5.1 Purpose of Solicitation

The Garland Independent School District is seeking qualified firms interested in contracting with the District to provide a facilities condition and educational adequacy assessment with long-range capital plan to be used as a basis for decision making. Actual pricing will be negotiated with the selected firm(s) once the evaluations are completed.

5.2 Garland ISD Background

Garland ISD has a student population which exceeds 56,000 students across 72 campuses. This year we will have over 7,000 employees. The school district has 2 Pre-K schools, 47 elementary schools, 12 middle schools, 7 high schools, 4 other educational centers, and 10 support facilities including 2 athletic stadiums; Garland ISD is primarily located in three cities, Garland, Rowlett, and Sachse.

Garland ISD has a federally mandated choice of school program which allows a family to choose the school their child will attend. Garland ISD has an ongoing, renovation and preventative maintenance plan for all facilities. As a result of the district's most recent bond election, 2014, the district has increased its square footage by approximately 286,516 square feet. Two new facilities have been or will be constructed as well as fine arts and vestibule additions. All seven high schools compete at the 6A level. The district currently has two stadiums, which are used for all varsity competitions.

Also, Garland ISD is a sophisticated technological environment consisting of an underground private fiber network, multiple hub locations, and a main data center. The network delivers data, voice for the IP phone system, multicast satellite TV channels to the classrooms, and closed circuit television (CCTV) for security. A robust wireless infrastructure also exists in all GISD instructional campuses.

Garland ISD's network infrastructure supports high demand applications residing on its network. Dual/redundant 10 gigabyte connectivity to the internet, combined with the internet bandwidth management capabilities of district firewalls, should permit offsite applications to perform as well as onsite applications.

Garland ISD utilizes Microsoft Active Directory in a mixed environment that includes Linux servers, a small number of Windows Server 2003, Windows Server 2008/2008 R2, and Windows Server 2012 R2, with any new servers being Windows Server 2016. Microsoft Office 365 provides email and other collaborative cloud services, although Google Services are heavily utilized as well. An Oracle environment supports several of the central administrative systems (finance, HR, etc.), and Skyward is the district's student information system. GISD has staff with Oracle and SQL expertise.

Garland ISD technology incorporates multiple device platforms including Windows desktops and laptops, Apple MacBooks and iPads, and Chromebooks.

5.3. Services Requested

Respondents to this RFQ shall identify their experience and qualifications to perform: Facilities and Education Adequacy Assessments, Educational Programming Services, Life Cycle documentation, Data Collection Services, Costing/Estimating and Documentation, and Long-range Capital planning. All to be provided in an electronic format acceptable by the District. See Exhibit D, E and G.

5.4. Procurement Process

5.4.1 Selection of Qualified Provider Short-list of Providers

A committee of Garland ISD staff will review responses submitted. Based on the “Evaluation” and selection criteria described in this document, the committee will select respondents to make presentations which will be used as an evaluation factor. Information provided in the presentation may result in modifications to the evaluation scores.

The District will select an approved firm(s) based on the evaluation criteria to determine demonstrated competence and a fair and reasonable price. The Garland ISD may also determine that no responsive submittals have been received and reject all submittals. The district reserves the right to interview selected firms.

5.4.2 Recommendation of Firms

The Garland ISD review committee will recommend firm(s) for Board of Trustee approval.

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 K-12 experience with North Texas School Districts--Past and current experience on ISD or similar projects will be considered in scoring this section. Proposer is required to list no more than five (5) ISD projects in the past 2 years and Previous Commercial experience as outlined	15%
Organizational Chart - Key Project Personnel with resumes	15%
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%

7. RESPONDENT'S SUBMITTAL

Each firm shall organize the response in the order listed below and include the content as requested. This information will be used for the Evaluation Criteria previously listed. Garland ISD reserves the right to reject as non-responsive any responses that do not contain the information requested in this RFQ. Additionally, Garland ISD reserves the right to reject, as non-responsive, any responses that are not organized and formatted as described in this RFQ. Complete and return all documents and exhibits. See Exhibits D, E, and **G for qualifications and pricing submittals.**

Provide a letter of intent with the qualifications and which must be signed by an individual authorized to contractually bind the firm. Failure to provide the letter will be considered as “non-responsive”.

