



**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL AND BOND
CONSULTING SERVICES**

**RESPONSES ARE DUE: Tuesday, May 17, 2022
10:00 AM CST**

**Midlothian Independent School District
100 Walter Stephenson Road
Midlothian, TX 76065**

Midlothian Independent School District

Request for Qualifications Architectural and Bond Consulting Services

General Request for Qualifications (RFQ):

The MISD is seeking to award the most qualified firm in accordance with instructions, terms and conditions, and requirements/specifications contained in this solicitation. Vendors are requested to submit responses offering their total line of available services that are commonly used by school districts and other public, not-for-profit agencies and organizations.

Intent of Request for Qualifications:

The Midlothian Independent School District is seeking to develop a master plan for facilities renovation, construction and land acquisition in advance of a prospective bond. Therefore, it is the intent of Midlothian ISD to obtain information in the request of qualifications that addresses these options.

General Qualifications

The firm should have expertise and extensive experience in developing plans for Texas School Districts or other public facilities with similar regulatory and legal requirements. Additionally, the firm should have experience and knowledge of local construction practices, procedures, regulations, soil and environmental conditions.

At a minimum, the RFQ must contain the following:

- ❖ Name of firm
- ❖ Business address
- ❖ Contact individual, telephone and e-mail address
- ❖ Type of organization (i.e. partnership, corporation, etc.)
- ❖ General statement of qualifications, including what makes your firm uniquely qualified to assist the District in developing a master plan for facilities renovation and construction in advance of a prospective bond.
- ❖ History of firm and principals including
 - Years in business—if less than five years, previous experience of principals is critical
 - Years in business under present name

- The former names, if any, your organization has operated under
- Experience of business principals
- ❖ Key personnel proposed to be assigned to project
- ❖ Registrations, licenses, and certifications
- ❖ General experience and experience related to school district planning and construction - include a list and brief description of all major projects performed in the last five years
- ❖ Experience related to design of Texas school buildings. Include a list and brief description of all major Texas school projects performed in the last five years. If the Architect is not a firm with a local office, indicate the means by which it acquired experience in the Midlothian area and knowledge of local construction practices, procedure, regulations, soil and environmental conditions. Also, indicate the means by which a non-local firm will communicate and collaborate with the District and community.
- ❖ List and explain claims and litigation involving the firm in the last 5 years including arbitration proceedings, including:
 - Whether your organization has ever failed to complete any work awarded to it
 - If there are any judgments, claims, arbitration proceedings, or suits outstanding against your organization or its officers?
 - If your organization has filed any lawsuits or requested arbitration with regard to projects within the last 5 years
- ❖ Provide statement regarding the ability of the firm to provide the following:
 - Insurance certificates
 - Audited financial statements
- ❖ Conflict of Interest Form CIQ promulgated by the Texas Ethics Commission
- ❖ Felony Conviction Notification, included as Attachment
- ❖ Any additional forms/statements contained within
- ❖ Provide business references
- ❖ List any professional services provided by your organization (architectural planning, design, construction administration, engineering, mechanical engineering, electrical engineering, structural engineering, interior design, civil engineering, etc.)

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date.

Qualification Based Selection Process:

Professional services will be procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence and qualifications as

determined by the Board of Trustees of the Midlothian Independent School District based upon the Qualifications submitted in response to this RFQ.

SCOPE OF SERVICES:

Midlothian ISD is looking to obtain responses from firms that can provide architectural and bond consulting services. MISD seeks proposals from firms that are qualified and experienced in:

- Reviewing projects from District plans, Capital Improvements Program, and any special projects identified by MISD or staff
- Formulating and working with a Growth Management Committee and the public to prioritize projects and review potential tax implications in the community

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- Formulating and working with a Growth Management Committee and the public to prioritize projects and review potential tax implications in the community
- Packaging the recommendations from the Growth Management Committee to present to the Board or Trustees and assist with the review and ranking of the Board of Trustees
- Support and provide expertise in starting the bond election process, including but not limited to, drafting bond language, ensuring proper calling of a Bond Election by the Board of Trustees, preparing financial impact statements, etc.

