



REQUEST FOR QUALIFICATIONS  
TO PROVIDE  
DESIGN BUILD SERVICES FOR  
THE CONSTRUCTION OF  
PUBLIC FACILITIES  
FOR HALLSVILLE ISD

RFQ Issue Date: October 1, 2009

Submittal Due Date & Time:  
Monday, October 12, 2009 by 10:00 a.m.

Hallsville ISD  
P.O. Box 810  
210 Green St.  
Hallsville, TX 75650

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The following Request for Qualifications (RFQ) pertains to the design and construction of a softball field house and concession stand. The District planning team has developed a planning/conceptual design of the project which is included as Appendix A. Firms with design build experience are being solicited to present qualifications for review. Based upon the submitted information, qualified candidates will be interviewed to develop a School Board approved list of qualified Design Builders (DB) for District projects. DBs from this list may be offered a Request for Proposal (RFP) for specific District projects, District may award projects directly off list without further competition or District may issue an open RFQ/RFP for specific projects.

## **I. INTRODUCTION**

The District is circulating this RFQ to DB's qualified to provide the District with: value engineering, conceptual design, programming, design services, engineering services, architectural services, and construction management for the design and construction of a public facility within the District. The District currently has proposed a project to construct a new softball field house and concession stand. Ultimately, this facility will be owned, operated and maintained by the Hallsville Independent School District.

After the list of DB is created, a Request for Proposal (RFP) for the specific project may be issued and DB will be asked to create design teams that reflect the needs of the proposed project. These comprehensive teams will be referred to as the Design-Build Team (DBT). All DBT members shall be licensed and registered with the State of Texas, as required. This RFQ describes the typical elements of a project, the required scope of services, the selection process, and the minimum information that must be included in the submittal of qualifications.

This RFQ is intended to allow for the following scenarios during the RFP process:

- DB will combine work efforts with the District's current design team that had previously prepared the planning and/or conceptual documents. This will create the DBT for the project
- A DBT, created by the DB, will prepare all planning and/or conceptual documents.
- A DBT, created by the DB, will uses previously prepared planning and/or conceptual documents.

All scenarios will result in continuing with design development, construction document preparation and construction of the project.

The District reserves the right to issue RFPs for future public facilities to any Design Builder on the District approved list of qualified Design Builders, without circulating another RFQ. The approved list shall remain in effect for a maximum of five (5) years.

This RFQ does not commit the District to award a contract, to pay any costs incurred in the preparation of submittals to this request, or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirely this RFQ.

The District reserves the right to reject any or all proposals in the District's sole discretion at any time prior to an award. The District also reserves the right to solicit proposals from outside the approved list for future projects.

## **II. SCOPE OF SERVICES**

The DBT shall design and construct the public facility to comply with all the applicable Federal, State and local laws, including the Americans with Disabilities Act-Accessibility Guidelines (ADAAG).

### **A. Project Control (All Phases)**

The DBT shall develop and implement the following Project Management Plan and Procedures:

1. Monthly project status reports (including schedule and budget updates)
2. Coordination/interface with the District and its other consultants/contractors
3. Progress meetings
4. Interface and communicate with other agencies, as directed by the District
5. Vendors and subcontractors management
6. Document control
7. Schedule and budget control
8. Quality assurance and quality control

### **B. Design Phase Services**

Utilizing the District's required standard specifications, facility program requirements, Federal, State and local laws, District performance and design criteria, approved planning documents (if available), and reports that will be identified in the Design/Build contract, for a typical project, the DBT will:

1. Prepare contract drawing and specifications and submit with required applications and supporting data to applicable regulatory agencies for review and approval and obtain required permits to allow construction.
2. Prepare design development and construction drawings and specifications suitable for obtaining District approval and issuance of permits to allow for construction.