END OF SECTION

EXHIBITS

EXHIBIT A

Certification for Criminal History Check

EXHIBIT B

Confidential Information Declaration & Copyright Authorization Form

EXHIBIT C

District Information/Specifications

EXHIBIT D

Specifications for RFQ Submittal

EXHIBIT E

Proposal Information

EXHIBIT F

Insurance Affidavit

EXHIBIT G

Price Proposal

EXHIBIT A

Certification for Criminal History Check in Compliance with Texas Education Code § 22.0834(a)

Definitions

“Covered employee”—A “covered employee” is a person who is an employee, applicant, agent or Subcontractor of the Contractor or of any Subcontractor of the Contractor, if (a) the person has or will have work duties related to the Project that will be performed on District property or at another location on a regular or repeated basis, (b) students are regularly present at such location, and (c) the person will have verbal or physical interaction with, or be in direct proximity to, one or more students.

“Direct contact with students”—The contact that results from activities that provide substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional district employee. Contact with students that results from services that do not provide substantial [the] opportunity for unsupervised interaction with a [an individual] student or students, such as addressing an assembly, officiating a sports contest, or judging an extracurricular event, is not, by itself, direct contact with students. However, direct contact with students does result from any activity that provides substantial [the] opportunity for unsupervised contact with students, which might include [such as], without limitation, the provision of [individualized] coaching, tutoring, or other services to students.

“Disqualifying conviction”—A “disqualifying conviction” is a conviction of (a) any felony under the Texas Penal Code, (b) any offense for which the person is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure, (c) any equivalent offense under the laws of the United States or any other state, (d) any offense against a child, (e) misdemeanor possession of a controlled substance within 10 years, (f) any weapon offense, (g) theft, larceny, fraud, issuance of a bad check, theft by check above the class C misdemeanor level, or more than one offense at the class C level, (h) forgery, (i) altering an Official Document, (j) perjury, or (k) securing executing of a document by deception.

On behalf of _____ (“Contractor”), I certify that [check one]:

None of Contractor’s employees are *covered employees*, as defined above.

The service contractor shall also certify that it will take reasonable steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided.

Or

Some or all of Contractor’s employee are *covered employees*. If this box is selected, I further certify that:

(1) Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction.

(2) If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days that it has done so.

Noncompliance by Contractor with this certification may be grounds for contract termination.

Signature

Date: _____

EXHIBIT B

**CONFIDENTIAL INFORMATION DECLARATION
& COPYRIGHT AUTHORIZATION FORM**

The bidder must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a bid that the bidder claims is confidential or proprietary. *Furnishing confidential or proprietary information is discouraged.* The District cannot guarantee that the District will be allowed to keep the information submitted confidential. The District may reject as non-conforming any bid that contains confidentiality claims that the District in its sole discretion considers vague or unreasonable.

All Invitation to Bid and parts of bids that are not marked as confidential or proprietary will generally be considered public information once the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked. The District assumes no liability or responsibility for release of any information that is properly marked but is determined by the Texas Attorney General or a court of law to be subject to release. In the event that the District receives a request for disclosure of material marked "confidential" or "proprietary", the District may request a ruling from the Texas Attorney General concerning whether such material must be disclosed.

Bids asserted to be copyright protected in their entirety are unacceptable and may, in the District's sole discretion, be disqualified as non-responsive. By submitting copyrighted materials as part of your bid, you hereby grant the District authorization to reproduce and provide copies of such information in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. By submitting copyrighted materials, you are representing that you have the authority to grant such authorization for the reproduction and release of such information. You further agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited, to any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552.

- Contents of this document are NOT considered Confidential or Proprietary
- Contents of this document ARE considered Confidential or Proprietary. Please identify the pages and/or sections declared Confidential or Proprietary:

The undersigned affirms that the District assumes no liability/responsibility for the release of any information if this form is not properly completed, signed and the appropriate pages clearly marked as directed. The undersigned further grants authorization for the reproduction and release of any information asserted to be copyright protected in response to a request for information under the Texas Public Information Act, and waives any and all claims regarding the release of such information.