The successful firm will be required, through the entire bond planning process, to provide the following as required by the district:

- Work with appropriate staff to prepare for Election and Finalize Election order
- Develop Bond Communication Strategies, Messaging and Graphics (this includes strategies for website, social media, videos, etc.)
- Make recommendations at Board Study Sessions, Board Workshops all in an effort to Finalize a Bond Package
- Finalize Bond Order and Early Voting Locations, as needed

The successful firm will provide training in the following areas:

- Ethics for Leadership and Staff
- Media and Messaging

The successful firm will review various projects defined in the District's Strategic Planning Vision. Areas of expertise in the following areas should include but not be limited to:

- The ability to update cost estimates and account for increases in construction and design costs. This includes working with District Finance personnel and any additional individuals or groups to include project cost impacts on tax rates
- The ability to assess and review phasing of existing projects
- Identify any unforeseen costs such as ROW/easement acquisition, utility relocation or installation and so forth

The successful consultant will have the necessary experience and background to comprehend and prove a thorough understanding of the project lists and costs associated therewith to explain to the Trustees, Growth Management Committee, District Staff and the public the following information:

- Concepts and technical information from the list of projects within such plans
- Understand and explain tax implications for the community from the selection of projects

The successful firm will be able to conduct relevant surveys and conduct comparative analytics of planned projects. Survey and comparative analysis should encompass:

- Demographics
- Education methodology
- Applicable District Standards
- Finances – Tax Rate Implications and Legislation

The successful firm will assist in:

- Preparing materials and leading community meetings
- Preparing materials and leading Growth Management meetings
- Preparing and presenting various bond packaging scenarios
- Providing for community input forums, stakeholder meetings, online information, and surveys (i.e. voter analysis, etc.)
- Providing for a dynamic website to contain current and up to date information for the citizen to understand and process
- Implementing Social Media services to disseminate information and awareness and to solicit public input
- Compiling meeting materials for the committee to present to the Board of Trustees
- Providing a project prioritization recommendation from the Growth Management Committee to present and engage with the Board of Trustees on its decision to consider taking forward

The successful firm will work with the Trustees on the list of recommended projects and provide, including but not limited to:

- A detailed and thorough explanation on the engagement process and the decision on the list and ranking of recommended projects
- Property tax implications in conjunction with various scenarios, sequencing and phasing of projects
- Work with Financial Advisor and Bond Council on debt schedule, ballot language and so forth
- If needed, continue to work with Growth Management Committee on any directives or follow up from City Council

Should the Growth Management Committee meet on its own accord or should the District feel it can handle the process internally during any time in the process, the firm will respect such involvement and provide flexibility in its proposal should no engagement of activity be necessary.

The district may consider continuing public information and outreach regarding the bond, such as speaking engagement to various organizations, updates on the project website and social media services and so forth. In such situations, the District reserves the right to expand the original scope of work.

- Project Management, Coordination and Communication - In addition to providing the specific service detailed herein, the successful firm shall coordinate with the District regarding the documented scope of services contained herein, participate in conference calls and meetings as required by the District, and provide timely invoicing and reporting of project progress. The firm shall obtain information from key District staff, elected officials and key stakeholders in the community on the current and projected operations and facility needs.
- Public Involvement Strategy – The successful firm shall provide for a public involvement strategy as indicated in the scope of services. The firm will recommend the number, format and content of public meetings and/or public input surveys as necessary to fulfill the scope of service.
- Social Media – The firm will provide for the necessary social media services as indicated in the scope of services to include but not limited to a dynamic website and outreach services for public information awareness and gathering.
- Project Schedule – The successful firm, in consultation with the District, will perform its work in such a manner as to comply with a mutually agreed schedule. Pending unforeseen scheduling issues.
- Meetings – The firm will provide for the necessary meetings as indicated in the scope of services to include, but not limited to:
 - Meetings with District staff on all stages of the bond process

- Meeting with the Growth Management Committee
- Meetings for public input to include key stakeholders, community organizations and the like
- Meetings with the Trustees on the Growth Management Committee's recommended project list
- Reports – The firm will provide the necessary reports and presentations to include but not limited to status reports on the pre-bond process, final recommended project package from the Growth Management Committee to Trustees, presentation materials for any public meetings and the like.
- Document Format – The successful firm will provide such reports or materials as listed herein in hard and electronic format acceptable to the District, as agreed upon (i.e. DOC, PDF, etc.), and web ready electronic format acceptable to the District. The successful firm will create all maps in a District approved geographical information systems application. Maps and supporting documentation will be maintainable using current District software programs. All final maps will be presented on a District approved file on a district-approved form of submission.