3. Complete the design for all elements of the project, including but not limited to: landscape architectural, architectural design, civil engineering, structural engineering, mechanical design, electrical design, and any specialty consulting areas.
4. Incorporate the requirements of permitting agencies as may become apparent in the course of design. The DBT shall apply for and secure all permits and provide all necessary reports, studies and support required to obtain all required permits. In addition, the DBT shall research all Air Pollution Control District and noise abatement requirements; along with any hazardous materials management requirements of NFPA, OSHA and the City Fire Department. The DBT shall develop all appropriate environmental plans, including but not limited to, an air pollution control plan, a noise abatement plan, stormwater management plans and a hazardous materials management plan. The DBT shall submit and obtain approval of an application for Storm Water Pollution Prevention Plan to the appropriate authority. If required, the DBT shall incorporate appropriate facilities in the design.
5. Conduct site surveys and geotechnical investigations to the extent necessary for final design. Survey and geotechnical information to be provided by the District may be preliminary in nature and may not have sufficient accuracy or scope to support final design.
6. Prepare cost estimates throughout all phases of project development.
7. Perform value-engineering reviews to reduce cost and/or add value, utilizing all team members and District resources. Prepare a Value Engineering Report of all considerations, recommendations and decisions. The goal is to maximize the quality of construction at a cost equal to or below the Project Budget.
8. Perform Quality Control (QC) Review of the Drawings and Specifications throughout all phases in order to correct errors and omissions and reduce the quantity of Change Orders during the course of construction. Include a detailed review of drawings and designs relative to Code Compliance Laws. Organize and publish detailed QC Reports based on all findings.
9. Provide construction cost control estimates during the design to support value engineering and constructability reviews.
10. Identify all permit requirements and prepare applications and support documents necessary for obtaining all permits. Permit fees are not a part of the cost of construction of the project.
11. As provided for in the Design Build Agreement for a specific project, the DBT may be required to provide a cost estimate that will be used to establish a Guaranteed Maximum Price (GMP). Any savings at the end of the project will be deducted from the GMP and returned to the owner.

12. Prepare draft Operations Manual Index to serve as the basis for preparing the final operations Manual during the construction phase.

### **C. Construction Phase Services**

The DBT shall construct the facility in accordance with the approved construction drawings, specifications and associated permits. The DBT shall also:

1. Conduct weekly team meetings with the District and appropriate DBT members during the course of planning and construction.
2. Ensure the workmanship and materials provided are in accordance with the Project Specifications and meet or exceed quality construction industry standards for all types of work.
3. Provide list of required shop drawing submittals. Review shop-drawing submittals for technical and code compliance. Provide copy to the District for review and comment.
4. Assist the District in developing a furnishings list and aid the District in ordering and purchasing the furniture as may be applicable to the project.
5. Ensure construction compliance with applicable local, State, and Federal codes, building and environmental permit requirements, and construction mitigation documents and enforcement of the Contract Documents.
6. Purchase and install all necessary equipment and witness all factory and field component, equipment, and system testing as required by the project Contract Documents.
7. Provide surveying and other contracted services as required to complete project.
8. Develop, implement and manage a construction phase Quality Assurance/Quality Control Plan (QA/QC). The Plan shall include but not be limited to; 1) a statement and definition of QA/QC goals; 2) an identification of QA/QC criteria and elements; 3) development of the project QA/QC implementation plan; 4) development of the QA/QC materials, components, equipment and system testing plans; and, 5) enforcement of the plans and specifications.
9. Submit the proposed QA/QC Plan to the District for review. The Plan shall not be implemented without written approval of the District.
10. Provide laboratory, surveying and other contracted services as required to complete Project construction inspection, special inspection, stormwater program monitoring and overall testing tasks as part of the overall Quality Control.
11. Be responsible for preparing the CPM schedule. Use scheduling software consistent with the District reporting system.

12. Implement and maintain an internal records management and document control system as required to support project operations. The DBT shall provide records management and document control information in a manner consistent with the Districtwide reporting/filing system.
13. At the District's option, institute a Contractor Controlled Insurance Program and assign a Safety Engineer to monitor and control this program for the Project.
14. Provide copies of accident reports, claims, and other on-going safety related issues to the District.
15. Maintain Project as-builts.

#### **D. Operations and Startup Phase Services**

1. The DBT shall prepare, submit for District review and written approval a Project Startup and Testing Plan for the Project. The DBT shall fully implement said plan.
2. The DBT shall provide a one-year overall project warranty.
3. The DBT shall provide extended warranties for certain elements of projects including 20-year no limits manufacturer warranty for roofs, minimum extended warranties for other elements of the projects such as waterproofing, and 5-year extended warranties for air conditioning compressors.
4. DBT shall provide minimum one year maintenance contracts for operating systems such as elevators, electronic gates, fire alarms, security systems, audio systems, etc.
5. The DBT shall administer and coordinate project closeout process and resolve any warranty problems.
6. The DBT shall conduct Operator Training Sessions for personnel.
7. The DBT shall supervise, manage, and coordinate all project startup and testing activities for all systems within the provisions of the Contract Documents.
8. Provide operation and maintenance manuals for equipment purchased and installed by DBT.
9. The DBT shall report progress of project startup and testing to the District in a manner consistent with the District's reporting system.
10. The DBT shall coordinate, prepare and expedite record drawings and specifications.
11. The DBT shall prepare final accounting and close out reports.