Printed Name

Signature	Title	Date
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EXHIBIT C

District Information/Specifications

LOC	FACILITY	2018 SF <i>(detail)</i>	Current Facility SF <i>(summary)</i>	Estimated New SF <i>(in progress)</i>	Projected Facility SF <i>(without portables)</i>	Portables SF	Portable Count	Acreage <i>(estimated based on DCAD)</i>
002	GARLAND HIGH (Primary)	256,210	335,028	9,060	344,088			16.48
002	GARLAND HIGH (Science)	26,256						
002	GARLAND HIGH (Arts History)	21,356						
002	GHS @ WILLIAMS STADIUM (Field House)	19,941						9.17
002	GHS @ WILLIAMS STADIUM (Visitors Locker)	5,017						
002	GHS @ WILLIAMS STADIUM (Weight Room)	3,000						
002	GHS @ PDC (Softball)	1,624						4.35
002	GHS @ TRANSPORTATION (Baseball)	1,624						6.34
003	SOUTH GARLAND	301,943	317,196	3,400	320,596	13,571	10	37.84
003	SOUTH GARLAND HIGH (Fieldhouse)	9,585						
003	SOUTH GARLAND HIGH (Weight Room)	3,000						
003	SOUTH GARLAND HIGH (Softball)	1,334						
003	SOUTH GARLAND HIGH (Baseball)	1,334						
004	NORTH GARLAND	345,115	360,146	TBD	360,146	2,112	2	38.62
004	NORTH GARLAND HIGH (Fieldhouse)	9,585						
004	NORTH GARLAND HIGH (Weight Room)	3,040						
004	NORTH GARLAND HIGH (Softball & Baseball)	1,334						
004	NORTH GARLAND HIGH (RR & Concessions)	1,072						
005	LAKEVIEW CENTENNIAL	305,582	311,790	<i>included with 2018 SF</i>	311,790	13,440	10	59.67
005	LAKEVIEW CENTENNIAL HIGH (Weight Room)	3,000						
005	LAKEVIEW CENTENNIAL HIGH (Softball)	1,604						
005	LAKEVIEW CENTENNIAL HIGH (Baseball)	1,604						
006	MEMORIAL PATHWAY ACADEMY	72,998	72,998		72,998			5.71
008	NAAMAN FOREST	331,761	341,461	<i>included with 2018 SF</i>	341,461	8,064	6	41.85
008	NAAMAN FOREST HIGH (Weight Room)	6,492						
008	NAAMAN FOREST HIGH (Baseball)	1,604						
008	NAAMAN FOREST HIGH (Softball)	1,604						
009	ROWLETT HIGH	344,111	362,754	3,081	365,835	10,300	8	62.85
009	ROWLETT HIGH (Field House)	18,469						
009	ROWLETT HIGH (Ticket Softball)	87						
009	ROWLETT HIGH (Ticket Baseball)	87						
010	SACHSE HIGH	346,586	368,124	3,162	371,286	4,032	3	55.28
010	SACHSE HIGH (Fieldhouse)	18,457						
010	SACHSE HIGH (Baseball)	1,497						
010	SACHSE HIGH (Softball)	1,497						
010	SACHSE HIGH (Ticket Softball)	87						
012	GILBREATH-REED CAREER AND TECHNOLOGY CTR	118,870	118,870		118,870			17.98
041	AUSTIN ACADEMY	93,591	96,591	<i>included with 2018 SF</i>	96,591	4,032	3	12.55
041	AUSTIN ACADEMY (Weight Room)	3,000						
042	BUSSEY MIDDLE	113,639	116,639	2,792	119,431	2,688	2	11.06
042	BUSSEY MIDDLE (Weight Room)	3,000						
043	HOUSTON MIDDLE	97,706	100,592	<i>included with 2018 SF</i>	100,592	5,376	4	11.88
043	HOUSTON MIDDLE (Weight Room)	2,886						
045	JACKSON MIDDLE	122,323	125,323	5,626	130,949	5,472	4	9.11
045	JACKSON MIDDLE (Weight Room)	3,000						
046	O'BANION MIDDLE	111,829	114,829	5,114	119,943	8,064	6	9.29
046	O'BANION MIDDLE (Weight Room)	3,000						
047	BRANDENBURG MIDDLE	105,867	108,867	4,960	113,827	9,600	8	11.86
047	BRANDENBURG MIDDLE (Weight Room)	3,000						

