

**Request for Qualifications for
Architectural Services
North Lamar Independent School District
North Lamar, Texas**

North Lamar I.S.D. will be receiving Qualification Statements from companies interested in providing Architectural and Engineering services for renovations and/or additions to existing campuses and construction of new facilities for possible bond and building program.

The selected Architect or Engineering firm will be responsible for all architectural planning and design, bond planning, performing comprehensive facilities assessments of existing campuses to determine recommended up-grades and systems replacements, determining budget costs for proposed renovations and new facilities, evaluating existing facilities to determine alternative uses, assessing the feasibility of building replacement versus renovations/additions, assisting with the evaluations of building capacities and enrollment projections to determine the need for new facilities, providing the District with a 10-year facility plan, working cooperatively with a community facility committee to provide the Board of Trustees with building recommendations, and preparation of all construction documents with required architect and engineer seals.

North Lamar ISD reserves the right to accept or reject any and all proposals or waive any irregularities. Interested firms shall submit three (3) hard copies of the information requested in the attached questionnaire, as well as one electronic copy, in the sequence and format prescribed. Evaluation criteria will be as listed and will be based on the information provided, including experience, references, and the best value for North Lamar ISD. An initial evaluation of the responses to the RFQ will be made. At that time, a single proposer may be selected with whom to negotiate a Design Agreement or up to three (3) firms may be invited to interview. Final agreement is subject to approval by the North Lamar I.S.D. Board of Trustees.

Qualifications will be received by Dr. Jason Adams, Superintendent, North Lamar ISD, 3201 Lewis Lane, Paris, Texas 75460, before 3:00 P.M. on October 24, 2018.

Submit in person to: North Lamar ISD Administration Office, 3201 Lewis Lane, Paris, Texas 75460

Submit by mail to: North Lamar ISD Administration Office, 3201 Lewis Lane, Paris, Texas 75460

Submit electronically to: jasonadams@northlamar.net

For questions regarding this RFQ, please contact Dr. Jason Adams, Superintendent, by email at jasonadams@northlamar.net, or by phone at (903) 737-2000.

**Architect/Engineer Qualification Questionnaire
North Lamar Independent School District
North Lamar, Texas**

- I. General Firm Information:**
- A. Firm name, address, and phone.
 - B. Type of organization, contact person.
 - C. Address from which the project will be managed.
 - D. Brief history/profile of the firm.
- II. Experience: (30 points)**
- A. Overall design experience.
 - B. Previous experience of the design team working together on projects.
 - C. List at least five (5) projects for which similar services have been provided. Include project name, owner, date, cost, contracting method, and any other pertinent information.
 - D. Has knowledge of and background in the TASA Visioning document and the instructional philosophy of designing buildings to support 21st century learning opportunities.
- III. Technical Competence: (25 points)**
- A. Provide a project directory or organizational chart showing key members of the project team.
 - B. Indicate the qualifications of the Offeror's design/engineering staff to be assigned to the project. Provide resumes of key team members.
 - C. Indicate the certifications held by the key team members to be assigned to this project.
- IV. Capability to Perform: (10 points)**
- A. Current workload.
 - B. Brief statement about how the firm will accommodate this project.
 - C. Past performance on meeting schedules and budgets.
 - D. Provide the following information:
 - 1. The total number of registered architects and the number of years with the firm.
 - 2. The total number of engineers and the number of years with the firm; and
 - 3. The total number of all other employees.
 - E. Provide information relating to the firm's bond proposal and bond consultation services to be provided to the District.
- V. AIA Qualification Statement: (10 points)**
Submit a current AIA Qualification form for the Architect.
- VI. References: (15 points)**
List three (3) references for projects for which similar services have been provided. Up to three (3) letters of reference may also be included. North Lamar ISD is particularly interested in Offeror's design projects for other school districts.

VII. Certification:

Certify that the architects and/or engineers to be assigned to the project were selected based on demonstrated competence and qualifications in the manner provided by Section 2254.004 of the Texas Government Code.

VIII. Supplemental Material: (10 points)

Provide other pertinent information and/or firm brochure material that may be of assistance in evaluating the qualifications of the design firm.

IX. Forms

- Conflict of Interest Questionnaire – Form CIQ
- Felony Conviction Notice
- Debarment or Suspension Certification Form
- Israel Compliance Boycotts
- Acknowledgment Form
- W-9 Form G - Request for Taxpayer Identification Number and Certification