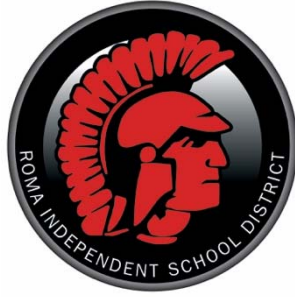


# Roma Independent School District

**Mr. Alfonso H. Perez**  
**Business Manager**

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**2017-2018**  
**School Board of Trustees**

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ROMA INDEPENDENT SCHOOL DISTRICT  
REQUESTS FOR QUALIFICATIONS

Roma Independent School is asking for RFQ's on the following:

Architect Services for Repairs of Buildings

Specifications can be requested by email at [ahperez@romaisd.com](mailto:ahperez@romaisd.com) or by fax at (956)849-3118. RFQ's are due by Monday, October 30, 2017 at 10:00am at 608 North Garcia Street Roma, Texas 78584.

Roma ISD reserves that right to reject any and all proposals and to accept the proposal the district considers most advantageous.

Alfonso H. Perez, Jr., Business Manager

**ROMA INDEPENDENT SCHOOL DISTRICT IS ASKING FOR:**

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL SERVICES**

For more information please visit our website [www.romaisd.com](http://www.romaisd.com) or email Alfonso H. Perez, Jr., Business Manager [ahperez@romaisd.com](mailto:ahperez@romaisd.com).

**RESPONSES ARE DUE: October 30, 2017 at 10:00am in the Manuel Guerra Building, 608 N. Garcia Street Roma, Texas 78584.**

**Roma Independent School District  
608 North Garcia Street  
P. O. Box 187  
Roma, Texas 78584**

## Roma Independent School District

### Request for Qualifications Architectural Services [October 30, 2017]

#### **General Request for Qualifications (RFQ):**

The Roma Independent School District is seeking an Architect to provide repair evaluations, design and construction administration services for the following projects:

- (1) Repairs, renovations and improvements to the Ramiro Barrera Middle School facility ("RBMS");
- (2) Repairs, renovations and improvements to the Roel and Celia Saenz Elementary school facility ("R&C Saenz Elementary");
- (3) Repairs, renovations and improvements to the Roma ISD Performing Arts Center facility (the "PAC").

#### **Information Regarding Project**

The total anticipated budget for the project has not been determined at this time. It is generally anticipated that the project will be completed in sequential order. The sequence of repairs to the facilities shall be performed at the District's direction, upon consultation with the architect and other professional service providers.

District representatives will make themselves available to answer questions regarding the anticipated scope of this project. The District can also make the conditions available for review by the design professional.

#### **Intent of Request for Qualifications:**

The Board of Trustees of the Roma Independent School District is seeking to conduct significant repairs, renovations and improvements to RBMS, R&C Saenz and the PAC. Roma ISD will receive and evaluate RFQs for selected architectural services based on Texas Government Code 2254. The architect or architectural firm should be bonded and appropriately insured and shall submit information relating to the bond and insurance. Therefore, it is the intent of the Board to obtain information in the request for qualifications that addresses these options.

#### **General Qualifications**

The Architect should have expertise and extensive experience in assessing problems with existing facilities and developing plans for Texas School Districts or other public facilities with

similar regulatory and legal requirements. The Architect need not have a local office. However, the Architect should have experience and knowledge of local construction practices, procedures, regulations, soil and environmental conditions.

At a minimum the response to the RFQ must contain the following:

1. Name of architect and firm
2. Business address
3. Contact individual, telephone and e-mail address
4. Type of organization (i.e. partnership, corporation, etc.)
5. General statement of qualifications
6. 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
7. Key personnel proposed to be assigned to project
8. Registrations, licenses, and certifications
9. 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
10. Describe expertise and experience your firm offers in the design of technology infrastructure or design of schools for the 21<sup>st</sup> century school
11. Describe your professional liability insurance including limits per project, limits in aggregate, the amount of the deductible
12. 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 Roma area and knowledge of local construction practices, procedures, regulations, soil and environmental conditions. Also indicate the means by which a non-local architectural firm will communicate and collaborate with the District and community in the design of the building given the distance from the architect's office to the District. State whether an officer or principal of your organization has been an officer or principal of another organization in the past five years when it failed to complete a project. If yes, provide details. List the major projects your organization has in progress, giving the name and location of the project, owner, contract amount, percentage complete, and scheduled completion date.

13. 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
14. Provide statement regarding the ability of the firm to provide audited financial statements
15. Fill out and submit the most recent copy of the Conflict of Interest Form CIQ promulgated by the Texas Ethics Commission
16. Fill out Felony Conviction Notification, included as Attachment A
17. Provide business references
18. 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 Roma Independent School District based upon the Qualifications submitted in response to this RFQ.

#### **SCOPE OF SERVICES:**

The Architect will be expected to recommend additional elements to be addressed in the Project master plan.

#### In General

As part of the planning process, the Architect, in coordination with the District staff and the project management firm (if one is selected) shall:

1. Inspect the facilities and prepare a detailed evaluation of the problems with the existing school facility

2. Develop a cost effective plan for the correction of same
3. Achieve the objectives of the District
4. Foster a high level of quality in design and repair work
5. Assist in the resolution of issues
6. Identify critical design or construction related issues related to the site and to the campus mission
7. Provide ongoing cost estimating
8. Full architectural services for the repairs to the building and the general area of the building will be provided.

### Construction Phase

The details of the construction phase services of the planning firm will be determined as the planning process progresses.

### **SELECTION PROCESS:**

Firms are requested to submit their qualifications outlining their background and experience in campus planning and building design. Selected firms will be invited to participate in interviews and formal proposals will be requested from finalists in the selection process.

### **SCHEDULE:**

Requests for Qualifications are due no later than **Monday, October 30, 2017 at 10:00a.m.**

### **SUBMITTAL:**

Submit eight (2) copies of the RFQ to the following: Roma ISD  
Attn: Alfonso H. Perez, Jr.  
608 N. Garcia Street  
Roma, Texas 78584.

**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.

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.

\_\_\_\_\_  
Name of Respondent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**ATTACHMENT A  
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: \_\_\_\_\_