048	SELLERS MIDDLE	109,559	112,559	3,080	115,639			8.78
048	SELLERS MIDDLE (Weight Room)	3,000						
049	WEBB MIDDLE	107,496	110,496	5,266	115,762	4,887	4	10.05
049	WEBB MIDDLE (Weight Room)	3,000						
050	COYLE MIDDLE	112,035	115,035	3,308	118,343	4,032	3	9.69
050	COYLE MIDDLE (Weight Room)	3,000						
051	LYLES MIDDLE	128,947	131,947	2,847	134,794	1,344	1	16.79
051	LYLES MIDDLE (Weight Room)	3,000						
052	HUDSON MIDDLE	128,903	131,903	2,843	134,746	5,376	4	21.72
052	HUDSON MIDDLE (Weight Room)	3,000						
053	GARLAND AEC	32,777	32,777		32,777			9.53
054	SCHRADE MIDDLE	122,408	125,408	2,576	127,984	5,611	6	28.16
054	SCHRADE MIDDLE (Weight Room)	3,000						
101	BEAVER ELEM	63,476	63,476	143	63,619			6.10
102	BULLOCK ELEM	59,932	59,932		59,932	1,536	2	6.89
103	CALDWELL ELEM	54,952	54,952		54,952			4.99
105	CENTERVILLE ELEM	36,413	36,413		36,413	5,760	6	8.44
107	COOPER ELEM	61,947	61,947		61,947	1,344	1	5.63
108	DAUGHERTY ELEM	96,230	96,230		96,230			5.55
109	FREEMAN ELEM	53,018	53,018		53,018			7.95
110	HANDLEY ELEM	64,416	64,416		64,416	1,728	2	7.29
111	KIMBERLIN ELEM	62,462	62,462		62,462			4.59
112	PARKCREST ELEM	65,660	65,660		65,660			5.96
113	SOUTHGATE ELEM	70,469	70,469		70,469			6.06
115	WATSON TECH	45,380	45,380		45,380	2,688	2	4.97
116	WEAVER ELEM	65,285	65,285		65,285	4,073	3	6.95
117	WILLIAMS ELEM	40,785	40,785		40,785	2,592	3	4.78
119	BRADFIELD ELEM	58,931	58,931		58,931			6.10
120	SHOREHAVEN ELEM	58,482	58,482		58,482			5.52
121	MONTCLAIR ELEM	63,060	63,060		63,060			6.04
122	WALNUT GLEN ELEM	47,605	47,605		47,605	2,675	2	5.05
123	GOLDEN MEADOWS ELEM	64,390	64,390		64,390			6.88
124	HEATHER GLEN ELEM	67,378	67,378		67,378			5.52
125	HILLSIDE ELEM	44,725	44,725		44,725	4,224	4	10.36
126	DAVIS ELEM	69,207	69,207		69,207			5.31
127	ROACH ELEM	57,933	57,933		57,933			6.62
128	ETHRIDGE ELEM	57,809	57,809		57,809	3,928	4	6.35
129	VIAL ELEM	55,261	55,261		55,261	2,112	2	7.89
132	CLUB HILL ELEM	53,962	53,962		53,962			7.74
133	HICKMAN ELEM	68,649	68,649		68,649	3,072	4	6.00
134	NORTHLAKE ELEM	67,485	67,485		67,485	5,460	4	7.02
135	PATHFINDER ACHIEVEMENT CENTER	25,217	25,217		25,217	2,738	2	1.85
136	TOLER ELEM	67,438	67,438		67,438	6,720	5	9.24
137	ROWLETT ELEM	68,634	68,634		68,634	2,688	2	8.66
138	SPRING CREEK ELEM	65,980	65,980		65,980	4,347	4	8.10
139	LUNA ELEM	69,981	69,981		69,981	768	1	9.03
140	BACK ELEM	69,981	69,981		69,981			10.33
141	SHUGART ELEM	71,052	71,052		71,052			6.60
142	HERFURTH ELEM	71,082	71,082		71,082			10.50
143	ABBETT ELEM	71,269	71,269		71,269	768	1	12.13
144	KEELEY ELEM	67,154	67,154		67,154			13.19
145	SEWELL ELEM	71,444	71,444		71,444			14.13
146	STEPHENS ELEM	72,294	72,294		72,294			15.78
147	LISTER ELEM	70,311	70,311		70,311	768	1	13.57
148	DORSEY ELEM	72,646	72,646		72,646			21.49
154	STEADHAM ELEM	71,759	71,759		71,759			14.74
155	ARMSTRONG ELEM	81,694	81,694		81,694			14.03
156	PEARSON ELEM	81,737	81,737		81,737			14.31
157	COUCH ELEM	83,407	83,407		83,407			14.83
158	LIBERTY GROVE ELEM	83,376	83,376		83,376			14.88

