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**BIG SANDY INDEPENDENT SCHOOL DISTRICT**

**9180 FM 1276  
P.O. BOX 188  
Dallardsville, TX 77332  
(936) 563-1000**

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**Request for Qualifications for an Architect for Future Construction Projects**

Qualifications Due by Friday, April 13, 2018 by 2:00 P.M. (local time)

**Scope:** The District is requesting qualifications for architectural services for all planning, design and construction of any future construction projects. The architect is responsible for all estimated services, scope development, technical studies, problem analysis, design review, engineering, technical services, mechanical, electrical and plumbing plans.

**The RFQ can be downloaded from the Big Sandy ISD website , located at [www.bigsandyisd.net](http://www.bigsandyisd.net), under the Employment link, Request For Qualifications.**

Interested firms shall submit one (1) original and seven (7) copies of their Statement of Qualifications to the Big Sandy ISD Administration at the address shown below no later than Friday, April 13, 2018 at 2:00 P.M. (local time).

**Big Sandy ISD  
Attn: Eric Carpenter, Superintendent  
9180 FM 1276  
Dallardsville, TX 77332**

Respondents are not permitted to contact (by means of any communication) Big Sandy ISD staff or other persons affiliated with Big Sandy ISD for any reason before, during, or after the selection process. Any or all contacts shall be only for the express purpose of clarifying the specifics of the RFQ and shall be directed to the name and address mentioned above.

**Selection Criteria:** The following criteria will be used to determine the award of the contract:

a) Professional qualifications and experience	15 points
b) Previous relationship with Big Sandy ISD	15 points
c) Specialized knowledge in school construction	15 points
d) Ability to deliver within the timeline	30 points
e) Ability to manage project within the timeline	10 points
f) Ability to adhere to budget requirements	15 points
<b>Total Points</b>	<b>100 points</b>

The District will begin with the highest scored RFQ response and negotiate a contract with the architect. If a satisfactory negotiation cannot be completed, the District will move on to the next

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highest scored response and continue with this procedure until satisfied. The District will determine at its sole discretion whether to award all or part of the points based on submission.

**Qualifications:** All submissions must be typed and include the following:

**1) Professional qualifications and experience**

- a) Brief history of organization
- b) Organizational chart
- c) Resumes of staff (name, education, certifications, licenses, years of experience, positions held)
- d) Consultants that may be hired (mechanical, electrical, structural, kitchen, design, etc.)
- e) List of five most recent construction projects you have worked on or are currently working on

**2) Previous relationship with Big Sandy ISD.**

- f) Provide a list of previous experience with the District during the past 10 years

**3) Specialized knowledge in school construction.**

- g) List the number of projects for the last five years, including renovations and additions. Include name and location, budget, brief technical description of work with square footage, up to one page of graphics per project, change orders as percent of total project cost.
  - 1) Elementary Schools, Junior High Schools, High Schools
  - 2) Administrative Facilities
  - 3) Athletic Facilities
  - 4) Auditoriums
  - 5) Residential Housing
  - 6) Specialized Educational Facilities

**4) Ability to deliver within designated timeline.**

- h) Provide a timeline from starting date to completion date for development of plans and specifications for the project(s) above
- i) List how far from the original completion date the actual completion date was for plans and specifications for projects listed in 3) above.

**5) Ability to adhere to budget requirements.**

- j) List original budget and how far from the original budget final complete costs were and explain the difference for projects listed in 3) above.

## NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

Name/Title: \_\_\_\_\_  
(Type or Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Firm Name: \_\_\_\_\_  
(Type or Print)

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**FELONY CONVICTION NOTICE**

Senate Bill 1 passed by the State of Texas Legislators, Section 44.034 of the Texas Education Code, 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 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.

I, the 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 (Printed):

\_\_\_\_\_

Authorized Company Official’s Name (Printed):

\_\_\_\_\_

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

Signature of Company Official: \_\_\_\_\_

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

Signature of Company Official: \_\_\_\_\_

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

Name of Felon(s):

\_\_\_\_\_

Details of Conviction:

\_\_\_\_\_

Signature of Company Official:

\_\_\_\_\_

**CRIMINAL HISTORY RECORD INFORMATION REVIEW  
OF CERTAIN CONTRACT EMPLOYEES**

Texas Education Code Chapter 22 requires an independent contractor who provides services to a school district to submit a criminal history review if the independent contractor will have continuing duties related to the contracted services and direct student contact. Each independent contractor must certify to the District that the contractor has complied.

A covered independent contractor with a disqualifying criminal history is prohibited from serving at a school district. The following offenses are disqualifying if, at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state. The District reserves the right to designate other convictions or other criminal history information as disqualifying.

I certify that I have obtained all required criminal history record information regarding myself through the Texas Department of Public Safety's Fingerprint based Applicant Clearinghouse of Texas (FACT). I further certify that I do not have a disqualifying criminal history. I agree to notify the District in writing within 3 business days if I am arrested or adjudicated for a disqualifying reason during the contract term.

I agree to provide the District, upon request, my full name and any other requested information so that the District may obtain my criminal history record information. I understand that the District may terminate my services at any time if the District determines, at its sole discretion, that my criminal history is not acceptable.

Noncompliance or misrepresentations regarding this certification may be grounds for contract termination.

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Printed Name

Date

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Signature

**AFFIDAVIT OF NON-COLLUSION/ANTI-LOBBYING**

By submission of this response, the undersigned certifies that:

1. Neither the Respondent nor any of its officers, partner, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other Respondent or potential Respondent or given any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached response or the response of any other Respondent, and further states that no such money or other reward will be hereinafter paid.
2. No attempt has been or will be made by this firm's officers, employees, or agents to lobby, directly or indirectly, the District's Board of Trustees between response submission date and award by the District's Board of Trustees.
3. No officer, or stockholder of Respondent is a member of the staff, or related to any employee of the Big Sandy Independent School District except as noted below:

\_\_\_\_\_

The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the Respondent as well as to any person signing on its behalf.

Signature of Authorized Official: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## DEBARMENT AND SUSPENSION

### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions**

The Vendor, including any of its officers or holders of a controlling interest, is obligated to inform Big Sandy I.S.D. whether or not it is or has been on any debarred bidders' list maintained by the United States Government.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

1. The prospective lower tier participants certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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(Printed Company Name)

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(Authorized Signature – must be manually signed)

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(Printed Name and Position with Company)

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(State)

(3) the state in which a majority of the manufacturing relating to the contract will be performed:

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(State)

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(Authorized Signature – must be manually signed

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Date

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(Printed Name and Position with Company)



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a)**: "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B)**:

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.