

Austin Independent School District

Contract and Procurement Services



- x Questions must be submitted via e-mail to the contact person listed below.
In the e-mail subject line, type: Questions, Q15-034, Title of RFQ

- x Develop the Design/Engineering review phase procedures and report formats.
- x Implement and maintain document control and record keeping systems.
- x Assist in selection of Design Professionals by preparing and transmitting Request for Qualifications (RFQ's) assisting in the review of written proposals, conducting interviews, evaluating proposals and making recommendations.
- x Review program schedules developed to date. Develop and maintain a comprehensive Master Project Schedule to include all organization, design, preconstruction, construction and post occupancy services. This will be a comprehensive schedule reflecting all significant activities required to deliver the project through occupancy and post occupancy. The schedule will be designed to deliver the project as Tw 0.59 0t be desi.

- x Review the design documents for compliance with the scope to budget and other program requirements.
- x Review drawings and specifications for compliance with

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outstanding items to be corrected at the time of substantial completion. Monitor completion of the punch list items by the contractor.

- x Coordinate such items as furniture and equipment (delivery, assembly and installation), systems testing, training sessions, etc. Participate in regular Move-in Team coordination meetings to ensure all deadlines are met.
- x Review Operations and Maintenance manuals for each project to make sure they m ist i

- x The Program Manager will analyze and report to Austin ISD on all schedules submitted by Austin ISD, the Design Team, General Contractors, suppliers and vendors.

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- a. Professional Qualifications (20 points)
- b. Program Management Experience (20 points)
- c. Personnel Qualifications (20 points)
- d. Project Approach and Understanding (20 points)
- e. References (20 points)

5. When evaluation of qualification statements is completed, the Administration will rank each response and develop a "short list" of qualified firms to interview. Austin ISD anticipates that three firms will be short-listed and invited to participate in oral presentations/interviews, but the number may be more or less depending on the review of qualifications submissions. If an interview is requested by the Administration Evaluation/Selection Committee, the key proposed project staff will be expected to attend the interview. AISD, at its sole discretion, may elect to waive the interview and enter into contract negotiations with the firm it believes to be the most qualified.

6. AISD will first select the most highly qualified provider of requested services on the basis of demonstrated competence and qualifications and attempt to negotiate a contract with that provider at a fair and reasonable price.

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7. Location of other offices from which resources may be drawn for this contract.

8. Size, resources and capabilities of the firm.

a. List the principal from the submitting firm who may be contacted. List name, title, credentials, contact number and email address. Listed principal must be empowered to speak for the firm on policy and contractual matters.

b. Depth of staff to be assigned to the project. (a6(nc)4(i)d ba.006 Tw 0.29 0 Td [(an)-10(d)]TJ 0 Tc 0 Tw 1.67 0

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- b. Name, position, phone number and email address of the individual at the school district to whom the Program Manager reported.
 - c. The nature of the firm's responsibilities and work.
 - d. Size, type of facilities, and cost of program.
 - e. A description of how this program is relevant to AISD and how that relevancy specifically benefits AISD.
2. Provide a list of all of the firm's program management projects provided for K-12 school districts in the last ten years along with approximate number of schools, bond size, and program duration.

TAB 3 – PERSONNEL/TEAM MEMBER QUALIFICATIONS (10 pages total)

1. The selected firm shall employ at its expense professionals properly skilled in the execution of the functions required.
 - a. Identify the key personnel you would assign to the District's program and/or projects for each phase of the work, including their roles and overall description of the qualifications of the personnel in the proposed team. Key personnel must have experience on major K-12 programs.
 - b.

experience described in Tab 2, Program Management Experience.

- d. At least one key project team leader assigned to this program in a leadership position shall be a Certified Construction Manager (CCM) as issued by the Construction Management Institute.

TAB 4 – PROGRAM APPROACH AND UNDERSTANDING (5 pages total)

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SECTION VI - PROPOSED RFQ SCHEDULE

The District plans to follow the following timeline shown for this RFQ, but reserves the right to modify the schedule, as may be necessary and/or convenient:

9/25/14 & 10/2/14	Advertise/Issue Date
10/06/14	Questions Submission Deadline
10/10/14	Responses to Questions Posted on AISD Website
10/14/14	Deadline for Proposals, Proposal Opening at 2:00PM
11/24/14	Recommendation to the Board of Trustees/Contract Approval

services for additional years to complete the 2013 Capital Improvement Program, an amendment for these additional services will be negotiated in good faith. In such case, the District may extend this contract (by written agreement) for up to two (2) additional one-year periods for a total maximum contract term of six (6) years, provided that AISD notifies the contracted firm of its intention to do so at least 30 days prior to the contract expiration date. If the contract extension necessitates additional funding beyond that which was included in the original contract or subsequent amendment to contract, the increase in AISD's maximum liability will also be affected through a contract amendment and shall be based upon rates provided for in the original contract.

6. For additional information, please contact the person listed on the front cover. All questions must be submitted via email and received prior to 2:00 PM (local time) on October 6, 2014. Questions and Answers pertinent to this RFQ will be posted to the AISD's Contract and Procurement Services Department web page, <http://www.AustinISD.org/contractandprocurement/advertised-bids-rfps>. No verbal responses will be provided. Please note that results of this RFQ are NOT available by telephone.
7. AISD reserves the right without prejudice to reject any or all submittals, with or without cause, or to enter into a negotiation for a contract for services with a firm submitting a statement of qualifications. AISD further reserves the right to cease negotiations with one