159	CARVER ELEM	83,376	83,376		83,376			14.39
180	CISNEROS PRE-K	45,904	45,904		45,904			5.92
181	PARSONS PRE-K	45,904	45,904		45,904			7.17
912	STADIUM-HBJ (Pressbox & Concession)	15,466	23,954		23,954			52.65
912	STADIUM-HBJ (Fieldhouse)	4,459						
912	STADIUM-HBJ (Concession)	3,489						
912	STADIUM-HBJ (Storage 1, 2 & 3)	540						
913	STADIUM-WILLIAMS (Pressbox)	9,057	20,312		20,312			17.36
913	STADIUM-WILLIAMS (Concessions - 2)	3,940						
913	STADIUM-WILLIAMS (Miscellaneous Structures)	3,572						
913	STADIUM-WILLIAMS (Ticket Office)	1,771						
913	STADIUM-WILLIAMS (Track Storage 1)	584						
913	STADIUM-WILLIAMS (Track Storage 2)	1,388						
916	HARRIS HILL ADMINISTRATION	131,120	131,120		131,120			8.19
917	TAX OFFICE	8,157	8,157		8,157			0.63
918	STUDENT SERVICES	25,054	25,054		25,054			2.51
919	TRANSPORTATION	18,226	18,622		18,622	2,880	2	13.25
919	TRANSPORTATION (Restroom)	396						
921	AG TRAINING CENTER (Open Stalls)	-	64		64			15.60
921	AG TRAINING CENTER (Technology Bldg)	64						
922	PDC - SHUGART	37,531	37,531		37,531			4.10
924	PADGETT (Warehse, Mezzanine & Office)	112,244	132,118		132,118	2,688	2	17.04
924	PADGETT (Carpenter/Grds Shop)	12,116						
924	PADGETT (Grds Storage)	2,425						
924	PADGETT (Greenhouse)	1,301						
924	PADGETT (Storage 1)	1,910						
924	PADGETT (Storage 2)	738						
924	PADGETT (Storage 3)	1,384						
925	CURTIS CULWELL CENTER	202,274	202,274		202,274			41.29
926	PRINT SHOP/RISK MGMT/TRANSPORTN BAYS	21,472	21,472		21,472			
926	TECHNOLOGY CENTER (includes Mezzanine)	66,711	66,711		66,711			6.09
927	WARREN SCHOOL	18,171	18,171		18,171			5.09
929	EMPLOYEE CLINIC (Leased space)	2,864	2,864		2,864			0.08
930	SURPLUS WAREHSE & BOND (Leased space)	15,885	25,387		25,387			1.19
930	SURPLUS STORAGE (Leased space)	9,502						
931	NATATORIUM (To be Built)			65,927	65,927			28.04
932	RECORDS BLD. (Student Service Annex)	1,723	1,723		1,723			0.26
XXX	SNS FREEZER (@ Padgett)	8,892	8,892		8,892			
XXX	SNS FREEZER (@ Technology)	6,847	6,847		6,847			
		7,949,548	7,949,548	123,185	8,072,733	173,558	143	1,173.40

EXHIBIT D
SPECIFICATIONS FOR RFQ SUBMITTAL

1.1. Buildings' Condition –

- 1.1.1. Develop and update district standards:
- 1.1.2. Develop a methodology for updating standards
- 1.1.3. Identify existing conditions and include identified deficiencies, corrective actions, and the cost and priority of the corrections.
 - 1.1.3.1. Areas to include as a minimum are civil, architectural, MEP, ADA, and Roofing:
 - 1.1.3.1.1. Site: grounds, utilities, playgrounds, paving systems and parking capacities
 - 1.1.3.1.2. Curb appeal
 - 1.1.3.1.3. Exterior systems: roofs, walls, window systems, exterior doors, and structural components
 - 1.1.3.1.4. Interior systems: walls, doors, hardware, floors, and ceilings
 - 1.1.3.1.5. ADA Assessment
 - 1.1.3.1.6. Heating, ventilation, and air conditioning systems to include controls
 - 1.1.3.1.7. Electrical distribution and lighting systems
 - 1.1.3.1.8. Plumbing systems
 - 1.1.3.1.9. Fire/life safety systems
 - 1.1.3.1.10. Technology infrastructure
 - 1.1.3.1.11. Elevators cabs and structures
 - 1.1.3.1.12. Special construction
 - 1.1.3.2. Database in a manageable electronic format such as Microsoft Access and/or Excel spreadsheets to become the property of the Garland ISD. Include the capability of:
 - 1.1.3.2.1. Track deficiencies and corrective actions
 - 1.1.3.2.2. Assigning deficiencies to a room location
 - 1.1.3.2.3. Calculating a building's facility condition index
 - 1.1.3.2.4. Ability to total the repair budget to include hard and soft costs for each building and discipline for projected spends using nationally recognized construction estimating data such as RSMeans or Department of Labor wage determinations for the Dallas County area.
 - 1.1.3.2.5. The assessment software/database must have the capability of summarizing these data at the school facility and district levels.
 - 1.1.3.2.6. Incorporate Garland ISD-supplied facility conditions data into the assessment software, analytical studies, and reports. All District-supplied facility conditions data will be identified as such and includes:
 - 1.1.3.2.6.1. 2014 Bond Project List
 - 1.1.3.2.6.2. AHERA Management Plan
 - 1.1.3.2.6.3. Temporary Buildings Report
 - 1.1.3.3. Forecasting –
 - 1.1.3.3.1. Identify the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable
 - 1.1.3.3.2. Include the long-range facility renewal costs
 - 1.1.3.3.3. Develop a Cycle Replacement Program.
 - 1.1.3.3.4. Prepare an economic analysis of all buildings that may be candidates for consolidation or replacement
 - 1.1.3.3.5. Consider the long-term capital costs for renovation or new construction and the operating expenses associated with the projected life of the facility