A more detailed scope of work may be developed as the master plan progresses.

SELECTION PROCESS:

Firms are requested to submit their qualifications outlining their background and experience in bond planning, campus planning and building design. Selected firms may be invited to participate in interviews.

SCHEDULE AND SUBMITTAL:

All questions must be received in writing via email to the Purchasing Agent shana.volentine@misd.gs with the **SUBJECT LINE: RFQ 2122-016 Question** no later than May 12, 2022 @ 4pm. No addenda will be issued later than May 13, 2022, except an addendum withdrawing the qualification or postponing the opening. It is the responsibility of each qualifier to determine if addenda were issued and, if so, to obtain such addenda for attachment to the qualification.

Requests for Qualifications are due no later than May 17, 2022 at 10:00 a.m.

SUBMITTAL:

To assist in the evaluation process, your response shall be submitted in the following order, with each

section clearly identified:

Section I:	Executive Summary
Section II:	Proposal Response Index
Section III:	Company Profile with Resumes
Section IV:	Proposal Information
Section V:	Firm's K-12 District References

Executive Summary – The responder shall provide an executive summary, briefly introducing their response.

Qualification Response Index – The responders shall provide a Proposal Response Index that provides the section numbers and heading, and the page numbers for each heading, allowing for ease in locating specific pieces of information within the response.

Company Profile with Resumes – The responder shall provide a company profile, providing the following information:

- Company Name
- Local Address, City, State and Zip
- Headquarters Address, City, State and Zip
- Contact Representative and Title
- Contact Representative and Phone Number
- Contact Representative Email Address
- Provide evidence of the company's credentials

Proposal Information – Requested information and the firm's proposal highlighting any specific areas that are considered of importance and their commitment to Midlothian ISD to providing a program that will meet the District's requirements as addressed in this proposal.

Firm's K-12 District References – The responder shall submit a minimum of three (3) and up to five (5) references that have contracted with their company to provide like products and/or services. It is recommended that the responder show school district equal to MISD in size and structure, if possible.

Submit in a sealed envelope, 1 hard copy and 1 digital copy (Flash Drive) of the RFQ to the following:

Midlothian Independent School District
Attn: Shana Volentine, Purchasing Agent
Finance Office
100 Walter Stephenson Rd
Midlothian, Texas 76065



**REQUEST FOR QUALIFICATION STATEMENT – PROSPECTIVE BOND
ARCHITECTURAL SERVICES RFQ 2122-016**

1. GENERAL INFORMATION

Date_____

Firm Name _____

Address_____

City_____State_____Zip_____

Contact Person(s) – limited to two persons per firm/application

Contact No. 1

Name_____

Title_____

Telephone_____

E-mail address _____

Contact No. 2:

Name_____

Title_____

Telephone_____

E-mail address _____

Type of organization:

_____Sole proprietorship (individual)

_____Partnership

_____Professional corporation

_____Corporation

_____Joint venture

_____Other _____

TERMS AND CONDITIONS CERTIFICATION

Issuance of this RFQ does not commit the District to award any Architect or pay any costs incurred in the preparation of a response to this request. Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, an elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the MISD Finance Department.

The District may ask respondents to send a representative for an oral interview prior to a formal selection. The District will not be liable for any costs incurred by the proposer in connection with such an interview.

The District reserves the right to waive any formality related hereto.

By submitting a response to this RFQ, each respondent agrees to waive any and all claims it has or may have against the school district and its trustees, employees and officers, including, but not limited to, those arising out of or in connection with the administration, evaluation, or recommendation of any response or proposal; waiver of any requirements under this RFQ, or the Contract Documents; acceptance or rejection of any response or proposal; and award of a contract.

By my signature below, I warrant that I am authorized to sign on behalf of my organization, and that I have read, understand, and agree with all the terms of this Request for Qualifications. The information contained herein is true and accurate to the best of my knowledge.

Name of Proposer

Date

Signature

Firm

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance 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 the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION
PLEASE COMPLETE THE INFORMATION BELOW

I, undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED):

A. My firm is publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____