12. The DBT shall prepare occupancy plan reports.
13. Unless the DBT receives the District's prior approval to substitute equal or better quality materials, the DBT warrants to the District, that material and equipment incorporated in the Project will be new and as specified, unless otherwise specified, and that the Project will be of good quality, free from faults and defects, and in strict conformance with the Construction Documents and the DB contract.
14. Post Construction: DBT to coordinate a walk-through of the Project in the 11<sup>th</sup> month of the guarantee/warranty period to review guarantee/warranty items. The DBT will coordinate all corrective work with the responsible parties and the District. The DBT shall report to the District all guarantee/warranty disputes. The DBT shall proceed to resolve such disputes after having submitted to the District for review and approval the DBT's approach for obtaining resolution for the dispute.

### **III. DESIGN BUILDER SELECTION PROCESS**

An Approved List of Design Builders will be developed based upon the criteria outlined in this RFQ. Candidates will compete first on the basis of experience (15%), design talent (20%), past performance (20%), resources (25%), construction and management skills (20%). Selected DBs may be requested to provide a proposal for a specific project through the RFP process. This may require the DB to coordinate and negotiate with a District appointed design team that has been involved in the planning/conceptual design of the project. Prospective DBT's will then participate in the interview and selection process.

### **IV. REQUEST FOR QUALIFICATIONS SCHEDULE**

The following schedule applies to the solicitation, receipt and evaluation of the Statement of Qualifications (SOQ) and the selection of the DB for the RFQ phase. Late submittals shall be rejected. This RFQ schedule is subject to modification in the District's sole discretion:

Advertise and Issue RFQ	October 1, 2009
SOQ Submittals Due	October 12, 2009 10:00 am
School Board Certifies DB List	October 12, 2009

### **V. SUBMITTAL REQUIREMENTS**

1. The submittal deadline is October 12, 2009, no later than 10:00 AM at the Hallsville Independent School District.

Qualifications packages should be submitted to and questions should be directed to:  
 Tim Brittain  
 Hallsville ISD  
 Assistant Superintendent for Business & Operations  
 PO Box 810

210 Green St.  
Hallsville, TX 75650  
(903) 668-5990

2. One original and two (2) single-spaced copies, no more than 50 pages in length excluding exhibits and appendices, are required for submittal. Submittals should be as brief as possible, while adequately describing how the consultant will approach the design build work program. Proposal creativity is encouraged, but extravagance in proposal style and format is discouraged. Statement of Qualifications shall include:

- A letter of interest
- Understanding of the project development process
- Summary of Qualifications
- Sample organizational chart for a prior project team
- Design Build fee structure
- Resumes (of key DB members)
- Detailed design-build experience
- Client References who will attest to the contractor's ability to complete design-build projects on time and within budget in the last 5 years

3. The submittal should demonstrate experience constructing a minimum of 3 public projects in the last 5 years, a demonstrated ability to implement creative solutions to planning issues and a demonstrated ability to complete tasks within the parameters of a fast-paced performance schedule and within the terms of the contract.
4. The submittal shall also provide the name, title, address, and telephone number of individual(s) with authority to negotiate for the candidate and also who may be contacted during the period of submittal evaluation.
5. Statement of the Consultant's ability, if selected, to enter into a District contract with the Hallsville ISD, and ability to avoid conflicts of interest on this or any other public or private projects.
6. Other Information
  - a) Description of insurance coverage (types of coverage and policy limits, deductible, exclusions, and outstanding claims).
  - b) Description of in-house resources (i.e., computer capabilities, software applications, model protocol, and modeling programs, etc.)
7. Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification.

## **VII. CONTRACT TERMS AND CONDITIONS**

Issuance of this RFQ does not commit District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District retains the right to reject any or all submittals. All respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the Hallsville ISD Board in its sole discretion.

Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful respondent. The contract shall be prepared on a form acceptable to the District. The form of compensation shall be negotiated. The District reserves the right to propose a variety of compensation structures, including: 1) time and materials not to exceed, 2) guaranteed lump sum, and 3) percentage of project costs.

Each submittal shall be valid for not less than one hundred and twenty (120) days from the date of receipt. The firms selected to perform the work described in this RFQ will be required to provide evidence of Commercial General Liability insurance with combined single limits, "occurrence" form of not less than \$5 million including Business Auto Liability to be placed with an insurer licensed to do business in the State of Texas with an A M Best's Rating of A-, V or better insuring against all liability of the District, selected consultant, its subcontractor(s), and its authorized representatives, arising out of, or in connection with, the performance of work under the contract with District. Workers' Compensation is also required with limits as required by the Labor Code of the State of Texas. Said insurance shall be provided at the sole cost and expense of the firm selected, unless requirement is modified or waived by the District. District reserves the right to modify the insurance requirements or to substitute project insurance during contract negotiations. Bonds may be required for individual projects as required by District Policy.