1.2. Education Adequacy Assessment

- 1.2.1. Measure the current and anticipated Garland ISD's mission and standards-based assessment to identify deficiencies which may be remedied through renovation and those that are not economically feasible to correct.
- 1.2.2. Include instructional and operational/administrative support facilities
- 1.2.3. Conditions to include:
 - 1.2.3.1. Inappropriately-sized teaching spaces
 - 1.2.3.2. The lack of appropriate plumbing facilities
 - 1.2.3.3. Undersized core spaces

- 1.2.3.4. Inadequate administrative support space
- 1.2.4. Prepare an educational suitability score that will reflect all of the educational adequacy criteria in a scope that can be used to rank and prioritize future work
- 1.3. Long-Range Capital Planning – Prepare a 10-year plan to manage the district’s facility assets with a series of project packaging scenarios that will include prioritized projects grouped into various funding levels with associated costs and anticipated administrative expenditures.
 - 1.3.1. Anticipate community engagement and on-going support to build consensus around the proposed plan along with facility options for each school.
 - 1.3.2. Include a cash flow analysis to project total program expenditures including all related costs over the course of the intended program implementation term.
 - 1.3.3. Explore alternative funding mechanisms which may include energy savings companies; federal, state, or local grants; empowerment zone funds; e-rate funding; or non-traditional privatized delivery processes
 - 1.3.4. Include:
 - 1.3.4.1. All of the assessment data and analysis,
 - 1.3.4.2. Description of the recommended funding and implementation program,
 - 1.3.4.3. A master schedule
 - 1.3.4.4. Master budget for all projects escalated to their dates of construction.
- 1.4. Technology Requirements – The proposed assessment database should establish a platform to manage district facility assets, manage the reduction of deferred maintenance, and populate Garland ISD work order maintenance operations.
 - 1.4.1. Provide an appropriate set of software, systems, and procedures that enable district to continue to update all data, and manage deferred maintenance reduction.
 - 1.4.2. Provide assessment software that can sort, prioritize, and support strategic work planning and packaging.
 - 1.4.3. Software shall provide:
 - 1.4.3.1. Comprehensive deficiency tracking
 - 1.4.3.2. Life cycle forecasting with asset tracking for major fixed equipment
 - 1.4.3.3. Internal educational adequacy analysis
 - 1.4.3.4. Linking of CAD plans to the room level assessment data
 - 1.4.3.5. Adjustable soft costs with an internal industry standard cost database for developing line item cost estimates for project packaging to a long range capital plan.
 - 1.4.4. Report on the value of the replacement facilities including the total asset value of the facilities portfolio.
 - 1.4.5. Software Specifications –Licensed to Garland ISD and meeting the following criteria:
 - 1.4.5.1. Robust database platform capable of housing a minimum of 10,000 digital images, 100 CAD drawing files, and a minimum of 300,000 database records without significant performance degradation.
 - 1.4.5.2. Ability to cleanly export selected, queried, or table data fields to an Excel spreadsheet for formatting and inclusion in documentation and reports. Allow multiple user access through the district’s current network.
 - 1.4.5.3. Provide security levels that will provide adequate security for administrator, client, and user access at various levels though out the application.
 - 1.4.5.4. Allow for updating by the licensor on a regular basis.
 - 1.4.5.5. Include online help files and documentation
 - 1.4.5.6. The preferred software platform is a SQL Server-based application that can be interfaced through to Garland ISD existing applications with the capability to house all of the deficiencies reported at the room level of detail, if the district desires.
 - 1.4.5.7. All pictures and files associated with the assessment should be incorporated into the system for ready viewing and access.
 - 1.4.5.8. The software shall be hosted on Garland ISD servers within the overall network security protocols of Garland ISD.
 - 1.4.5.9. Training and Technical Support Requirements – Provide multi-structured training programs to be conducted at Garland ISD’s facilities for approximately ten individuals.
- 2. Statement of Qualifications –Provide your experience with the following which will be required for the scope of work by Garland ISD.

- 2.1.1. Data collection-Provide evidence of ability to assemble and organize relevant study data using the following:
 - 2.1.1.1. Previous district studies
 - 2.1.1.2. Current floor plans
 - 2.1.1.3. CAD documentation
 - 2.1.1.4. Maintenance records.

- 2.2. Space verification-Provide evidence of ability to convert and develop electronic floor plans from:
 - 2.2.1. Current CAD drawings
 - 2.2.2. Blue line drawings
 - 2.2.3. Verify accuracy of drawings
 - 2.2.4. Utilize the verified information in the assessments

- 3.3 Inventory Space-Provide evidence of detailed space inventory for all district facilities to include:
 - 3.3.1. School facility portfolio
 - 3.3.2. Types of spaces:
 - 3.3.2.1. Academic Core Areas
 - 3.3.2.2. Library
 - 3.3.2.3. Physical Education
 - 3.3.2.4. Auditorium
 - 3.3.2.5. Media Center/Work Rooms
 - 3.3.2.6. Student Dining and Food Service
 - 3.3.2.7. Administrative Spaces
 - 3.3.2.8. Teacher Support
 - 3.3.2.9. Student Support
 - 3.3.2.10. Career and Technical Program Areas
 - 3.3.2.11. Fine Arts Facilities
 - 3.3.2.12. Athletic Facilities
 - 3.3.2.13. Custodial Services
 - 3.3.2.14. Restrooms-Staff and Students
 - 3.3.2.15. Storage areas
 - 3.3.2.16. Secured storage
 - 3.3.2.17. Secured entrances
 - 3.3.2.18. MDF/IDF rooms
 - 3.3.2.19. Environmentally controlled spaces
 - 3.3.2.20. Clinic space
 - 3.3.2.21. Conference areas
 - 3.3.2.22. Temporary buildings
 - 3.3.2.23. Multi-purpose areas

4. Educational Adequacy-Standards-based approach:
 - 4.1. Standards Development—Provide evidence of expertise in developing standards using trends for the district.
 - 4.2. Standards to include:
 - 4.1.1. Priorities and weightings
 - 4.1.2. Square feet parameters
 - 4.1.3. Quantify all elements of instructional spaces
 - 4.1.4. Area programs for larger enrollments per school type
 - 4.1.5. Define a process methodology that will ensure objective and credible findings
 - 4.2. Standards must include:
 - 4.2.1. District input
 - 4.2.2. TEA Guidelines and requirements
 - 4.2.3. Best practices from ISD's throughout the nation
 - 4.2.4. The development process
 - 4.2.5. Communication with district stakeholders

5. Areas to be evaluated:
 - 5.1. Capacity-Ability of core facilities to meet needs of the student population per location.
 - 5.2. Support for Programs- Provision of special spaces or classrooms that support specific curriculum offerings such as music, sports, science, technology, special needs populations and career and technical programs.

- 5.3 Technology- Presence of infrastructure, data distribution/storage, and equipment within classroom and laboratory settings with ability to support emerging technology (local area network cabling, WIFI presence, video distribution systems, electrical outlets, and video projection or interactive whiteboards).
 - 5.4 Supervision and Security- site buffers, security fencing, sight lines, lighting, and obstructions in instructional spaces that make supervision difficult or impossible.
 - 5.5 Instructional Aids- Presence of necessary equipment within teaching spaces (teacher storage, student storage, writing and tack surfaces, sinks, demonstration tables, and fixed audio/video equipment).
 - 5.6 Physical Characteristics- Size and shape of individual teaching spaces including ceiling heights.
 - 5.7 Learning Environment- Meet learning objectives, offer adequate collaborative spaces, and reflect best practices with level of comfort, lighting, odor free, controllable temperatures, and quietness.
 - 5.8 Relationship of Spaces- Proximity of instructional spaces to support areas like libraries, rest rooms, and student dining and recreational areas.
 - 5.9 Provide methodology for facilitating a forum with stakeholders on the vision of education within the district. This vision session will be aimed at:
 - 5.9.1 Identifying trends in education,
 - 5.9.2 New directions or changes in the curriculum approach
 - 5.9.3 Facility impacts of these potential changes
 - 5.9.4 Classroom of the future
 - 5.9.5 Prototypical designs
 - 5.9.6 Grade configurations
 - 5.9.7 Special learning areas
 - 5.9.8 Alternative organizational concepts
- 6 Incorporating current information into the final deliverable such as Garland ISD's enrollment projections and demographic data available.
- 7 Submission Requirements
- 7.1 Submit 2 hard copies and identify one as the original and one as a copy.
 - 7.2 Submit a complete copy on each of 5 flash drives to be included with submittal
 - 7.3 Font should be at least 11 point.
 - 7.4 Sample reports may be included. Complete Exhibit E.

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	
-------------------------	--

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: _____ Corporation, _____ Partnership, _____ Sole proprietorship, _____ 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:	
<u>Name</u>	<u>Branch Manager</u> <u>Telephone Number</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
Corporate Officers, Partners or Owners of Organization:	
<u>Name</u>	<u>Title</u> <u>Construction Experience (Years)</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
Check one (Officer, Partner or Owner of Organization):	
<u>Name</u>	<u>Title</u> <u>Construction Experience (Years)</u>
5. <u>Minority Owned Business; Certified with</u>	_____ (provide certificate copy) _____
6. <u>Women Owned Business; Certified with</u>	_____ (provide certificate copy) _____
7. <u>Other (Define)</u>	_____ (provide copy of certificate) _____
8. _____	_____
Has your organization ever defaulted or failed to complete any work awarded? _____ Yes _____ 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 technical proposal 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 _____ \$ _____

2.3. 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**

2 **School Districts K-12:** Past and current experience on ISD or similar projects will be considered in scoring this section. Proposer is required to list up to five (5) Independent School District (ISD) projects in the past 2 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 ISD 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>

3 **Commercial Projects:** Proposer must provide a list of up to five (5) projects in process and/or completed in the last 3 years. Projects older than 3 years may be submitted if similar in size and scope. Size = Square footage (SF) of project(s). Scope is the type of assessment specific to the scope of work in this RFQ. Include Client name, email, contract value, and contract duration.

Table 2b: Commercial Projects similar in Size and Scope

<u>OWNER and Email</u>	<u>Project Name</u>	<u>Type of Assessment and Long-range Capital Plan</u>	<u>Square Footage of Project</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</u> (Pending, Active, Closed)

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 full-time 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 phasing plan:

1) Proposed phasing 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 phasing 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.)

PART 2. TECHNICAL PROPOSAL FORM

2.01 Proposal Form

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

SUBMITTED BY:

(Corporation, Partnership, Individual, etc.)

Name of President of Corporation *or*

Name of Secretary of Corporation

Name of Principal Owner

(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)

**EXHIBIT F
INSURANCE AFFIDAVIT**

**GARLAND ISD
INSURANCE REQUIREMENT AFFIDAVIT**

To Be Completed By Insurance Agent/Broker and Bidder

I, the undersigned Agent/Broker, reviewed the insurance requirement contained in this bid document. If the Bidder shown below is awarded this contract by the Garland ISD, I will be able to, within fifteen (15) days of notification of such award, furnish a valid insurance certificate to the Garland ISD meeting all of the insurance requirements required to perform this RFQ.

Insurance Coverages Reviewed: _____

Agent's Name: _____

Agency Name: _____

Address: _____

City/State/ZIP: _____

Telephone No: () _____ Fax No: () _____

Bidder's Name and Company: _____

Project/Bid No. and Title: _____

Insurance Agent/Broker Signature: Date: _____

By submitting a bid and signing below I affirm the following: I am aware of all costs to provide the required insurance, will do so pending contract award, and will provide a valid insurance certificate meeting all requirements within fifteen days of notification of award.

If the above fifteen day requirement is not met, the Garland ISD has the right to reject this bid and award the contract to the next lowest bidder meeting specifications. If you have any questions concerning these requirements, please contact the Garland ISD's Risk Management Division at (972) 494-8382.

Proposer's Signature: _____ **Date:** _____

**EXHIBIT G
PRICE PROPOSAL**

- | | |
|------------------------------------|-----------------|
| 1. Facilities Condition Assessment | \$ _____ |
| 2. Education Adequacy Assessment | \$ _____ |
| 3. Long-range Capital Planning | \$ _____ |
| TOTAL: | \$ _____ |